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Seattle Pacific
UNIVERSITY

Student Academic Services
3307 Third Avenue West Suite 113
Seattle, WA 98119-1922
(206) 281-2031 FAX (206) 281-2669

General Education
Requirements 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 Student Academic Services (SAS).
- 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 (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 the form, along with the statement, into Student Academic Services (Demaray Hall 151).

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

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

Rationale: _____

_____

Committee Chair's signature _____ Date _____

☐ Decision logged in WOAPETN   ☐ Email sent to student