



**Transfer Credit Policy  
 Petition**

**PROCESS AND PURPOSE**

Academic policy is approved by the Faculty Senate. Once matriculated (enrolled at the University), students are expected to adhere to the policies and procedures outlined in the SPU undergraduate catalog. 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 on a course of action that varies from policy will be more favorably viewed than a petition submitted *after* the fact.

For students admitted *Summer Quarter 2013* or later, the transfer credit policy includes the following:

- Once matriculated at SPU, students may not take more than 30 credits outside of the university\*. Each credit must be pre-approved prior to transfer.  
 \*Students may participate in an approved study abroad program in addition to these 30 credits.
- With the exception of summer quarter, students may not take courses at another institution during a term in which they are enrolled at SPU.
- In a student’s final two quarters before graduation, one quarter must be a term in which they are enrolled solely at SPU. (Example: A student may not take winter quarter at a community college, and spring quarter on study abroad and graduate at the end of spring quarter. He or she would be required to return to SPU to take a summer class.)

**STEP I: CURRENT INFORMATION**

Name \_\_\_\_\_ SPU ID Number \_\_\_\_\_  
 Phone \_\_\_\_\_ SPU Email \_\_\_\_\_@spu.edu  
 Class Standing (circle 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 in the form, along with the statement and the Study Away Application, to Student Academic Services (Demaray Hall 151). 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 III: CURRICULUM COMMITTEE REVIEW (FOR DEPARTMENT USE ONLY)**

Committee Action:     Granted     Denied    Date received by SAS: \_\_\_\_\_

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

Committee Chair’s signature \_\_\_\_\_ Date \_\_\_\_\_