

## **Petition to Change Modalities for Simmons Undergraduate Students On the Ground to Complete Degree**

All currently enrolled or on a leave of absence students petitioning to change modalities from the *campus-based Simmons Undergraduate program* to the *online CompleteDegree@Simmons program* must follow a process. This process is intended to ensure adequate time for counseling on programmatic and financial implications. It also allows for the creation of a new academic plan of study and for necessary system changes.

### **Eligibility Statement**

CompleteDegree@Simmons was designed for **adult learners** who have **earned 17 + college credits**, and have at least **3 years of professional work experience**. Students who are currently enrolled in the undergraduate program at Simmons who meet this criteria and are in [good academic standing](#) (**2.5 cumulative GPA is recommended**) are eligible to transfer to the CompleteDegree@Simmons program with the approval of their Academic Advisor.

Please note: students transferring to the online program will forfeit any unused scholarship funds and will need to meet with their financial aid advisor to understand additional impacts to their financial aid package. This completed petition **must** be received no later than **4 weeks** prior to the intended semester start within the new modality change. Additionally, the student must be enrolled in their courses within **1 week** before classes begin.

For those hoping to change **from the Boston campus-based Simmons Undergraduate program to the online CompleteDegree@Simmons program**, please complete this form, initializing as directed to show you have followed the required steps.

### **Required Steps to Complete:**

1. Schedule a meeting with Christine Henningson, Academic Advisor for Complete Degree via [Starfish](#) ([starfish.simmons.edu](http://starfish.simmons.edu)) or email at [christine.henningson@simmons.edu](mailto:christine.henningson@simmons.edu). Christine will provide the student with a general overview of Complete Degree, explain wrap-around support services, and online programs available. Please have this form completed by the start of your meeting with Christine.

*Date of Advising Meeting:* \_\_\_\_\_

2. Students should consult with Student Financial Services ([SFS@Simmons.edu](mailto:SFS@Simmons.edu) or 617-521-2001) regarding how the modality change would affect their current financial aid, scholarship, billing, etc.

*SFS Representative Consulted with:* \_\_\_\_\_

Christine will consult with the Director of Undergraduate Advising within 1-2 weeks of the initial meeting. The Director of Undergraduate Advising will email the student directly regarding the modality change petition decision. Students who are not approved may select to schedule a follow-up meeting with Christine Henningson or the Director of Undergraduate Advising.

3. If a student's petition to change modalities does not meet the minimum requirements outlined in the eligibility statement above, the petition will be reviewed by the Director of Undergraduate Advising in collaboration with the Provost Office for a final decision.
4. Submit petition to Christine Henningson, Academic Advisor for Complete Degree, [christine.henningson@simmons.edu](mailto:christine.henningson@simmons.edu)
  - Advising will create a customized plan of study within the online CompleteDegree@Simmons program and will submit the approved modality request to the Registrar and SFS to ensure student account and billing changes are made.
  - Additionally, Advising will work with the CompleteDegree@Simmons Student Success team to ensure the student has access to the CompleteDegree online platform.

\_\_\_\_\_ (initial)

Student Name: \_\_\_\_\_ Simmons ID#: \_\_\_\_\_

Simmons Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Best Phone Number to Reach You: \_\_\_\_\_

### Academic History and Intent

1. **Current Simmons UG major/ minor:** \_\_\_\_\_
2. **CompleteDegree@Simmons intended major/ minor:** \_\_\_\_\_
3. **Start date you began current campus-based program:** \_\_\_\_\_
4. **Current anticipated graduation term (if you were to remain in campus-based program):** \_\_\_\_\_
5. **Please circle course load preference in CompleteDegree online program:**
  - a. part-time (fewer than 12 credit hours/term)
  - a. full-time (12+ credit hours/term)
2. **Please Indicate the semester/year you wish to enter the online program:** \_\_\_\_\_
3. **Please indicate the reason(s) for this transfer request:** \_\_\_\_\_

I have followed the steps outlined on this form and understand the following terms.

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Student Signature

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Print Name

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Date

Signature \_\_\_\_\_ Date \_\_\_\_\_