



Academic Petition

PROCESS AND PURPOSE

Academic policy is approved by the Faculty Senate. Once matriculated (admitted to the University), students are expected to fulfill all degree requirements outlined in the SPU undergraduate catalog and adhere to all university academic policy and procedures. Through the academic petition process students may request a variance from current policies due to unusual or unforeseen circumstances. The academic petition process is not intended as a means of pursuing personal preference or as a remedy for poor planning. An academic petition submitted *before* a student sets off a course of action that varies from policy will be more favorably viewed than a petition submitted *after* the fact.

- Since academic policies and degree requirements are clearly identified in the catalog, substitutions or exceptions in these areas are rarely granted.
- An academic petition should be submitted at least one month before a response is required. The committee only meets October through May. Students needing a response before the end of the academic year must submit the petition no later than May 1. Petitions submitted after May 1 may not receive a response until November 1.
- The student must submit the form with a student statement.
- Students may NOT submit any additional statements from other sources: students, faculty or staff.
- The Curriculum Committee, comprised of faculty, will review the petition and inform Student Academic Services. The SAS representative will be the only point of contact between the student and the committee.

STEP I: CURRENT INFORMATION

Name _____ SPU ID Number _____
 Phone _____ SPU email _____@spu.edu
 Class Standing (circle one) Freshman Sophomore Junior Senior PB
 Quarter Anticipated to Graduate _____ Year _____

STEP II: STUDENT STATEMENT

Please attach a typed statement including the requested action, and the rationale for the action. The statement should be at least a full paragraph, and no more than one page. When complete, turn the form, along with the statement, into Student Academic Services (Demaray Hall 151).

STEP III: CURRICULUM COMMITTEE REVIEW (FOR DEPARTMENT USE ONLY)

Date received by SAS: _____
 Committee Action: Granted Denied
 Rationale: _____

 Committee Chair's signature _____ Date _____

Decision logged in WOAPETN email sent to student