**Applicant Information:**

Last Name: ___________________________  First: ___________________________  Today's Date: ________________

SPU ID#: ___________________________  Email: ________________________________  Phone: ___________________________

Student Signature (Electronic Signatures not accepted):

I have read and agreed to the contractual, financial, and advising statements as printed on the reverse of this form

**Requested Action:** Please check all that apply

Quarter(s) you are requesting a registration change: ________________

- [ ] Adding a Course:
  - CRN: ___________________________
  - Subject Code: ___________________
  - Course #: ______________________
  - Credits: _______________________  

- [ ] Dropping a Course:
  - CRN: ___________________________
  - Subject Code: ___________________
  - Course #: ______________________
  - Credits: _______________________  

- [ ] Credit Overload:
  - Number of credits that you’d like to increase by

- [ ] Taking a course for the third time:
  - CRN: ___________________________
  - Subject Code: ___________________
  - Course #: ______________________
  - Credits: _______________________  

- [ ] Other:

**Student Statement:** Please attach a separate statement or use the space on the back.

1. Explain your request, the reason(s) you need to petition, and why you are a good candidate for an exception to registration policies.
2. Explain what measures you have taken or will take to prevent this situation from happening again (if applicable).
3. Include any supporting written documentation. For instance, if you are dropping a course that involves an illness or extreme hardship, include documentation from a medical provider or other documentation that confirms your statement whenever possible.

*For credit overloads, please include a list of all the courses you will be taking.

**Supporting Statement:** To be completed by the faculty member (may also be submitted via email).

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

Supported by (print): ___________________________  Signature: ___________________________

Updated: January 2016
Statement: Academic policy is approved by the Faculty Senate. Once a student is matriculated (admitted to the University), they are expected to fulfill all degree requirements listed in the catalog and adhere to all academic policies. The registration petition process is used when students are requesting a variance from current standards. To review policy and procedure, please refer to the current SPU catalog.

Registration Petitions seek exceptions in the following categories:
- Adding after the deadline (subject to standard Tuition rates found in the UG & GR Catalogs),
- Dropping after the deadline (subject to Refund Policies found in the UG & GR Catalogs),
- Credit Overloads: if the student does not meet GPA eligibility (subject to standard Tuition rates found in the UG & GR Catalogs),
- If you need to drop a course due to medical or hardship circumstances, supporting statements should be made by a representative of the medical facility, or by documentation that confirms the student statement whenever possible.

Procedures for Filing a Change in Registration Petition:
- Requests must be thoroughly justified by demonstrating, not just asserting, the necessity of the change.
- Each petition is subject to a $50 change in registration fee which will be charged to your student account.
- The SAS Petition Committee will meet and make a decision about the petition. The student will receive an email stating what action has been taken.
- If student is requesting partial or full refund, the student should work directly with their assigned Student Financial Services counselor.

Student Financial Services- Important Information on Withdrawing

Completion of this form indicates your understanding and agreement that if you withdraw after the fifth day of the quarter you will owe Seattle Pacific University according to the tuition refund schedule as outlined in the Undergraduate Catalog and online at the Student Financial Services website www.spu.edu/depts/sfs. Note that summer term and study tours follow different refund schedules. Check with University Services regarding housing and meal plan refunds.

FOR OFFICE USE ONLY

Class Standing (Fr, Soph, Jr, Sr):____________________

GPA: ______  ______  ______  
Institutional  Transfer  Cumulative

Total Earned Hours (Credits):____________________

Registration Petition History- Petitioned Before Y/N:______________ If Y, How Many:______________

Credit Overload- Total Credits Requested for Quarter:______________

Committee Decision  Granted:_______  Denied:_______

Office Official:___________________________________ Date:____________________________