



Seattle Pacific University
Student Academic Services

Application for Leave of Absence—Studying Away

(If not transferring credit, then please complete the Application for Non-Study Leave of Absence)

This application is required for prior approval to concurrently enroll at another institution or to study away from SPU, either in the US or abroad. Once signed by an academic counselor and (when pertinent) your faculty advisor, this form verifies that the courses listed will apply toward your SPU undergraduate degree. The transfer of credits is dependent on SPU's receipt of an official transcript and upon your academic performance as outlined below. For the Leave of Absence Policy and Personal Checklist, please review pages 3-4 of this form.

I. APPLICATION STEPS AND DEADLINES

If Studying in the United States:

All students planning to study in the US need to read, complete, and sign pages 1-2 of this form, turning it in to their undergraduate academic counselor prior to enrollment. Offices are located in Demaray Hall, Room 120. http://www.spu.edu/uac

If Studying Abroad, Outside of the United States:

STEP ONE: All students planning to study abroad must submit pages 1-2 of this form to Ben Weins (benweins@spu.edu) (last names A-K) or Debbie Crouch (dcrouch@spu.edu) (last names L-Z) in Student Academic Services, Demaray Hall, Room 120, by 4:30 p.m. the day of the deadline, and prior to enrollment in a third-party program. Please note that there are two application deadlines: the deadline for this form and the third-party program's application deadline. Unless the third-party program's application deadline is earlier, this form's deadlines are as follows:

Table with 2 columns: Term and Deadline. Rows include Autumn Quarter (April 15), Full Year (April 15), Summer Term (April 15), and Winter or Spring Quarter (November 15).

STEP TWO: Students applying to a third-party program must submit a completed application directly to the study-abroad program, and keep Ben Weins or Debbie Crouch informed of their application progress.

II. PERSONAL INFORMATION AND CONTRACT

Name: _____ SPU ID #: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Please check boxes and sign your name below:

Form with four checkboxes and corresponding text regarding financial implications, housing services, academic counselor approval, and course transfer requirements.

REQUIRED SIGNATURE: _____

DATE: _____

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III. TRANSFER COURSE APPROVAL

Name of transfer institution/program: _____

Which institution will provide a transcript of your credits: _____

Term(s) you will be enrolled elsewhere: _____ Quarter you will resume studies solely at SPU: _____

In the table below, list the possible classes that you will be taking while at the institution above. Attach a course description for each class.

To be Completed by Student:

To be Completed by Faculty Advisor(s) and/or Academic Counselor:

COURSE SUBJECT, NUMBER, AND TITLE	CREDITS Sem or Qtr		SPU EQUIVALENT	CREDITS

To be completed by Faculty Advisor(s) and/or Academic Counselor:

When needed, Faculty Advisor Signature (for courses in Major/Minor): _____ Date: _____

Undergraduate Academic Counselor Signature: _____ Date: _____

IV. ADDITIONAL STUDENT RESPONSIBILITIES

Enrollment verification: Once enrolled in the transfer course(s) above, please request the university or study abroad program to mail verification of your enrollment to:

*Registration Coordinator
Seattle Pacific University
3307 Third Ave. W, Suite 113
Seattle, WA 98119-1922*

Official Transcript Request: Once you have completed the transfer course(s), please request the university or study program to mail your official transcript to:

*Undergraduate Academic Counseling
Seattle Pacific University
3307 Third Ave. W, Suite 113
Seattle, WA 98119-1922*

Please check and initial:

- I will have the university or study program listed above send verification of my enrollment once I am registered for the identified courses above. I understand that this step is required to verify my enrollment to lenders and insurance agencies and, if applicable, to receive financial aid.

Office Use Only: Entered into Comments Field Entered Leave of Absence Sent Approval Email

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(Detach and Keep for Your Records)

LEAVE OF ABSENCE POLICY

Students do not apply for readmission to SPU if they take a leave of fewer than nine quarters. The student will be responsible to complete the same degree requirements as expected upon his or her first quarter of matriculation at the University. An associate degree completed during a leave of absence of fewer than nine quarters will not be recognized by the University.

Students approved for leave are eligible for a priority registration appointment upon their return to SPU. If your anticipated quarter of return changes, please notify the Registration Coordinator at 206.281.2568 or email sasinfo@spu.edu.

Additional Leave of Absence Requirements:

- Students are not eligible to reside on campus, attend classes, or participate in regular campus activities during their absence.
- Students are responsible for all prior arrangements with applicable student service offices (i.e. Student Financial Services, Student Academic Services, University Services, Residence Life, Athletics, etc.)
- Students must keep the University apprised of their current contact information, including mailing address, email address, and phone number, while on leave of absence.
- Students must meet all regular University deadlines for registration, housing reservations, financial aid applications, and similar matters. Financial aid/scholarship awards and University housing reservations do not automatically carry over.

***Please Note:** Students should continue to check their SPU email regularly.

TRANSFER POLICY

When signed by an academic counselor, and (in cases where credit is expected to count toward a major or minor) by a faculty advisor, this course evaluation form verifies, in principle, the transfer eligibility of each course listed. The final evaluation will be based upon the official academic credentials received. Note that approval of this plan does not excuse a student from University or Department residency requirements. It is the student's responsibility to have verification of enrollment submitted to SPU 15 days before the beginning of the term(s) away and to have an official transcript submitted to SPU upon completion of each term away.

Credits in excess of 20 in any one term will not be transferred, unless the credits are earned through a semester-based program and prior approval is granted. In addition, courses taken concurrently through SPU and another institution—whether in class, by media, through correspondence, or by extension—also may not exceed 20 quarter credits per term.

Any changes to potential transfer classes during a leave of absence must be approved by an academic counselor. Courses will not transfer unless a grade of C (2.0) is earned in each course. Pass/No Credit courses will not transfer unless prior approval is granted.

A NOTE FROM STUDENT FINANCIAL SERVICES

Students must notify Student Financial Services about any change in planned period of enrollment, whether due to withdrawal from a class, a leave of absence, or withdrawal from the University. The specific requirements by which the student agreed to abide at the time any financial aid was accepted will remain in effect. In addition if a student would like to receive financial aid while on a "Leave of Absence – Studying Away" they must complete appropriate documentation and paperwork with SFS as well as this form.

A student who takes a leave of absence may be subject to the federal Return of Title IV and state financial aid return policies and to the terms of their student loan(s). International students are bound by particular federal laws with regard to leave of absence; therefore this policy does not apply to them.

*If a student is on a "Leave of Absence – Studying Away" and verification of enrollment from the host institution is **not** submitted to the registration coordinator, the University will report the student's enrollment status to lenders and loan service entities as "not attending," and a student loan borrower's grace period will begin. Students on an SPU leave of absence who do not attend school elsewhere for two consecutive quarters (including summer), or who attend another institution less than half-time for two or more consecutive quarters (including summer) will be expected to begin repayment on some or all of their loans. Students are advised to contact their lender(s) regarding their enrollment plans and for repayment information and grace period expiration.*

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PERSONAL CHECKLIST

If studying abroad:

- Many, but not all, study programs can be approved for transfer credit to SPU. Please email the appropriate academic counselor (page 1) to check that the study program or foreign university that you are considering will be approved.
- Complete the application for your study program or foreign university.
- Email or set-up an appointment with your student financial services counselor to check the overall cost of your study trip and how it will affect your financial aid.
- If you plan to have any transfer courses count towards a major(s) or minor(s), then bring all of the information you can find to your faculty advisor(s). They will then help you complete page 2, determining how these study abroad courses will transfer, and giving their signature of approval.
- Read through this entire form, completing all of the checkboxes, signatures, and initials that are required.
- If necessary, set-up an appointment with the appropriate academic counselor (page 1) to approve any non-major/minor coursework and go over any other questions you have pertaining to your absence from SPU.
- Turn in pages 1-2 of this form to your academic counselor or the front desk in Demaray Hal 120.
- If you plan to live on campus upon your return to SPU, then you must notify Housing Services (housing@spu.edu) of your absence and planned return.
- Once you register for classes abroad, send SPU verification of your enrollment.
- Successfully complete all courses with grades of C (2.0) or better.
- Once all study courses are complete, request that the institution or study program send SPU your official transcript.

If studying in the US:

- Email or set-up an appointment with your student financial services counselor to check how your planned transfer credits will affect your financial aid.
- If you plan to have any transfer courses count towards a major(s) or minor(s), then bring all of the information you can find to your faculty advisor(s). They will then help you complete page 2 of this form, determining how the courses will transfer, and giving their signature of approval.
- Read through this entire form. Complete all of the checkboxes, signatures, and initials that are required.
- If necessary, email or set-up an appointment with your academic counselor to approve any non-major/minor coursework and answer any additional questions you have pertaining to your absence from SPU.
- Turn in pages 1-2 of this form to your academic counselor or the front desk in Demaray Hall 120.
- If you plan to live on campus upon your return to SPU, then you must notify Housing Services (housing@spu.edu) of your absence and planned return.
- Once you register for classes at the other institution, send SPU verification of your enrollment.
- Successfully complete all courses with grades of C (2.0) or better.
- Once all transfer courses are complete, request that the institution send SPU your official transcript.