



**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.

**Procedures for Filing a Repeating a Course for a Second Time**

- Requests must be thoroughly justified by demonstrating, not just asserting, the necessity of the change.
- The student should check with their Student Financial Services counselor to see what impact repeating a course will have on their financial aid.

<b>FOR OFFICE USE ONLY</b>		
Class Standing (Fr, Soph, Jr, Sr): _____		
Total Earned Hours (Credits): _____		
GPA: _____		
Institutional	Transfer	Cumulative
<b><u>COMMITTEE DECISION</u></b>		
Granted: _____		Denied: _____
Office Official: _____		Date: _____