



SIMMONS UNIVERSITY
Office of the Registrar
300 The Fenway, Boston, MA 02115
Tel 617.521.2111 Fax 617-521.3144

PETITION TO THE ADMINISTRATIVE BOARD

Student Name: _____ Student ID: _____

Cell Phone #: _____ Simmons Email: _____

Adviser: _____ Major(s): _____ Graduation month/year: _____

Please choose your reason for Petitioning the Administrative Board from the following options:

I am Petitioning the Administrative Board for a **Registration Deadline Exception:**

- Add a course after 4th week
- Formal Audit Grading Option after 4th week
- Withdraw from a course after 8th week
- Retroactive Withdrawal from a course (previous semester)
- Other Registration Deadline Exception: _____

I am Petitioning the Administrative Board for a **Course Exception:**

- Overload of Credits (more than 21)
- More than 16 credits while on Probation
- Transfer in more than 16 Summer Credits
- Take a course at another institution while also taking courses at Simmons during the Fall or Spring Semester
- Other Course Exception: _____

I am Petitioning the Administrative Board for a **Grading Exception:**

- Incomplete Grade (current semester)
- Incomplete Grade Extension
- Pass/Fail Grading Option after 4th week
- Pass/Fail Grading Option Reversal after 4th week
- Retroactive Incomplete (previous semester)

I am Petitioning the Administrative Board for an **Academic Standing Exception:**

- Readmission to the University
- Extend Leave of Absence (after four consecutive semesters)

Student Signature: _____ Date: _____

REQUIRED MATERIALS FOR ALL PETITIONS

1. This Petition to the Administrative Board form, with student signature (above).
2. Personal statement from the student outlining the reasons for requesting an exception to University policy. There is no length requirement, however the statement must explain clearly and fully the student's reasoning and request for an exception. Personal statements can be emailed directly to adboard@simmons.edu.
3. Statement of support/electronic signature from advisor sent to adboard@simmons.edu.
4. Completed form that corresponds with the student's request (e.g.: Completed Add/Drop form, Petition for Incomplete Grade, Petition for Transfer Credit, etc.).

OPTIONAL MATERIALS

1. Letters of support from any outside parties the student may have worked with about the exception requested prior to petitioning (e.g.: Student Life or Professors).
2. Medical Documentation from any facility or caregiver.

All materials should be submitted in person to the Office of the Registrar (Room C115) or directly to adboard@simmons.edu. After your petition has been reviewed by the Administrative Board, you will receive an email with the decision within one business day of the meeting.