



# Seattle Pacific University

Office of the Registrar - Academic Counseling

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Seattle, WA 98119-1922

P: (206) 281-2575 Email: Academiccounseling@spu.edu

## General Education PETITION

### PROCESS AND PURPOSE

Academic policy is approved by the Faculty Senate. Once matriculated (enrolled at 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.
- A General Education Requirements 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 this form, including student statement, to the Office of the Registrar (OTR).
- 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 a member of the committee will inform the student, Undergraduate Academic Counselor, and Faculty Advisor.

### STEP I: CURRENT INFORMATION

Name: \_\_\_\_\_ SPU ID Number: \_\_\_\_\_

Phone: \_\_\_\_\_ SPU Email: \_\_\_\_\_@spu.edu

Class Standing (check one)    FR    SO    JR    SR    PB

Quarter Anticipated to Graduate \_\_\_\_\_ Year \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

### 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 your petition into the Office of the Registrar (Demaray Hall 151) or email it to your Academic Counselor.

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

Committee Action: ☐ Granted    ☐ Denied    Date received by OTR: \_\_\_\_\_

Rationale: \_\_\_\_\_

Committee Chair's signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Decision logged in WOAPETN

☐ Email sent to student