



Application for Studying Away in United States

Complete this required form prior to registering at another institution in the United States. Once reviewed and approved by an academic counselor, this form verifies that the courses listed will apply toward your SPU undergraduate degree. The transfer of credits is dependent on SPU’s receipt of an official transcript and upon your academic performance as outlined on page two below.

Application Instructions

Read entire form carefully and complete application by following the checklist on page 3. When all required information and signatures are gathered, email completed form to [your academic counselor](#) by the deadline listed below and wait for official approval via email **before** you enroll in classes at another institution.

Intended Term(s) Away	Application Due Date
Fall Quarter	April 15
Winter & Spring Quarter	November 15
Summer Quarter	May 1

Student Information

Name: _____ SPU ID _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Most recent term of admission to SPU: _____ Quarter you plan to graduate: _____

Name(s) of your faculty advisor(s): _____

Please check boxes and sign your name below:

- I understand my leave may have financial implications, including entering repayment on my loans, loss of scholarship/ financial aid eligibility, and other changes as applicable. I will have the university or college awarding credits send my verification of enrollment once I am registered for credits. I understand that this step is required to verify my enrollment to lenders and insurance agencies, and, if applicable, to receive financial aid.
- For students living on campus:** I have notified Housing Services of my leave of absence.
- I understand that if I decide to change my approved transfer classes during my leave of absence, I must get prior approval from my academic counselor.
- I understand that my courses will not transfer unless I submit an official, unopened transcript to the Office of the Registrar, earn at least a grade of C (2.0) in each course and that Pass/No Credit courses generally will not transfer.

Signature: _____ Date: _____

*Signature will be considered complete by sending this paperwork from your SPU email address

Revised May 2022

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What is the name of the school through which you will study? _____

Which quarter(s) will you study away? _____ Which quarter will you return to SPU? _____

Do you plan to take classes at SPU and another institution at the same time? ___ Yes ___ No

Required Class Information: In the table below, list the possible classes that you will be taking while at the institution above. For any course **not** listed in the [Transfer Equivalency Guide](#), you must attach a course description for each class or include URLs where each course description is listed.

To be Completed by Student:

To be Completed by Faculty Advisor/Academic Counselor:

Subject & Number (Ex: BIO 200)	Title	Credits		SPU Equivalent	Credits

Signature(s) to indicate transferability of the courses above:

Faculty Advisor Signature _____ Date: _____
(Email or signature accepted to confirm transferability of courses to major/minor.)

Academic Counselor: _____ Final approval provided via email

Next Steps & Important Transfer Policies

Once this form has been reviewed by your academic counselor, they will send a formal approval email to you, your faculty advisor, and your SFS counselor indicating how transfer courses are approved. Transfer of all courses are subject to relevant policies in the University Catalog including, but not limited to, the following:

- It is the student’s responsibility to have verification of enrollment submitted to SPU 15 days before the beginning of the term away and to have an official transcript submitted to SPU upon completion of each term.
- Courses will not transfer unless an average grade of C (2.0 on a 4-point scale) is earned in each course.
- Pass/No Credit courses will not transfer unless prior approval is granted.
- The final evaluation and transfer of credits will be based upon the official academic credentials received.
- Credits in excess of 20 quarter credits in any one term will not be transferred, unless the credits are earned through a semester-based program and prior approval is granted for excess credits.
- A student admitted after spring 2013 may earn no more than 20 quarter credits, combined, from institutions other than SPU once matriculated at Seattle Pacific University, except through pre-approved study abroad experiences.
- The level at which a course transfers (i.e., lower-division or upper-division) is dependent on the number assigned to the course at the institution providing the transcript, regardless of the level of similar classes at SPU.
- Any changes to potential transfer classes during a leave of absence must be approved by an academic counselor.

Note: Approval of this application does not excuse a student from University or Department residency requirements (e.g., a minimum of 45 credits toward the degree completed through SPU, at least 15 upper-division credits in the major completed through SPU, at least 10 upper-division credits for a minor completed through SPU).

Checklist for Study Away Application

Please follow the steps outlined below carefully to ensure that you have successfully completed the application process and that courses you take elsewhere transfer back as you plan.

- Read through this entire form.
- Complete all of the check-boxes, signatures, and initials that are required.
- Contact [Student Financial Services](#) to check how studying away will affect your financial aid.
- If you plan to have any transfer courses count toward your major/minor, contact [your faculty advisor](#) to discuss your plan.
- Review this form with them and they will help you complete page two determining how the major/minor-related courses will apply to your major/minor. Ask them to either sign form or email their approval along with form to your academic counselor.
- If you have questions for your academic counselor related to your classes, you may email your counselor or schedule an appointment through their website: spu.edu/oac
- When application is completed, email this form to [your academic counselor](#). Wait until they provide official approval via email before registering for classes elsewhere.
- If you plan to live on campus upon your return to SPU, you must notify Housing Services (housing@spu.edu) of your absence and planned return.
- Once you register for approved classes at the other institution, please ask the college or university to send verification of your enrollment to the [Office of the Registrar](#) at SPU (address included below). Acceptable verification of enrollment can include the following formats:
 - An enrollment verification/letter listing both courses and credits from an official in the Registrar's Office at the other institution
 - An unofficial transcript from the college or university showing your enrollment in courses
 - A screenshot of the class schedule with course names and credits from the college or university's official student information system (e.g. Banner). The screenshot must clearly show the URL (web address). have that institution send SPU verification of your enrollment via mail, fax, or as a scanned email attachment
- Successfully complete all courses with grades of C (2.0) or better.
- Once all transfer courses are complete, request that the institution send your official transcript to the Office of the Registrar at SPU:

Office of the Registrar
Seattle Pacific University
3307 Third Ave. W, Suite 113
Seattle, WA 98119-1922
registrar@spu.edu

Leave Of Absence Policy

Students do not apply for readmission to SPU if they are absent for three quarters or less and will be responsible to complete the same degree requirements as expected upon his or her first quarter of matriculation at the University. Once a student has attended SPU as a matriculated student, an associate degree completed during a leave of absence will not be recognized by the University. Students approved for leave will be assigned a registration appointment for the quarter they will return to SPU. Students are responsible for checking their SPU email regularly for registration information and other important communications while studying away.

Additional policies governing students on a leave of absence:

- Students are not eligible to reside on campus, attend classes, or participate in regular campus activities unless they are enrolled in SPU courses.
- Students are responsible for all prior arrangements with applicable student service offices (i.e. Student Financial Services, Student Academic Services, University Services, Residence Life, Athletics, etc.)
- While on leave of absence, students must keep the University apprised of their current contact information, including mailing address, email address, and phone number.
- Students must meet all regular University deadlines for registration, housing reservations, financial aid applications, and similar matters. Financial aid/scholarship awards and University housing reservations do not automatically carry over.

Re-admission to the University after an absence of four or more quarters: Students who would like to re-enroll after an absence of 4 or more quarters must be re-admitted to the University. Students must submit transcripts for any coursework completed at another institution while away. The Office of Undergraduate Admissions will inform the student if additional credentials need to be submitted. No degrees completed during the student's absence will be recognized and the student will be required to complete the general education curriculum in effect at the time of readmission. A student who originally matriculated at SPU directly from high school who is readmitted after attending another institution is now considered a transfer student. However, the student's class standing at time of original matriculation will determine the courses the student is required to complete. For instance, if a student originally matriculated as a freshman or sophomore, the student would still be expected to complete UFDN 1000 and 8 "W" credits, even if the student returns to SPU with junior standing.

A Note From Student Financial Services

Students must notify Student Financial Services about any change in planned period of enrollment, whether due to withdrawal from a class, a leave of absence, or withdrawal from the University. The specific requirements by which the student agreed to abide at the time any financial aid was accepted will remain in effect. In addition, if a student would like to receive financial aid while studying at another institution, they must complete appropriate documentation and paperwork with SFS as well as this form. A student who takes a leave of absence may be subject to the federal Return of Title IV and state financial aid return policies and to the terms of their student loan(s). International students are bound by federal laws with regard to leave of absence; therefore, this policy does not apply to them. If a student has received approval to study at another institution and verification of enrollment from the host institution is not submitted to the registration coordinator, the University will report the student's enrollment status to lenders and loan service entities as "not attending," and a student loan borrower's grace period will begin. Students on an SPU leave of absence who do not attend school elsewhere for two consecutive quarters (including summer), or who attend another institution less than half-time for two or more consecutive quarters (including summer) will be expected to begin repayment on some or all of their loans. Students are advised to contact their lender(s) regarding their enrollment plans, and for information regarding grace period expiration and repayment.