

## Petition to Change Modalities for Simmons Undergraduate Students

All students currently enrolled or on a leave of absence petitioning to change modalities must follow the process described below. This process is intended to ensure adequate time for counseling on the programmatic and financial implications of a modality change. It also allows for the creation of a new academic plan of study and for necessary system changes. Change of modality requests are only considered for future semesters. Students are not eligible to change modality during the current semester.

### Student Contact Information

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

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

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

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

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

### Explanation of Modality Change Options

Please review both modality change options and check off the box for the one that best fits your request.

#### Option 1:

Campus-based Simmons Undergraduate program to the online CompleteDegree@Simmons program

#### 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 on the ground Academic Advisor and the Complete Degree Online Program Director.

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.

#### Option 2:

Online Complete Degree @Simmons program to Campus-based Simmons Undergraduate program

#### Eligibility Statement

Students who are currently enrolled in the Online Complete Degree @Simmons undergraduate program who are in [good academic standing](#) (**2.5 cumulative GPA is recommended**) are eligible to change their modality to the on

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the ground undergraduate program after consulting with the Director of Undergraduate Advising regarding the process and having their new or continuing major declaration approved by the Department Chair for the on the ground major.

Modality Change Option Selection:

Option 1 selected: *Campus based to Complete Degree online*

Option 2 selected: *Complete Degree online to on Campus*

## Timeline Based On Start Semester

This completed petition **must** be received no later than **4** weeks prior to the intended semester start within the new modality change for **summer and fall** semester starts. For instance, the fall term starts on Tuesday, September 3rd from would be due by Tuesday, August 6th. ).

Due to the institutional winter break in December when the campus is closed, students **must** complete the petition and submit **2 weeks** prior to the start of winter break if they wish to begin classes in a new modality in the **spring** semester.

**Required Steps to Complete:** please complete this Petition to Change Modalities form, initializing as directed to show you have completed the required steps.

1. Schedule a meeting with the academic advisor for the modality of the request via [Starfish \(starfish.simmons.edu\)](http://starfish.simmons.edu).
  - Christine Henningson, Academic Advisor for Complete Degree, [christine.henningson@simmons.edu](mailto:christine.henningson@simmons.edu).
  - Cindy Firestein, Director of Undergraduate Advising for Dix Scholars, [cindy.firestien@simmons.edu](mailto:cindy.firestien@simmons.edu).

Advising will provide the student with a general overview of programs and explain wrap-around support services, and programs available.

Please have this Petition to Change Modalities form completed by the start of your meeting.

*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:* \_\_\_\_\_

*Date:*

3. Submit the Petition to Change Modalities form to [advising@simmons.edu](mailto:advising@simmons.edu).

The student petition will be reviewed by the Director of Undergraduate Advising and the academic department of the requested major within 10 business days of the initial meeting. The Office 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 via [Starfish](http://starfish.simmons.edu) with Cindy Firestein or Christine Henningson.

4. Living on campus: If you are currently living on campus and will be transitioning to Complete Degree, you must notify the Office of Residence Life that you will be moving off campus at the conclusion of the current semester. If you are a Complete Degree student and will be changing your modality to attend on-

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the-ground classes and want to live on campus, please contact the Office of Residence Life at [Reslife@simmons.edu](mailto:Reslife@simmons.edu) to inquire about housing availability and eligibility.

5. Advising will review the academic worksheet, which outlines course requirements and offerings of the major, with the student. Advising will also 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)

### Academic History and Intent

1. **Current Simmons UG major/ minor and modality:**

\_\_\_\_\_

2. **Current cumulative GPA:** \_\_\_\_\_

3. **Please list your intended major(s) and/or minor(s) for the modality you would like to switch to. (only check one)**

- **CompleteDegree@Simmons intended**

major(s): \_\_\_\_\_

- **CompleteDegree@Simmons intended**

minor(s): \_\_\_\_\_

- **On the ground intended major(s) and track(s):**

\_\_\_\_\_

- **On the ground intended minor(s):**

\_\_\_\_\_

4. **Term and year you began Simmons:** \_\_\_\_\_

5. **Year you wish to enter the new modality:** \_\_\_\_\_

6. **Please check load preference in new modality:**

- full time (12+ credit hours/term)
- three-quarter time (9-11 credit hours/term)
- half time (6-8 credit hours/term)
- less than half time (less than 6 credits/term)



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- *An official change in modalities may take place **only once** in my time as a Simmons undergraduate student.*
- *A change in modalities is not guaranteed.*
- *Simmons merit scholarships and need-based grants are non-transferable between modalities.*
- *I will be responsible for reviewing the Simmons University Code of Conduct and will adhere to those policies and procedures.*
- *I acknowledge that I must submit this Change of Modalities form at least 4 weeks before the requested semester. If for a spring start due to the institutional winter break in December when the campus is closed, I **must** complete the petition and submit **2 weeks** before the start of winter break .*
- *starts within the new modality change. I intend to begin classes in the online program.*
- *By typing my name into the signature field below, I understand that it will be accepted and recognized as an electronic signature.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The above request has been approved/denied: Cindy Firestein, Director of Undergraduate Advising

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date