



SIMMONS COLLEGE
Office of the Registrar
 300 The Fenway, Boston, MA 02115
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POLICY ON SCIENCE LABORATORY CHANGES

Faculty members in the science departments are committed to ensuring that every student is able to complete their major *on schedule* at Simmons College. Therefore, we enroll as many students in our courses and laboratories as is possible, while still considering safety, space, instrumentation, and faculty constraints. To ensure that every available space in the laboratory is utilized, you have been enrolled in a lab section that does not conflict with your schedule. **Once you are officially placed and registered in a lab section, you may not make changes to your lab registration.**

We realize, however, that you may have extraordinary circumstances that prevent you from attending lab during the time that was allotted to you. For the purpose of changing lab registration, extraordinary circumstances must pertain to medical or religious constraints.

If you wish to request an alternative lab placement, please complete the information below so that we can make the most informed decision about your registration. Forms should be returned to the Office of the Registrar in C116. You will be contacted by email within three business days after submission of this form. Lab change request forms must be turned in no later than the second Friday of the semester. Forms will not be accepted after this date.

LAB CHANGE REQUEST:

NAME: _____ STUDENT ID#: _____

MAJOR: _____

ANTICIPATED GRADUATION DATE: _____

SIMMONS EMAIL ADDRESS: _____

CURRENTLY ENROLLED IN: COURSE NO. _____ LAB SECTION _____

DESIRED NEW SECTION: _____

Please describe any extraordinary circumstances that restrict your availability:

I attest that the information listed above is true and correct.

Name: _____

Signature: _____ Date: _____

OFFICE USE ONLY: Processed by: _____ Date: _____ Communicated to Student: Date: _____