



# Simmons University

## Application for Undergraduate Readmission to the University

If you are a withdrawn undergraduate student, you may request approval for readmission by completing the Request for Readmission forms. Please return the forms to the Office of the Registrar, Simmons University, 300 The Fenway, Boston, MA 02115 [registrar@simmons.edu](mailto:registrar@simmons.edu), allowing sufficient time for the review of your application. In addition to the department of your major, you will also need approval from the Offices of the Health Center, Student Financial Services, and the Dean for Student Affairs; the Registrar's Office will contact those departments. If you left with an academic sanction, you will need the approval of the Administrative Board as well.

If you have taken courses since you left Simmons and you would like them to be included with your application for readmission or considered for transfer credit, please also submit an official copy of the transcript.

If readmitted, you will be responsible for all University requirements and policies in place at the time of readmission including the all-University, Major, and Minor requirements. You are encouraged to carefully review the Course Catalog at [www.simmons.edu/overview/academics/catalogs](http://www.simmons.edu/overview/academics/catalogs).

The calendar and course offerings are at <http://www.simmons.edu/academics/academic-calendar>  
<http://courses.simmons.edu/fall/>.

Questions should be directed to [registrar@simmons.edu](mailto:registrar@simmons.edu) or 617-521-2111.



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Application for  
(please indicate year):       Fall \_\_\_\_\_       Spring \_\_\_\_\_       Summer \_\_\_\_\_

Name: \_\_\_\_\_ Simmons ID \_\_\_\_\_

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

Daytime telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

When did you attend Simmons? From (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_

Why did you leave the University?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you leave in good academic standing? Yes \_\_\_\_ No \_\_\_\_ (Students who left with an academic sanction must be approved by the Administrative Board. These students may file a Petition to the Administrative Board once they approved by the four other offices.)

What is your department of interest/intended major? Department: \_\_\_\_\_

What have you been doing since you left the University? Please answer in detail. You may attach additional pages and supporting documents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



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## Department of Interest/Major

To the applicant: Prior to returning to the University, you will need written approval from the department in which you intend to major. If you have not yet decided on a concentration, choose the department in which you have the strongest interest. Please complete this form and submit it to the Office of the Registrar. If you are readmitted, you must fulfill the requirements of the major that are in place at the time of your readmission.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

\_\_\_\_\_

Daytime telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Proposed semester of return to the University: \_\_\_\_\_

Department of intended major: \_\_\_\_\_

To be completed by the department representative. Please review this readmission request promptly (see attached student statement and academic transcript) and return it to the Office of the Registrar ([registrar@simmons.edu](mailto:registrar@simmons.edu)).

The department \_\_\_\_\_ approves \_\_\_\_\_ denies  
this student's application for readmission.

The following conditions must be met before readmission can be approved:

\_\_\_\_\_

\_\_\_\_\_

If denied, please indicate reason(s) : \_\_\_\_\_

\_\_\_\_\_

Signature of department representative: \_\_\_\_\_

Date: \_\_\_\_\_