



Seattle Pacific University

Office of the Registrar - Academic Counseling

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Transfer Credit Policy PETITION

Academic policy is approved by the faculty and students are expected to adhere to all policies and procedures outlined in the [University Catalog](http://spu.edu/catalog) (spu.edu/catalog). A petition process is available to students who experience unusual, unforeseen, or extraordinary circumstances. Petitions are not designed to substitute for planning or as a way to alter policies and procedures for personal preference. Preferably, petitions are submitted before any action is taken.

Petitions are reviewed by the faculty Curriculum Committee (or its Petition Subcommittee) on a schedule that is determined quarterly. The time between petition submission and review may be as long as six to eight weeks during the regular school year and may not be possible during the summer. Please consult with your Academic Counselor on timing, deadlines, and any questions. **Your petition materials should be submitted in full to your Academic Counselor.**

STUDENT INFORMATION

Name _____ Faculty Advisor(s) _____
SPU ID Number _____ Academic Counselor _____
SPU Email _____@spu.edu Expected Grad Term _____

PETITION REQUEST

Which transfer policy are you petitioning? Please select all that apply:

- ☐ **Concurrent Enrollment:** With the exception of summer quarter, a student may not take courses at another institution during a term in which they are also enrolled at SPU.
- ☐ **Maximum Transfer Credits after Matriculation:** Once enrolled at SPU, a student may not take more than 30 credits outside the university, with the exception of a pre-approved study abroad program.
- ☐ **Last Credits in Residence:** 25 of student's final 45 credits for their SPU degree must be earned through SPU, with the exception of a pre-approved study abroad program.
- ☐ **OTHER (please explain):** _____

STUDENT STATEMENT

Your complete petition will include this form and a formal student statement. Your statement should include:

- A clear restatement of which policy exception you are pursuing.
- An explanation of the unusual, unforeseen, or extraordinary circumstances underlying your petition.
- If you have taken/will take courses away from SPU, details about the relevant school(s), course(s), and term(s).
- A clear, quarter-by-quarter, and class-specific academic plan which supports your petition (if applicable).
- Any other pertinent information which may help the Committee or Subcommittee understand the full context of your situation.

STUDENT SIGNATURE

_____ Date _____

OFFICIAL USE

CC Signature _____ ☐ WOAPETN ☐ EMAIL ☐ WAAACMT _____