

# FACULTY ADVISOR HANDBOOK

2015-16

# TABLE OF CONTENTS

## I. BASIC INFORMATION FOR ADVISORS

Advisor/Advisee Responsibilities .....	1
Advisor/Advisee Resource List .....	2
Advisor change Process .....	3
SAS Referral List .....	4-5
Registration Waitlist Process.....	6
Faculty Web Resources (Banner) .....	7
Transfer Students and Transfer Credits .....	8
The DTA and Other Transfer Degrees .....	9
FAQ's About Advising .....	10-11

## II. REQUIREMENTS

Graduation Requirements Checklist (Undergraduate) .....	12
Graduation Requirements Checklist (UScholars) .....	13
The Common Curriculum and Exploratory Curriculum .....	14
The Common Curriculum Requirements Chart .....	15
Foreign Language Competency .....	16-17
Writing Competency .....	18
Mathematics Placement .....	19-20
The "W" Program .....	21

## III. SPECIAL PROGRAMS AND STUDENT SUPPORT

Resources for Students in Academic Difficulty .....	22-23
Student-Designed Major .....	24
Special Programs Contacts .....	25
University Scholars (Honors) Program .....	26
AP (Advanced Placement) Scores and Credits Allowed .....	27

## IV. ACADEMIC POLICIES AND PROCEDURES

Course Overloads (More than 18 credits) .....	28
Student Privacy Rights: FERPA/Buckley Amendment .....	29
Cheating and Plagiarism .....	30-32
Academic Probation, Dismissal, Readmission .....	33-34
"Double Counting" General Education Courses for Major .....	35
Applying for a Major or Minor .....	36

Standards Governing Completion of a Second Bachelor's Degree .....	37
"I," "N," "G," "HW," and "W" Grades.....	38
Financial Aid Considerations .....	39
Walking at Commencement: Graduation Procedures .....	40

I.  
BASIC  
INFORMATION  
FOR ADVISORS

## Academic Advising at SPU

### Responsibilities of Students

- Understand the respective roles for faculty advisors and academic counselors and seek advice from the appropriate person where needed
- Contact his/her advisor (via email, phone or other means) to arrange regular (quarterly) academic advising meetings
- Prepare in advance for advising appointments by seeking as much information as possible on one's own, knowing and understanding relevant deadlines and requirements, and bringing appropriate materials to meetings
- Respect the time of the advisor by arriving promptly for scheduled meetings
- Practice courtesy during all phases of the advising process
- Use on-campus resources to assist with making wise academic and vocational choices. This may include meeting with faculty advisors, Student Academic Services, Center for Career and Calling, Campus Ministries, Center for Learning, etc.
- Make academic progress toward graduation to include:
  - Applying for a major (Sophomore year)
  - Applying for graduation (Junior year)

### Roles and Responsibilities of Academic Advisors

#### 1) USEM advisors/professors:

- Assist freshmen advisees with all aspects of adjustment to college life, including appropriate referrals to campus resources when needed
- Mentor freshmen advisees toward connecting to the SPU campus community through involvement in campus extracurricular activities, service opportunities, etc.
- Inform advisees (in class during Autumn and via email, phone or other means during Winter/Spring) of times that they will be available for pre-registration advising.
- Assist freshmen advisees with course selection and all other academic concerns
- Assist freshmen advisees in exploring vocational options

#### 2) Faculty advisors:

- Prepare for effective student advising by knowing the tools and information available on campus
- Contact advisees (via email, phone or other means) regarding times that you will be available during each quarter's pre-registration
- Serve as advisor for all degree requirements, including general education, major and/or minor, and provide ongoing verification that all degree requirements are being completed
- Determine applicability of transfer courses within the major, following agreed-upon departmental procedures
- Determine course substitutions within the major, following agreed-upon departmental procedures
- Assist in course selection for student advisees
- Assist in helping students make timely progress toward their degrees or certifications
- Provide vocational guidance for students
- Provide general mentoring toward intellectual growth, character development, and vocational decision-making for all student advisees
- Provide referrals to other appropriate campus resources (CCC, CFL, etc.), as necessary

#### 3) Undergraduate academic counselors:

- Advise faculty and students on graduation requirements; generate graduation checklists
- Process and evaluate transfer student transcripts; make determinations about transfer credits with faculty assistance
- Assist students on academic probation
- Coordinate the first registration of new students and advise regarding course selection in absence of faculty
- Assist students in processing credits from study abroad or other special programs
- Serve as support to faculty in the advising process
- Verify and post degree completion and academic honors

*In addition to the responsibilities described above, faculty and academic counselors should model courtesy with students by welcoming questions and concerns, keeping appointments, and engaging students attentively at each encounter.*

## Advisor/Advisee Resource List

### **Director of Faculty Advising**

Gaile Moe's office oversees advisor assignments and answers general questions about advising or academic policy for students and faculty. Please contact Debbie Crouch with any specific questions regarding the advisor assignment process. Students may request an advisor change for any reason by emailing [advisorchange@spu.edu](mailto:advisorchange@spu.edu) or by logging into the Banner Information System, selecting "Student Menu", then "Your Faculty Advisor."

### **Student Academic Services**

See following pages for specific contact information.

***Undergraduate academic counselors*** (UAC) provide support to faculty advisors and students. They evaluate a student's transfer credits, help faculty keep general track of a student's academic progress, provide information about transfer courses and policies, pre-approve courses students wish to take through study abroad or at another institution in the U.S., implement graduation checks after a student applies for graduation, and post the degree to a student's record once all requirements are completed. UACs can answer questions or provide information about individual student records as well as about policies and procedures related to registration and degree completion. The academic counselors also can provide you with an electronic copy of a student's high school or college transcripts.

Domestic students are assigned to a UAC by their last name; international students are assigned to a particular counselor regardless of their last name. Visit <http://www.spu.edu/depts/sas/staff/index.asp> for the most up to date list.

### **Student Financial Services**

Students are also assigned a financial services counselor by last name. ***Faculty advisors should not answer questions about financial aid because of the intricacies of state and federal regulations.*** Direct students to the Financial Services office and their counselor if they have questions and anytime a student wants to drop below a full-time course load. Main phone, email and website: 281-2061; [sfs-info@spu.edu](mailto:sfs-info@spu.edu); [www.spu.edu/depts/sfs](http://www.spu.edu/depts/sfs).

### **Center for Career and Calling**

The staff of the CCC, located on the second floor of the SUB, assists students with choosing a major, identifying a vocation, and finding an internship or job in the student's field of interest. The CCC also connects the students with employers who will provide advice about how to get started in a particular career field. Students may make an appointment with a career counselor by calling 281-2485. Their website is: [www.spucareercenter@spu.edu](http://www.spucareercenter@spu.edu).

The CCC also offers two two-credit career exploration courses: GS 2000/4000 Finding Your Vocation; and GS 2001 Major and Career Exploration. The center also offers the one-credit course, GS 3001 College to Career Planning.

*See additional information in section entitled "Resources for Students in Academic Difficulty or Seeking Support for Academic Growth"*

## Advisor Change Process

*The following is information provided to students regarding selecting/changing advisors:*

The advisor change process is done through your Banner account. To check your current advisor or to select a new advisor follow the following steps:

1. Log into Banner
2. Select "Student Menu"
3. Then select "Your Faculty Advisor"
4. If the major(s)/minor(s) listed on this page are incorrect, return to the Student Menu and select "Grades and Transcripts Menu">"UG Degree Check" to change your intended major/minor or apply for a new major/minor, using the "Change" link found to the right of your picture.
5. If your program of study is correct, select "Change Advisor(s)"

Once in Change of Advisor section of Banner you will be given several options

- You will be able to select a different primary advisor
- You will be able to add a major advisor
- You will be able to add a minor advisor

Once you have made your changes, if your newly-requested advisor has been added but your previous advisor has not been removed, please contact [advisorchange@spu.edu](mailto:advisorchange@spu.edu) for assistance.

# Student Academic Services Referral List 2015-16

**Main Student Academic Services Line: 206 281 2031**

**Transcript Information: 206 281 2034**

**SAS email: [sasinfo@spu.edu](mailto:sasinfo@spu.edu)**

**SAS tech: [sascsm@spu.edu](mailto:sascsm@spu.edu)**

## Academic and Administrative Policies:

*Includes catalog, administrative and university policies*

Name	Position	Phone	Email
Kenda Gatlin	University Registrar	206 281 2569	<a href="mailto:kgatlin@spu.edu">kgatlin@spu.edu</a>
Debbie Crouch	Associate Registrar	206 281 2446	<a href="mailto:dcrouch@spu.edu">dcrouch@spu.edu</a>
Kristen Labrecque	Associate Director Academic Counseling	206 281 2245	<a href="mailto:kristenl@spu.edu">kristenl@spu.edu</a>

## Academic Progress: Undergraduate Academic Counselors:

*Including transfer credits, study abroad approvals, academic probation, academic petitions, degree posting and diplomas*

Name	Student Last Name	Phone	Email
Annette Rendahl	A-C	206 281 2539	<a href="mailto:arendahl@spu.edu">arendahl@spu.edu</a>
Mark Sullivan	D-G	206 281 2661	<a href="mailto:markm@spu.edu">markm@spu.edu</a>
Kirk Heynen	H-La	206 281 2324	<a href="mailto:heynek@spu.edu">heynek@spu.edu</a>
Kristen Labrecque	Le-Mn	206 281 2245	<a href="mailto:kristenl@spu.edu">kristenl@spu.edu</a>
Jim Kim	Mo-R	206 281 2255	<a href="mailto:jimkim@spu.edu">jimkim@spu.edu</a>
Alison Howard	S and all International Students	206 281 2542	<a href="mailto:howara@spu.edu">howara@spu.edu</a>
Ingrid Steele	T-Z	206 281 2578	<a href="mailto:isteele@spu.edu">isteele@spu.edu</a>

## Catalog:

*Course information, changing curriculum, narrative and degree requirements*

Name	Function	Phone	Email
Debbie Crouch	Narrative/Curriculum changes, Overall review	206 281 2446	<a href="mailto:dcrouch@spu.edu">dcrouch@spu.edu</a>
Tiffany Shelton	UG Degree Requirements (BANNER)	206 281 2635	<a href="mailto:shelton@spu.edu">shelton@spu.edu</a>
Kay Knierim	Course information (BANNER) GR Degree Requirements	206 281 2556	<a href="mailto:kknierim@spu.edu">kknierim@spu.edu</a>

## FERPA (Family Educational Right to Privacy Act) Questions:

Name	Position	Phone	Email
Kenda Gatlin	University Registrar	206 281 2569	<a href="mailto:kgatlin@spu.edu">kgatlin@spu.edu</a>
Debbie Crouch	Associate Registrar	206 281 2446	<a href="mailto:dcrouch@spu.edu">dcrouch@spu.edu</a>
Becky Tindall	Registration Coordinator	206 281 2568	<a href="mailto:rtindall@spu.edu">rtindall@spu.edu</a>

## Enrollment:

*UG student goals and New Student Advising program*

Name	Function	Phone	Email
Kristen Labrecque	NSA program	206 281 2245	<a href="mailto:kristenl@spu.edu">kristenl@spu.edu</a>
Debbie Crouch	Enrollment goals, statistics	206 281 2446	<a href="mailto:dcrouch@spu.edu">dcrouch@spu.edu</a>

## International Student (SEVIS) Government Records:

*I-20's, Visa, passport and legal status issues*

Name	Position	Phone	Email
Lori Tongol	Coordinator, International Student Records	206 281 2550	<a href="mailto:tongol@spu.edu">tongol@spu.edu</a>



**Registration:***Including restrictions, increasing enrollments, special permission, registration errors, waitlists*

Name	Position	Phone	Email
Kenda Gatlin	University Registrar	206 281 2569	<a href="mailto:kgatlin@spu.edu">kgatlin@spu.edu</a>
Becky Tindall	Registration Coordinator	206 281 2568	<a href="mailto:rtindall@spu.edu">rtindall@spu.edu</a>
Tiffany Shelton	Undergrad TS/Publication Coordinator	206 281 2635	<a href="mailto:shelton@spu.edu">shelton@spu.edu</a>
Kay Knierim	Graduate TS/Publication Coordinator	206 281 2556	<a href="mailto:kknierim@spu.edu">kknierim@spu.edu</a>

**Reports/Lists:***Including email lists of majors or intended majors, Banner-related questions*

Name		Function	Phone	Email
Serena Severance	Asst, Registrar, Technology	Major lists/Student info	206 281 2840	<a href="mailto:slsevera@spu.edu">slsevera@spu.edu</a>
Kelli Knapp	Senior Records Coordinator	Lists for Military requests	206 281 2636	<a href="mailto:kknapp@spu.edu">kknapp@spu.edu</a>

**Rooms/Room Scheduling:***Including class room assignments, changes and room attributes*

Name	Position	Phone	Email to both sasrooms@spu.edu
Tiffany Shelton	TS/Publication Coordinator (UG)	206 281 2635	<a href="mailto:shelton@spu.edu">shelton@spu.edu</a>
Kay Knierim	TS/Publication Coordinator (GR)	206 281 2556	<a href="mailto:kknierim@spu.edu">kknierim@spu.edu</a>

**Student Records:***Including grades, enrollment verifications and transcripts*

Name	Position	Phone	Email
Kelli Knapp	Senior Records Coordinator	206 281 2636	<a href="mailto:kknapp@spu.edu">kknapp@spu.edu</a>

**Study Abroad Course Approval:***Including discussing courses a student wishes to take abroad and transferability. Students begin in Study Abroad Office*

Name	Function	Phone	Email
Alison Howard	Study Abroad Course Approval	206 281 2542	<a href="mailto:howara@spu.edu">howara@spu.edu</a>

**Time Schedule:***Including setting up classes, instructor changes, cancelling classes and changes to class offerings*

Name	Position	Phone	Email
Tiffany Shelton	TS/Publication Coordinator (UG)	206 281 2635	<a href="mailto:shelton@spu.edu">shelton@spu.edu</a>
Kay Knierim	TS/Publication Coordinator (GR)	206 281 2556	<a href="mailto:kknierim@spu.edu">kknierim@spu.edu</a>

**Transfer Equivalency:***Including how courses transfer from other institutions, updates to transfer articulation and Equivalency Guide*

Name	Function	Phone	Email
Ingrid Steele	Updates BANNER & Equivalency Guide	206 281 2578	<a href="mailto:isteele@spu.edu">isteele@spu.edu</a>

**Veterans Coordinator:***Including certifying enrollments to VA, certificates of eligibility*

Name	Position	Phone	Email
Kelli Knapp	Senior Records Coordinator	206 281 2636	<a href="mailto:kknapp@spu.edu">kknapp@spu.edu</a>

**VETCORPS Representative:***One year assignment*

Name	Position	Phone	Email
Daniel McConnell	Representative for Veterans and Dependents	206 281 2577	<a href="mailto:mcconnell@spu.edu">mcconnell@spu.edu</a>

## Registration Waitlist Process

You have the option of waitlisting online, via Banner, most classes that are closed. If a spot opens up for you, the automated Banner waitlist process will generate an email to your SPU email address with a deadline for you to take action on your registration. Typically, this deadline will be 24 hours; however, it may be extended during school breaks.

When Banner emails you, if you still want the spot in the course, you will access your own registration in self-service Banner and **add yourself** to the course. If you miss your window to register for the course you will need to re-add yourself to the waitlist. When you re-add yourself you will be added to the bottom of the waitlist. With few exceptions, the waitlist works on a first come, first served basis.

The automated process that generates emails to waitlisted students begins running after the scheduled “buffer week” (the week after advance registration for continuing students) and goes through 4:30 pm on the fifth day of the quarter. Refer to the [University Calendar](#) for these dates.

If you have questions about the waitlist process, contact Student Academic Services at [sasinfo@spu.edu](mailto:sasinfo@spu.edu) or 206-281-2031.

## **Faculty Web Resources (Banner)**

Using the Banner system is key to effective academic advising. It can be accessed from the SPU homepage ([www.spu.edu](http://www.spu.edu)). Login to Banner and select the Faculty and Advisor Menu.

From the Faculty Advisor Menu, you can also:

1. Look up individual students.
2. Add a student to your advising roster.
3. Give selected registration approvals and overrides.
4. View completed Banner course evaluations after final grades are submitted.

In the Faculty/Advisor Control Center you can:

1. View/print your teaching schedule.
2. View/print your advisee list.
3. For each advisee you can view/print student information, the degree status check (including major and minor requirements and the undergraduate degree requirements audit), the current academic schedule and the transcript.
4. View/print and download your class rosters.
5. Enter final grades.
6. Email the entire class or individual students in the class.
7. Link to resources in the current academic catalog and from Student Academic Services.

## Transfer Students and Transfer Credits

- A 2015-16 transfer student is a student who completed credited coursework at an institution of higher learning after high school graduation.
- Transfer students are exempt from USEM 1000.
- Transfer students with at least 90 credits (junior standing) are exempt from UFDN 1000. They take UFDN 3001 Christian Scriptures (in place of UFDN 2000 Christian Scriptures) before they complete UFDN 3100 Christian Theology.
- Transfer students with 90+ credits need only 5 “W” credits.
- Students who transfer college credit earned in high school (through Running Start, College in the High School, Testing Programs, etc.) are not considered transfer students, however . . .
- Students who complete a Direct Transfer Agreement (DTA) associate degree prior to high school graduation are treated like transfer students. **(See the first three bullet points above.)**
- Direct Transfer Agreement (DTA) degree is an approved AA degree from an accredited two year college that meets all UCOR and Exploratory Curriculum requirements. Not all associate degrees are DTA degrees. (See the following page for more about the DTA and other associate degrees.
- The Undergraduate Academic Counselors evaluate transfer transcripts and score reports from approved test programs and award credit in the Banner Information System.
- Transfer course equivalencies are determined by faculty department chairs (or by academic counselors, based on guidelines provided by faculty chairs).
- No more than 90 credits, combined, may be transferred from 2-year schools, testing programs and unaccredited institutions.
- No more than 45 credits from approved testing programs and SPU’s credit-by-exam may be awarded.
- No more than 20 transfer credits are allowed after matriculation (except approved study abroad) for students admitted under the 2013-14 catalog and beyond.
- All study at another institution must be pre-approved by academic counselors, who consult with faculty if courses are major/minor related.

## The DTA and Other Transfer Degrees

### The DTA (Direct Transfer Agreement) Associate Degree

The DTA refers to specific, approved liberal arts associate degrees offered at each Washington state community college (and some of the state technical colleges) that meet all UCOR and Exploratory Curriculum requirements. **Not all associate degrees are DTA degrees.** Variations on the DTA (which all include the core liberal arts curriculum) include the Business DTA, the Pre-Nursing DTA, and the Biology DTA. We accept all of these degrees.

SPU also accepts as comparable to the DTA degree selected degrees from Oregon and California. Questions about transfer degrees should be directed to the undergraduate academic counselors.

Students who complete these degrees prior to matriculation at SPU enter with USEM, UCOR and Exploratory Curriculum credits complete, as well as English writing competency and Foreign Language Competency\*. Most of these students enter with junior standing, so they do not complete UFDN 1000, and they are required to complete only 5 “W” credits. Students who enter as juniors or seniors (with or without the DTA) complete UFDN 3001 Christian Scriptures and UFDN 3100 Christian Theology.

*\*If a student’s major requires foreign language proficiency, the DTA does not supersede this major requirement.*

Students do not always know whether or not they will enter SPU with a DTA degree because community colleges have a variety of names for these degrees, which are listed on the following page.

### The AS-T (Associate in Science-Transfer)

The AS-T degree, offered by many schools in the Washington state community and technical colleges system, comes in two versions: the AS-T I and the AS-T II. The primary purpose of the AS-T degrees is to help students complete the typical courses required in the first two years of the science or engineering major they plan to pursue at a four-year school.

**The AS-T is NOT a DTA degrees.** While a student completing an AS-T completes some transferable general education requirements (which undergraduate counselors will award to them), this degree does not exempt students from **all** lower-division GE requirements, nor does it exempt them from English writing proficiency nor foreign language. Students with the AS-T degree who enter as juniors are exempt from UFDN 1000, and they must complete only 5 “W” credits.

### The AAS-T (Associate in Applied Sciences-Transfer) Degree

Students who complete this technical/professional degree are eligible for SPU’s “Professional Studies Program.” Professional Studies students do not attend NSA. If a student with an AAS-T degree is admitted to SPU’s regular programs of study, all courses are transferred on a course-by-course basis. There are no exemptions from requirements accompanying this degree except the exemption from USEM common to all transfers.

## Frequently Asked Questions

### FAQ's About Academic Advising

**1. There is an advisor that I want but she is not available on the list?**

Faculty advising loads are pre-determined. Once a faculty member has a full advising load then they are no longer listed on the “available” list. These limits are set so faculty can spend enough time with each student on their advising list.

**2. The advisor I want is not available but I really need him because of my particular area of study. What should I do?**

First, consider whether there are other available advisors who might be able to assist you. Faculty are able to handle a wide variety of academic advising and vocational issues. However, if it is imperative you have a particular advisor you may go directly to that faculty member and if the faculty member agrees he or she can override the limit and add you to his or her advising list.

**3. What if I have changed my field of study, but that is not reflected in the advisor change websites?**

The advisor change websites draw information from other areas in the Banner Information System. Even if you have decided to change your intended major, and the system does not reflect that, you will be able to choose an advisor from your intended department. You will be presented with a list of all possible advisors.

If you want to update your intended major, you may do so in Banner. Log in, select Student Menu>Grades and Transcripts Menu>UG Degree Status Check. To the right side of the page near your picture is a box that says “Major(s).” Click on “Change” to update your intended major.

**4. Do I really need an advisor as I feel I can figure this out on my own?**

If you have not yet been accepted into a major you are required to see an advisor each quarter before you register for classes to lift your “hold.” Once you have been accepted into a major you are no longer required to have an advisor lift your hold. However, we highly recommend you see your advisor on a regular basis to assure that you are progressing towards graduation. Also, you are required to have an advisor for your major, and any minors if you have them, because it is your advisor who completes your graduation check list for the major (and minor) requirements.

**5. I don't think I need a faculty advisor because I already have an advisor in Student Academic Services.**

One great feature of our advising program at Seattle Pacific is you actually are required to have two advisors. Your *faculty advisor* provides guidance on the selection of classes, and information on all degree requirements, including your major (and minor if you have any) Your *faculty advisor* also will discuss your vocational goals, and “next steps” after you finish your degree.

Your *undergraduate academic counselor* provides essential policy-related information such as transfer of credits, assisting with appropriate off-campus courses (like summer school at home), academic petitions, and posting your degree. Our goal is for you, the faculty advisor, and the undergraduate academic counselor to work together to assure the successful completion of your education.

**6. How do I know who my faculty advisor is and how did I get the advisor I currently have?**

When you log onto your Banner account, and follow the steps outlined above, your current advisor is listed.

When you came to Seattle Pacific you were assigned an advisor. If you came in as a freshman you were assigned your University Seminar professor as an advisor. Freshman generally stay with their USEM advisor through their freshman year, but may change to a specific major advisor during this year. After the freshman year you expected to select an advisor in the area of your academic interest.

If you came in as a transfer student you were assigned an advisor based on what you indicated as your intended major. Once you have completed one quarter at SPU, you are able to change advisors.

**7. Why can't I change my advisor?**

New students are unable to change their faculty advisor on their own during their first quarter at SPU. If you feel you need an advisor change before the end of your first quarter, please contact [advisorchange@spu.edu](mailto:advisorchange@spu.edu).

**8. I thought I dropped my old advisor and added a new advisor through the Banner System but I still have my old advisor on my account. How come the system didn't switch me to my new advisor?**

As you work through the Banner advisor change system you will be asked to confirm your choice of advisor two times. If you quit the process without confirming each time your advisor change is still in a 'pending' state. Try walking through the process again making sure you confirm each time—look for the text, “If you have finished making changes, [click here](#).” If you do not receive the “Confirmation of Advisor Change” page you have not finished the advisor change. If you believe you followed all of the steps required in the system and you are still having difficulty, email [advisorchange@spu.edu](mailto:advisorchange@spu.edu).

# II.

# REQUIREMENTS







## THE COMMON CURRICULUM (35 credits)

---

University Seminar (USEM) 1000 – University Seminar (5)

### CORE

University Core (UCOR) 1000 – The Arts and the Christian Community (5)

University Core (UCOR) 2000 – The West and the World (5)

University Core (UCOR) 3000 – Belief, Morality, and the Modern Mind (5)

### FOUNDATIONS

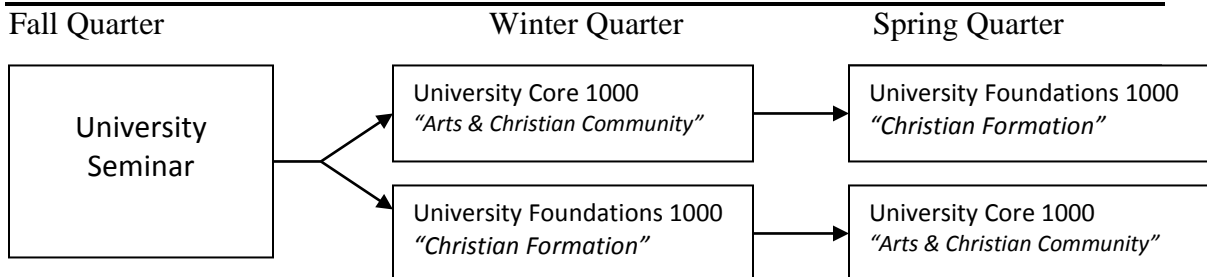
University Foundations (UFDN) 1000 – Christian Formation (5)

University Foundations (UFDN) 2000 – Christian Scriptures (5)\*

University Foundations (UFDN) 3100 – Christian Theology (5)

## The Freshman Year

---



## THE EXPLORATORY CURRICULUM (35 credits)

---

Students complete approved courses in the following areas:

Ways of Knowing in the Arts (WKA)	5 credits
Ways of Knowing in the Humanities (WKH)	5 credits
Ways of Knowing in Quantitative Reasoning (WKQR)	5 credits
Ways of Knowing in the Fundamental Sciences (WKFS)	5 credits
Ways of Knowing in the Applied Sciences (WKAS)	5 credits
Ways of Knowing in the Social Sciences (WKSS)	5 credits
Ways of Engaging (WE)	5 credits

\*Transfer students who enter SPU with 90 or more transfer credits are exempt from UFDN 1000. These students are required to complete an alternate version of Christian Scriptures (UFDN 3001) as well as UFDN 3100.

## Common Curriculum Requirements (Who Needs to Take What)

**Note:** X indicates the course **is** required

Student Type	USEM 1000	UCOR 1000	UCOR 2000	UCOR 3000	UFDN 1000	UFDN 2000	UFDN 3001	UFDN 3100
Traditional Freshman, <b>No DTA*</b> , 0-89 transfer credits	X	X	X	X	X	X		X
Traditional Freshman, Running Start <b>with DTA*</b> , 90 credits							X	X
Traditional Transfer with <b>No DTA*</b> , 0-89 transfer credits		X	X	X	X	X		X
Traditional Transfer with <b>No DTA*</b> and 90 credits or more		X	X	X			X	X
Traditional Transfer <b>with DTA*</b> and 90 credits or more							X	X
Students who fit none of the categories above	Consult with an undergraduate academic counselor							

### Definitions

Traditional Freshman: Graduated from High School in June 2015

Traditional Transfer: Graduated from High School prior to June 2015 and earned credit through another institution of higher education

### Common Curriculum

**USEM** is not required of traditional freshmen who enter SPU in any quarter other than fall. All transfer students are exempt from USEM.

**UCOR** Sometimes students have transferred work considered equivalent to (or an approved substitution for) UCOR 1000 or 2000.

**UFDN** Students with 90 or more transferable credits at first admission to SPU (that is, junior or senior standing) are exempt from UFDN 1000. These students take UFDN 3001 Christian Scriptures and UFDN 3100 Christian Theology.

### Exploratory Curriculum

Students with the DTA are exempt from all Exploratory requirements. All other students must complete all Exploratory Curriculum categories not fulfilled by transfer work.

### English & Foreign Language Competencies

SAS reviews students' records for completion of these requirements through transfer work or high school coursework. Students with the DTA are exempt from these competencies, though completion of foreign language coursework is still required for all majors in the Humanities Division.

## Foreign Language Competency

If students have previously completed SOME foreign language, but not the entire requirement, and if they wish to continue on with the same language they are required to take the Foreign Language Placement exam in order to register for the 1102 or 1103 level.

### Foreign Language Competency

For many students, the general education foreign language competency requirement will be met by taking a one-year series of courses. However, several alternative ways of meeting this requirement are listed below:

1. **Show by your high school transcript** that you have completed a third-year course in a foreign language (grades 9–12) with a minimum grade of C (2.0) in the final year or a minimum grade of C (2.0) in the final course.
2. **Be a native speaker** of a language other than English.
3. **Attain a minimum grade of C (2.0)** or a “pass” in the third quarter of the elementary level of an SPU foreign language course (with the exception of THEO 1203), or a higher level course, in a language other than modern English.
4. **Complete a study abroad program** (minimum 10 weeks) with a significant language-study component (minimum 5 credits in a single language; minimum grade C) in a non-English-speaking country.
5. **Obtain a professional reference** attesting to proficiency in a language other than English. For example, a student who has lived for years in another culture might request a reference from a professional who has lived among or worked with the same language/culture group.
6. **Transfer a course equivalent to**, or more advanced than, 1103 (the third quarter in an elementary-level SPU course) in a language other than English. The course must have been taken at an accredited post-secondary institution whose credits are accepted for transfer by SPU. The grade in the transferred course must be C (2.0) or better, or a “pass,” provided the institution's minimum achievement level for a “pass” grade is a “C” (2.0) or higher.
7. **Take a proficiency test** and achieve a “passing” rating (equivalent to #3 above) in a language other than English. The test should be administered by a qualified testing center such as a college or university and the results sent to Student Academic Services. If the test is not administered by SPU, a description of the test with the criteria for achieving a passing rating should accompany the results.
8. **Enter SPU with Advanced Placement** test credits (awarded based on a minimum score of 3) in a language other than English.
9. **Take a CLEP test** in a language other than English and attain a score equal to or above the minimum score recommended by CLEP for awarding credit for the exam.
10. **American Sign Language (ASL)** may be used to fulfill the SPU foreign language requirement if the time spent in classroom instruction is equal to the 15-credit requirement. No other forms of sign language satisfy the requirement.

11. **Prior to matriculation at SPU**, earn an approved direct transfer degree from a Washington, Oregon, OR California community college, or an associate degree from Central Christian College of Kansas. A degree earned in California must be accompanied by full completion of the IGETC curriculum. Information about approved degrees is available in the [Admissions](#) section of this catalog.

**Note:** The languages offered through the regular curriculum for the Foreign Language Requirement at SPU are French, Latin, Russian, Spanish, and Chinese.

#### **Foreign Language Substitution Policy for Documented Disability**

Qualified students with current professional documentation of less than five years, which specifically certifies that the student possesses a disability, and clearly indicates the inability to successfully complete the study of a foreign language, may be able to utilize the Foreign Language Substitution Policy as the means to satisfy the general education foreign language requirement. For more information, contact the Center for Learning, x2272.

#### **WHO IS EXEMPT FROM DEMONSTRATING A FOREIGN LANGUAGE COMPETENCY?**

- Students who transfer in with a DTA degree from a community college in Washington – **unless they are majoring in a discipline in the Humanities.** Students majoring in Communication, English, European Studies, Latin American Studies, French and Francophone Studies, Philosophy, or Integrated Studies: Language Arts, Linguistics and Cultural Studies, must meet the competency even if they have a DTA degree.

## **Writing Competency**

Prior to their first quarter at SPU, students coming directly from high school will have a writing score assigned them based on pre-college indicators. English composition credits awarded for AP, CLEP, and IB exams will exempt students from having a writing score assigned, as will credit awarded for a college composition course in which a grade of at least a C (2.0) is earned.

Transfer students who have not already taken and passed, with a grade of C (2.0) or better, a college-level composition course (or received English composition credit for AP, CLEP, or IB exams) must take the English Placement Test. To do so, they may contact the English Department to arrange testing. Students will not be permitted to register for their second quarter at SPU until the English Placement Test has been taken. This test serves as the basis of the writing score.

Students whose scores (4 or higher) indicate that they are well-prepared for college writing tasks are not required to complete an English writing course to meet the Writing Competency Requirement.

Students whose scores indicate that they can write minimally at the college level but need a writing course in order to succeed in college will be required to take ENG 2201 English Writing.

Students whose score indicates they do not yet write on the college level will be required to enroll in ENG 2201 English Writing and simultaneously work with a tutor in the Writing Center.

All required coursework in writing must be completed by the end of a student's first four quarters at SPU.

## Mathematics Placement

### Mathematics Placement

Students without transferred college credit (or credit awarded for AP, IB, or CLEP exams) to fulfill the Exploratory Curriculum Ways of Knowing in Quantitative Reasoning (WKQR) requirement will place into one or more of the following mathematics courses:

- MAT 0144, 0145, 1110, 1221, 1234, 1300, 1521, 1560, 2360, or 2700
- BUS 2700
- CSC 1521
- EDU 2600
- PSY 2360
- SOC 2360

Appropriate placement depends upon the student's intended major, as well as eligibility criteria. Eligibility can be demonstrated through an SAT or ACT math score, the Washington state General Math Placement Test (MPT-G), or transfer of a college course. (The MPT-G is given to high schools throughout the state or at college testing centers. See the [Math Department](#) for availability of the test at SPU.)

Other departments may also require one of the Mathematics Placement Levels listed below as a prerequisite for courses in their major.

### Mathematics Placement Level 0

A placement level of zero indicates one of two things:

- The student has not yet taken the MPT-G,
- or the student does not meet any of the criteria for Mathematics Placement Level A and should begin by enrolling in MAT 0144.

### Mathematics Placement Level A

To be eligible to enroll in MAT 0145, MAT 1521, MAT 1560, or CSC 1521, a student must meet at least one of the following criteria:

- **Score 580 or above** on the math portion of the SAT exam.
- **Score 25 or above** on the math portion of the ACT test.
- **Score 145 or above** on the MPT-G (the Washington state General Math Placement Test).
- **Complete MAT 0144** with a grade of C- or better, OR complete an approved course in intermediate algebra at another college or university with a grade of C- or better.
- **Students admitted to SPU in 2009-10 or earlier** may complete the Mathematics Competency Requirement.

### Mathematics Placement Level B

To be eligible to enroll in MAT 1300, MAT 2360, MAT 2700, MAT 1110, BUS 2700, EDU 2600, PSY 2360 or SOC 2360, a student must meet at least one of the following criteria:

- **Score 580 or above** on the math portion of the SAT exam.
- **Score 25 or above** on the math portion of the ACT test.



- **Score 150 or above** on the MPT-G (the Washington State General Math Placement Test).
- **Complete MAT 0145** with a grade of C- or better, OR complete an approved course in Intermediate Algebra at another college or university with a grade of C- or better.
- **Students admitted to SPU in 2009-2010 or earlier** may complete the Mathematics Competency Requirement.

### Mathematics Placement Level C

To be eligible to enroll in MAT 1221 or MAT 1234, a student must achieve a passing score on the SPU's online Calculus Placement Test prior to registering for the course.

Students planning to take MAT 1234 who do not achieve a passing score on the test must first complete MAT 1110 with a grade of C- or better. Students planning to take MAT 1221 who do not achieve a passing score on the test must first complete MAT 1010 with a grade of C- or better.

### College Readiness Mathematics

The courses MAT 0144 and MAT 0145, College Readiness Mathematics I and II, are designed for students who do not have adequate mathematical backgrounds to succeed in college-level coursework in mathematics.

Students needing to take course with prerequisites of Mathematics Placement Level A will need to take MAT 0144 if they do not meet any of the other conditions listed. Students needing to take courses with prerequisites of Mathematics Placement Level B may need to take both MAT 0144 and 0145.

The three Mathematics Placement levels are summarized in the table below. To be eligible to enroll in a course listed at a particular placement level in the following table, a student must meet at least one of the criteria in the corresponding row.

Course You Plan to Take	Mathematics Placement Level	Prerequisite: Must Meet at Least One of the Criteria Below				
		SAT Math Score	ACT Math Score	MPT-G Score	College Coursework*	Students Admitted 2009 or Earlier
MAT 0145; MAT 1560 and 2561; MAT 1521; or CSC 1521	<b>A</b>	580 or above	25 or above	145 or above	MAT 0144 or Intermediate Algebra	Complete Math Competency Requirement
MAT 1300, 2360, 2700, or 1110; BUS 2700, EDU 2600, PSY 2360, SOC 2360	<b>B</b>	580 or above	25 or above	150 or above	MAT 0145 or Intermediate Algebra	Complete Math Competency Requirement
MAT 1221 or 1234	<b>C</b>	N/A**	N/A**	N/A**	MAT 1110 (C- or better)	N/A**

\* A grade of C- or better is required in prerequisite coursework. Courses may be transferred.

\*\* Students planning to take MAT 1221 or 1234 must achieve a passing score on the online Calculus Placement Test prior to registering for the course.

## **The “W” Program**

### **What is the “W” Program?**

The “W” Program is an upper-division writing requirement, which requires each student to complete several writing-intensive, upper-division credits, preferably in his or her own discipline. The number of credits required depends on a student’s class standing when admitted to SPU. It’s 8 credits for freshmen and sophomores, 5 credits for junior transfer students, 3 credits for senior transfers. Although it is emphatically not the purpose of the program to teach writing, it aims to introduce students to habits of writing within their discipline. Its larger goal is, of course, to ensure that our graduates are proficient writers.

### **Do these “W” courses emphasize writing, then, rather than course content?**

Not at all. All of these courses concentrate, first of all, on the subject matter at hand. While supplementary to that subject matter, writing can reinforce or clarify the work of the classroom. In fact, I think it should. How much it should supplement the work of the classroom is another question: typically the “W” work of these courses accounts for a quarter to a third of the final grade.

### **What makes a class a “W” class?**

Specifically, a “W” course requires at least two papers: the idea is that students get feedback on the one before the second is returned. This gives them a chance to put to use what they learned from one set of comments in the further assignment. Students are required to write a minimum of twelve pages (or a minimum of 3,000 words) of “finished prose,” that is, of final-draft prose: two six-page papers, twelve one-page lab reports, a two-page prospectus and a ten-page term paper, whatever. Professors are expected to comment on matters of form as well as content and they are expected to talk about writing within the discipline for the equivalent of one class period during the quarter. And rewrites are very much encouraged: in fact, many “W” courses require a first and second draft of a final term paper, and this is entirely appropriate.

**Contact:** Peter Moe, 206 281 2093

III.  
SPECIAL  
PROGRAMS  
AND STUDENT  
SUPPORT

## Resources for Students in Academic Difficulty or Seeking Support for Academic Growth

<b>Department</b>	<b>Contact</b>	<b>Phone</b>
<b>The Center for Learning</b>	<i>Office</i>	x2475
	Niki Amarantides	x2492
	Mary Jayne Allen	x2553
<b>Disability Support Services</b>	<i>Office</i>	x2272
	Angela Tucker, Program Coordinator	x2272
	TTY/Phone	x2224
<b>The Writing Center</b>	<i>Office</i>	x2475
	Dr. Peter Moe, Director of Campus Writing	x2093
<b>Center for Career &amp; Calling</b>	<i>Office</i>	x2485
	Jacqui Smith-Bates, Director	x2488
<b>Library</b>	<i>Office</i>	x2228

### **The Center for Learning**

The Center offers a variety of services for undergraduate students who would like to improve their learning skills and increase their academic success at SPU.

Tutoring/Study Tables - Peer tutoring is available for many Exploratory Curriculum classes such as biology, psychology, and statistics. Tutoring for other classes can be arranged upon request. Visit [www.spu.edu/depts/cfl/tutoring](http://www.spu.edu/depts/cfl/tutoring) for study table subjects.

Individual Learning Consultations - Students can schedule one-on-one appointments with a professional staff member to discuss specific learning concerns and strategies.

GS 1001, Success Skills for College - This two-credit class, offered fall, winter and spring quarters, covers time management, note-taking skills, exam strategies, and individual learning style assessment. The class is geared to meet individual educational needs and encourages application to current courses.

Workshops - covering topics such as time management, test-taking, memory, stress management, reading rate and comprehension, and learning styles occur periodically in the residence halls or other on-campus locations. Contact the Center for times.

Resources - on a variety of topics related to student learning and success are also available via the Center for Learning website.

## **Writing Center**

The Writing Center, located in the Center for Learning, Lower Moyer, offers assistance for students who need help with a particular writing project. Beginning with the third week of every quarter, student tutors offer writing critique and assistance. Afternoon and evening hours are available from Monday to Thursday. Appointments are recommended, but drop-in assistance is available. Contact the Center for Learning for appointments.

## **Services for Students with Learning, Physical, Psychological, or Medical Disabilities**

Students may or may not be aware of the support available. Students who are in need of support and accommodations due to learning, physical, psychological, or medical disability should be referred to Disability Support Services in the Center for Learning. Certain accommodations are required by law to be given if the student provides appropriate documentation when needed and requests services. Students who are in need of temporary accommodations for injuries, such as a broken leg, should also be directed to Disability Support Services in the Center for Learning. Contact Angela Tucker (x2272) for further information. For further information please refer to the Disability Support Services website at <http://www.spu.edu/depts/cfl/dsshome.asp>.

## **Career Information**

Students who are unclear about their goals frequently experience difficulty focusing on their academics. Exploration of academic and career goals can be helpful.

**Center for Career & Calling:** The CCC staff can help students identify their educational and career goals. By working with a CCC professional staff member, students can assess their skills, interests, and values so they can establish a personal vocational direction.

**GS 2000:** Finding your Vocation: This two-credit, seminar-style class helps students to discern what gives them a deep sense of meaning and purpose.

**GS 2001: Major & Career Exploration:** This practical two-credit class is another resource for students who are searching for their career and educational direction.

## **Other Student Issues**

Faculty members are not expected to be personal counselors or to be trained in crisis intervention. However, faculty members may be among the first to notice warning signs that students are having difficulties that go beyond academic needs. For assistance with such matters, contact the Dean of Students for Community Life (Chuck Strawn, x2845) and the Student Support Team ([sst@spu.edu](mailto:sst@spu.edu)) or refer to the *Student Support Team Resources for Faculty and Staff* provided by the Office of Student Life.

## **Student-Designed Major**

Student-designed majors are intended for students with a particular interest crossing the boundaries of disciplinary majors. A student may design an individualized major of courses selected from the various disciplines, which apply to their special interest.

Once a student has discussed a possible special major with a faculty advisor, he/she should submit the Student-Designed Major Application form that provides the proposed program, a statement of purpose and rationale, and an advisor's and school's signature of approval to the Curriculum Committee. The proposal should provide evidence that the student has considered courses or learning experiences which will provide an opportunity to integrate content and skills from the various disciplines in his/her program. The committee may suggest changes, but once the proposal has been approved a contract will be placed in the student's file in Student Academic Services.

A student must have a minimum SPU cumulative GPA of 3.0 to apply for a student-designed major. A student-designed major must be applied for no later than the first quarter of a student's junior year. Student-Designed Major Application Forms are available from Student Academic Services ([spu.edu/depts/sas/students/forms](http://spu.edu/depts/sas/students/forms)). All standards governing a major as described elsewhere in the Catalog will apply to student-designed programs.

Contact: Kenda Gatlin (x2569)

Department Chair list: <http://spu.edu/depts/oaa/dept-chairs.asp>

## Special Programs Contacts

These programs have particular requirements; please refer to requirements online. Contacts for each program are listed below:

<b>School</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Integrated Studies	Kara Gray	x7256	<a href="mailto:grayk5@spu.edu">grayk5@spu.edu</a>
Engineering	Dr. Kevin Bolding	x2961	<a href="mailto:bolding@spu.edu">bolding@spu.edu</a>
Pre-Professional Health	Dr. Max Hunter	x2094	<a href="mailto:hunteml@spu.edu">hunteml@spu.edu</a>
University Scholars	Dr. Jeff Keuss	x2442	<a href="mailto:keussj@spu.edu">keussj@spu.edu</a>
Nursing	Linda Meerdink	x2698	<a href="mailto:lmeerdink@spu.edu">lmeerdink@spu.edu</a>

## **University Scholars Program**

### **Who is eligible for enrollment in University Scholars?**

New students enrolling from high school are invited to apply for admission to the program according to criteria based on SAT/ACT scores and projected SPU GPA. Transfer students are not accepted.

### **What if I am advising a promising student who was not invited to apply, but I think she or he might be suited for the program?**

Explain the basics of the program to the student: an alternative General Education program replacing the Common and Exploratory Curriculum that includes three years of classes and a senior honors project. Students should choose this program because they are drawn to a historically-based, great works-oriented liberal arts program, want to be intellectually challenged by their course work, and are willing to do extra reading and writing. Those who were not invited to apply but who demonstrate a high level of motivation to participate in this kind of work should be encouraged to apply independently. Have the student contact Jeff Keuss, Program Director (at NSA, if possible) for application instructions.

### **What courses do I advise a University Scholar to enroll in?**

During the freshman year, University Scholars enroll in the following classes: Fall Quarter—USCH 1000 University Scholars Seminar (rather than USEM 1000); Winter Quarter—USCH 1111 Classics; Spring Quarter—USCH 1112 Renaissance.

### **Are University Scholars exempt from the Foundations requirements?**

No. They will take an honors sections of UFDN 1000 as sophomores and enroll in regular sections of UFDN 2000 and UFDN 3100 during their sophomore and junior years.

### **What other requirements must University Scholars meet?**

In addition to completing the University Scholars curriculum, students must meet all university requirements, i.e., earn 180 credits (60 of them upper-division), earn eight W credits, demonstrate foreign language and English competency, complete an approved general education math course and complete a major. See the SPU Catalog for more specific information.

Contact the University Scholars Director for more information:

Dr. Jeff Keuss, [keussj@spu.edu](mailto:keussj@spu.edu), 206-281-2442



## ABOUT THE ADVANCED PLACEMENT TEST . . .

Each AP exam may be equivalent to one or more specific SPU course, as indicated below. **A student cannot receive credit for an exam and the course(s) to which it is equivalent.** If a student will receive credit for an AP Exam that equates to a specific SPU course, the student **should not** enroll in that course. Unless otherwise noted, the minimum score required for credit is 3

AP Test	Equivalent SPU Course	Exploratory Curr. Category	Credits (Minimum Score)
Art-Design (2-D)	ART 1102	WKA	5 (4 or 5)
Art-Design (3-D)	Elective	Elective	5 (4 or 5)
Art-Drawing	ART 1102	WKA	5
Art-History	None	WKA	5
Biology	BIO 1101	WKFS	5 (4 or 5)
Calculus-AB	MAT 1234	WKQR	5 (4 or 5)
Calculus-BC	MAT 1234	WKQR	5 (score of 3 with AB subscore of at least 4)
	MAT 1234 & 1235	WKQR	10 (score of 4 or 5)
Chemistry	CHM 1211	WKFS	5 (4)
	CHM 1211 & 1212	WKFS	10 (5)
Chinese Lang & Culture	CHN 1103**	FLC	5 (3); 10 (4); 15 (5)
CSC-A	None	WKAS	5
Econ-Micro	ECN 2101	WKSS	5
Econ-Macro	ECN 2102	WKSS	5
Eng-Lang Comp*	None	Fulfills writing competency	5 (4 or 5)
Eng-Lit Comp	None	WKH	5 (4 or 5)
Environmental Sci	Elective	WKAS	5 (4 or 5)
French-Lang	FRE 1103*	FLC	5 (3); 10 (4); 15 (5)
German-Lang	None	FLC	5 (3); 10 (4); 15 (5)
Govt & Politics: U.S.	POL 1120	WKSS	5
Govt & Politics: Comp	POL 2320	WKSS	5
History-Amer	None	WKSS	5
History-European	None	WKSS	5
History-World	None	UCOR2	5
Human Geography	None	WKSS	5
Italian Lang & Culture	None	FLC	5 (3); 10 (4); 15 (5)
Japanese Lang & Culture	None	FLC	5 (3); 10 (4); 15 (5)
Latin-Vergil	LAT 1103	FLC	5 (3 or 4); 10 ( 5)
Music-Theory	MUS 1050 + 2 credits elective	WKA	5
Physics 1	PHY 1101	WKFS	5 (4 or 5)
Physics 2	PHY 1102 and 1103	Elective	10 (4 or 5)
Phy-B	PHY 1101	WKFS	5
Phy-C Mechanics	PHY 1121	WKFS	5
Phy-C Electricity & Mag.	PHY 1123	WKFS	5
Psychology	PSY 1180	WKSS	5
Spanish-Language	SPN 1103**	FLC	5 (3); 10 (4); 15 (5)
Spanish-Lit	None	WKH	5
Statistics	MAT 2360	WKQR	5 (4 or 5)

### NOTES:

“Elective Credit Only” means that a course does not meet any Exploratory Curriculum requirements. It does not indicate that a course will not be applied toward a major or minor.

Students majoring in a science or in math should consult a faculty advisor in the math or science department to find out if it is preferable to receive credit for an exam or to take the comparable class in college.

\*Beginning with the 2016-17 catalog, AP Lang Comp will no longer fulfill the writing competency requirement.\*\*See Foreign Language Department regarding proper placement for continued study in foreign language.

IV.  
ACADEMIC  
POLICIES AND  
PROCEDURES

## Course Overloads (More than 18 Credits)

The **regular academic load** for full-time undergraduate students is 12 to 18 credits. In exceptional instances, a student who has demonstrated a high scholarship standard may enroll for as many as 20 credits. **Under no circumstances are students allowed to register for more than 20 credits, including physical education or fractional credit.**

An additional charge is assessed for credits over 18 at a rate of \$1,019 per credit hour. The following list indicates courses that may be added to a student's schedule without an additional charge.

Students may enroll in certain classes without incurring extra charges for a 19<sup>th</sup> or 20<sup>th</sup> credit in a term. Examples of these courses are music ensembles and many practicum courses. The Registration office in Student Academic Services can provide a current list of "free 19<sup>th</sup> and 20<sup>th</sup> credit" courses.

## Student Privacy Rights: FERPA/Buckley Amendment

The Family Educational Rights and Privacy Act (1974) [FERPA, also known as the Buckley amendment] gives students the right to review their own records and the University the responsibility to keep those records secure and private.

As officials of the University, faculty have the same responsibilities regarding access to personal information. Certain information is considered “private” and cannot be disclosed without the written permission of the students. This information includes **grades** and **student schedules**.

**In their role as advisor**, faculty have the opportunity to view transcripts and class schedules of their advisees. Instructors may also view this information.

Directory information includes:

- Student’s name, mailing address and telephone number
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Date of attendance
- Full-time or part-time status
- Degrees, awards, and honors received
- Dates degrees conferred
- Class standing
- High school attended
- Most recent previous educational institution attended by the student
- Participation in officially recognized activities and sports; and weight and height of athletic team members

The following guidelines insure protection of students’ privacy rights and compliance with the law:

1. Grade information (student papers, grade rosters and grade books) should be kept in a secure location. Stacks of student papers should not be left outside faculty offices unattended for students to pick up.
2. Grades should not be posted outside faculty offices. Even if the names are blocked out and social security numbers are left to identify students, this violates students’ privacy since social security numbers are considered private information.
3. Student schedules are private information. The location of a student should not be disclosed. In emergency situations, the Office of Safety and Security or Student Academic Services can contact a student who is in class.

# **Cheating and Plagiarism**

## **Academic Integrity**

### **Definitions**

A breach of academic integrity occurs when a student receives academic benefits he or she did not earn through his or her own work by cheating or by plagiarism. In its more blatant forms, academic dishonesty includes the following:

- Copying another's work on an exam
- Preparing for an exam by using test questions from a stolen exam
- Bringing concealed answers to an exam
- Turning in another person's work as one's own
- Committing plagiarism (i.e., copying portions of another's words from a published or electronic source without acknowledging that source)

It is not dishonest to discuss possible answers to an exam question as part of a study group, to discuss ideas for a paper with other members of the class, or to ask a friend to read a draft of a paper for suggestions to improve it, unless the professor has prohibited these activities.

It is not dishonest to summarize, paraphrase, or quote the words of others in a paper, presentation, or other academic work so long as the student acknowledges the sources with appropriate citations.

### **Expectations and Procedures**

Expectations regarding academic integrity are outlined in the *Undergraduate Catalog*. Additional expectations may be defined in the class syllabus and/or department policy handbooks. Both students and the professor in each class have the obligations to report and prevent cheating, plagiarism, or other academic misconduct. In the event either that the instructor suspects academic misconduct or that such conduct is reported, the instructor will adhere to the following guidelines:

1. Prior to a formal meeting, the instructor will gather information from the student or others to determine any issues in question.
2. If the instructor verifies that an act of academic dishonesty has occurred, the instructor must make a reasonable attempt to hold a conference with the student to discuss the misconduct. At this time, the instructor will explain the procedures for adjudicating the case.
  - a. In the event that the student fails to respond in a timely manner to the professor's request for a conference, the case may be turned over to the department chair or school dean for action.
3. The department chair or dean must be notified of the incident for the purpose of information and guidance. The chair or dean must notify the provost regarding the incident to determine any history of like activity and unusual circumstances.

- a. The provost must notify the dean of students for community life for any proposed action in addition to the faculty member's action. (This action will be undertaken as a separate procedure from the instructor's meeting and decision.)
4. If, following the conference, the instructor (or the chair or dean, in the case of 2.1 above) is convinced that the student violated the academic integrity policy, appropriate action will be initiated. The penalty imposed will be commensurate with the seriousness of the offense. Such penalties may range from loss of credit for the work in question to loss of credit for the entire course.
  - a. Flagrant dishonesty, violations of academic integrity associated with a criminal act (e.g., breaking into a building or office), and/or with concerted group effort immediately will be referred to the chief judicial officer and/or dean of student life for disciplinary action.
5. This decision(s) will be reported in writing to the student and the chair/dean. A copy of the decision(s) will be sent to the provost. The provost and the school dean will decide whether documentation of the incident and decision will be included in the student judicial record in the Office of Student Life.
6. If the student appeals any decision, the appeal will move through the process as outlined in "Academic Appeals" and the "Appeal Process." A copy of all decisions, including appeals, will be sent to the Office of the Provost and/or the Office of Student Life as determined by the provost and dean.

### **Academic Appeals**

The section that follows provides a formal statement of policies and procedures if a student wishes to appeal an academic decision affecting.

There may be instances where a student disagrees with an instructor's actions but does not wish to lodge a formal complaint. In such instances, the student is encouraged to speak to the instructor first by making an appointment in his or her office in order to eliminate any misunderstanding or miscommunication.

If the grievance is not resolved after this conversation and the student wishes to continue to pursue the matter, additional processes are outlined in the following section.

### **Appeal Process**

Seattle Pacific University provides a process whereby a student may appeal an academic decision, including, but not limited to, grades on course activities; evaluations; course grades; decisions on program admissions; and decisions on fulfillment of program and graduation requirements.

Academic appeals may be made only on grounds of unfair treatment against the stated standards, not against the professional judgment of the faculty member(s). The intent is always to resolve the appeal at the most immediate level. Only in extraordinary circumstances, when a resolution cannot be obtained at the first level, is the process moved to the next level.

In each case, the student shall bring the appeal in writing to the person or committee who made the original decision. If a resolution is not obtained at that level, the student may appeal to the next level in the school or University administrative structure.

### **Guidelines for Academic Appeals**

1. The student's appeal must be made in writing within five calendar days after he or she received the decision from the faculty member or committee.
2. Every attempt shall be made at each level to resolve the issue according to ethical practices, accreditation standards, and University policy.
3. The person making the appeal should provide the necessary supportive information to substantiate his or her appeal.
4. If for any reason a case is appealed beyond the faculty member or faculty committee, an appeal file shall be created. This file will contain written documentation related to the case including, but not limited to, the student's written appeal and the faculty response. The appeal file shall be open to all principals in the case, including the student appellant.

### **Levels of Appeals**

Appeals on final grades must be submitted within one quarter of the grade being awarded. For appeals on academic decisions such as grades on course activities, evaluations, course grades, and decisions on program admissions, the levels to be followed in order are the following:

1. Course instructor or ad hoc faculty committee appointed by department chair
2. Department chair
3. School dean
4. Provost (The decision of the provost in any student appeal is final)

Academic petitions regarding general University matters such as decisions on graduation requirements or other *Catalog* academic regulations may be made in the following order:

1. Student Academic Services
2. Curriculum Committee
3. Provost (The decision of the provost in any student appeal is final.)

## **Academic Probation/Dismissal/Readmission/Academic Warning**

### **Academic Probation**

**Causes and Consequences of First-Quarter Academic Probation:** A student is put on first-quarter probation when his/her cumulative SPU GPA drops below 2.0. The student is required to meet with an Undergraduate Academic Counselor in Student Academic Services to review goals and develop a learning contract that aims toward meeting those goals. If the student fails to meet with the Undergraduate Academic Counselor before the fifth day of the quarter, the student will receive a registration hold prohibiting registration for the following quarter. The hold will be removed once the student meets with an academic counselor. Unless the student attains a cumulative SPU GPA of 2.0 or a quarterly SPU GPA of at least 2.3, the student will advance to second quarter probation.

**Causes and Consequences of Second-Quarter Academic Probation:** A student who has not earned a cumulative GPA of 2.0 **or** a quarterly GPA of 2.3 after the first quarter on probation will advance to second quarter probation. The student may not enroll in more than 13 credits and must meet with an Undergraduate Academic Counselor to make appropriate changes in class schedule. One of those changes may be enrollment in a study skills class, depending on a student's situation.

**Probation Hold:** A student who has been on probation and who has earned the required minimum quarterly SPU GPA of 2.3 but has not yet earned a cumulative SPU GPA of 2.0 will be placed on "Probation Hold"; that is, the student retains the probation status of the previous quarter but does not move toward dismissal.

**Causes and Consequences of Dismissal:** If a student on second-quarter probation (or second-quarter probation hold) does not earn a quarterly GPA of 2.3 or raise his or her cumulative GPA to 2.0, the student will be dismissed from the University. The academic dismissal will be noted on the student's academic record. A student dismissed from the University will receive a letter outlining what steps must be completed before the student may apply for reinstatement to the University. It is understood that there are many reasons that can contribute to an academic dismissal and as such students will be held to their own distinct requirements for reinstatement based on their unique situation as determined by the Academic Reinstatement Committee. Once academically dismissed, a student may petition to be reinstated no sooner than one full quarter after being dismissed.

A student who plans to apply for reinstatement must meet with an academic counselor, who will liaise with the Academic Reinstatement Committee to determine requirements for petitioning for reinstatement. Petition forms are available through an academic counselor. If an appeal is denied, a student may appeal again after the lapse of one year.

**Readmission:** Once reinstated, the student's GPA is the same as when dismissed. The student may not use grades from other colleges and universities to raise the SPU GPA. A reinstated student may not enroll for more than 13 credits in the quarter in which the student is



reinstated. A reinstated student will be dismissed if he or she fails to attain either a quarterly GPA of 2.3 or higher or a cumulative GPA of 2.0 or above by the end of the first quarter that person returns.

### **Academic Warning**

In addition to tracking students' total SPU GPA, the University monitors students' quarterly SPU GPA so that resources may be offered to students showing signs of academic struggle. Therefore, students may be placed on Academic Warning if they do not earn a quarterly GPA above 1.30 in a quarter in which they attempt at least five credits. A student on Academic Warning may be required to meet with either an academic counselor or student support staff before a registration hold applied to the student's records will be lifted.

### **FAQs**

**What if a student leaves the University while on academic probation?** If the student returns, he or she resumes the same probation status upon returning as when leaving.

**Can a senior who is on academic probation receive a degree?** No, students may not graduate from SPU with a cumulative SPU GPA below 2.0.

## **“Double Counting” General Education Courses for Majors**

**May a student meet a general education requirement and a major requirement with the same course?**

Yes, yes, yes

**Will a student receive double credit for the course because it satisfies the requirements for both general education and the major?**

No

**Can you provide an example of “double counting”?**

Yes

**Please provide an example:**

A business major must take ECN 2101 and ECN 2102 to complete core requirements for the major. Either ECN 2101 or ECN 2102 may also be used to satisfy the Ways of Knowing in the Social Sciences requirement in the Exploratory Curriculum.

All students must complete UCOR 2000 to fulfill a Common Curriculum requirement. History majors also must take the course to fulfill the “World Civilization” requirements in the major. The class will count toward both the history major and the Common Curriculum.

## Applying for a Major/Minor

**When?** It is hoped that the student will be prepared to apply for a major by the end of their sophomore year. In some instances, **transfer students, though admitted as juniors or seniors**, may need to complete particular course requirements at SPU before beginning the process.

**Why?** It is important for students to have official status as a major so that their satisfactory progress toward graduation may be verified through their major advisor and to help departments plan the number of seats and sections necessary for students in their programs.

**Departmental Requirements for Admission:** Check the SPU *Catalog* for information regarding requirements for admission to a major. Generally, requirements include a minimum cumulative GPA and a minimum GPA in courses in the department. Specific courses may also be required as prerequisites before an application will be accepted.

**How does a student apply for a major?** To apply for a major or minor, a student logs into Banner and selects Student Menu ---> Grades and Transcripts Menu ---> UG Degree Status Check. The student will click on “Change” in the appropriate box to the right of his/her picture to access the automated major/minor application form.

**Minors:** The process for declaring a minor is the same as for declaring a major. Students are not required to apply for a minor in order to graduate. However, if a student applies for a minor, all requirements for the minor must be completed prior to graduation.

**Requirements for Completing a Major:** A student is required to meet the requirements for the major specified in the catalog of **the year in which he/she was admitted to the major**. (Students meet the general university requirements for graduation of the catalog in the year in which they matriculated.)

**When is a student assigned a major or minor advisor?** In some departments, students may be assigned an advisor in their intended major before they are admitted to the major. In other departments that have a large number of majors, students are assigned an advisor in the major after they have been admitted to the major (e.g., communication and psychology). Students select faculty advisors through Banner. Students who wish to select an advisor who is not available must email [advisorchange@spu.edu](mailto:advisorchange@spu.edu).

## Standards Governing Completion of a Second Bachelor's Degree

An additional degree is distinguished from multiple majors within a single degree.

A second bachelor's degree may be earned upon completion of a minimum of 45 credits as a matriculated student at Seattle Pacific University subsequent to the granting of the first degree. The student must be accepted into a major; the date of acceptance determines the *Undergraduate Catalog* under which major requirements will be applied. A second degree is subject to the following conditions:

If the first degree was earned at SPU:

1. At least 15 of the 45 credits for the second degree must be taken at SPU after matriculation as a post-baccalaureate student..
2. At least 15 upper-division credits in the major must be earned at SPU.
3. No more than 15 credits taken as a non-matriculated student may apply toward the additional bachelor's degree.
4. Of the 45 credits required for the second degree, up to 15 credits may be earned prior to the granting of the first degree, provided the credits are in excess of the minimum (usually 180 credits) required for the first degree. In such a case, a student may be required to complete fewer than 45 credits for the second degree, but no fewer than 30 credits.
5. All specified requirements for the second degree must be fulfilled, including all requirements in the major.

If the first degree was earned at another institution:

1. A student who has not previously matriculated at SPU must earn at least 45 credits toward the second degree at SPU.
2. A student who at some prior point matriculated at SPU must earn at least 30 of the required 45 credits at SPU.
3. No more than 15 credits taken as a non-matriculated student may apply toward the additional bachelor's degree.
4. At least 15 upper-division credits in the major must be earned at SPU.
5. 5 credits in Christian Scriptures or Christian Theology must be completed at SPU.
6. All specified requirements for the second degree must be fulfilled, including all requirements in the major.

## Use of I, N, G, HW & W Grades

**The "I" grade (incomplete)** indicates that the student did not complete the work assigned for a course because of absence from school during the quarter due to illness or an acceptable emergency. The student must initiate the request for the "I" grade prior to the final examination or last class session. Unless the student is incapacitated, this request should be made in writing. Documentation verifying the illness or acceptable emergency (e.g., a note from a medical doctor) may be required by the instructor.

The instructor is under no obligation to grant the request for an "I" grade. However, if the instructor chooses to issue an "I" grade, the instructor and student must formulate [a plan for the student's completion of the course requirements](#) (PDF). The student may not attend a future class in which he or she is not registered as a means of working toward completion of an "I" grade.

A timeline for course completion will be determined by the instructor, and may be shorter than one year. However, in all cases the student must submit final coursework within one calendar year or the "I" becomes an "E." The student must initiate the removal of the "I" grade once coursework has been completed.

A student cannot carry more than 20 credits of incomplete grades without prior approval from the university registrar.

**The "N" grade** is used only in specified courses in which a final grade is dependent upon additional work. The "N" grade indicates that work is satisfactory to date, but carries with it no credit or final grade until all work is completed. Work must be completed within one calendar year or the "N" becomes permanent.

A student's degree will be awarded effective the quarter in which all final grades have been assigned, regardless of when a student may have initially registered for a course in which the student received an "I" or "N" grade.

**"G" grade:** Used in only specified graduate-level courses in which a "final" grade is dependent upon additional work and applies only to approved 6000–7000 level courses, including internships, theses, dissertation, and projects at the discretion of the graduate program. Work must be completed within three calendar years or the "G" becomes permanent.

The **"HW"** grade is assigned in rare cases by University administration after thorough review and substantiation of a student's circumstances. Examples of situations leading to a hardship withdrawal include incapacitating illness or injury, or death of a family member.

**Withdrawal from a course** with official approval during weeks two through six of the quarter will result in a "W" appearing on the transcript.

## Financial Aid Considerations

Since state and federal regulations for awarding financial aid are complex, it is best to send students to Student Financial Services with questions. Each student who receives financial aid is assigned a Student Financial Services counselor who oversees his/her records and provides information and counsel regarding financial aid awards.

**Here is some basic information every faculty member should know** (all of this is stated in more detail in the “Costs and Financial Aid” section of the SPU *Catalog*.)

1. All students who apply for need-based financial aid must complete a standard form, the FAFSA (Free Application for Federal Student Aid), used throughout the U.S., and meet guidelines for completion.
2. Various types of financial aid include scholarships, grants, and loans. In some instances, such aid is not disbursed until after the beginning of a quarter and the student has signed appropriate documents.
3. Students must meet financial aid satisfactory academic progress standards in order to be eligible to continue to receive financial aid. This includes minimum GPA requirements, minimum credit completion (evaluated quarterly and annually), and a maximum time frame in which students can receive aid.
4. If a student withdraws from a class, the student’s financial aid may be affected. It is a good practice to always refer a student to Student Financial Services before dropping courses.
5. **A student’s frustration regarding financial aid and/or their student account is typically the result of the University’s necessity to meet governmental regulations and often the result of the student not having met appropriate deadlines, requirements to receive aid, or completed required forms.**

Suggest that a student seek advice from SFS if they have questions: <a href="http://www.spu.edu/depts/sfs/sfsresources/staff.asp">http://www.spu.edu/depts/sfs/sfsresources/staff.asp</a>
---

## **“Walking”/Participating in Commencement**

In order to participate in the commencement ceremony in June, a student must have completed all courses necessary to fulfill graduation requirements, **or be currently registered during spring and/or summer quarters for the last of the courses needed to complete his/her degree.**

Undergraduate academic counselors verify registration for outstanding requirements in early May. Students who are not registered for any outstanding spring or summer quarter classes required for completion of their degree will not be allowed to participate (“walk”) in the June commencement ceremony.

Students who complete their degree requirements autumn and winter quarters may participate in commencement ceremonies in the June of the academic year in which they finish their work. For example, a student who completes his or her degree during autumn quarter 2015 will be eligible to walk in the June 2016 commencement ceremony.

Information about time, date, and procedures for participation is sent to prospective spring and summer graduates by the Office of the Provost.

