



# Seattle Pacific University

Student Academic Services  
3307 Third Avenue West  
Seattle, WA 98119-1997  
(206) 281-2031 FAX (206) 281-2669

## Academic Petition

\_\_\_\_\_

Quarter/Year: \_\_\_\_\_ ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
MAILSTOP/Address: \_\_\_\_\_  
Phone: day \_\_\_\_\_ eve \_\_\_\_\_ Email: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Advisor: \_\_\_\_\_  
Major/Intent: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

\_\_\_\_\_

### STUDENT'S STATEMENT *(Please type out and attach to form)*

\_\_\_\_\_

### SUPPORTING STATEMENT BY MEMBER OF THE FACULTY:

*(Please do not submit supporting statements for petitions related to General Education, Exploratory Curriculum, or Common Curriculum)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supported by: *(print)* \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_

### ACTION TAKEN by UPEC General Education Subcommittee:

Granted: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Rationale for decision: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

### ACTION TAKEN by UPEC Student Academic Services Petition Review Committee:

Granted: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Rationale for decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMIT THE COMPLETED PETITION FORM TO STUDENT ACADEMIC SERVICES, DH 120**



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## Academic Petition

### **IMPORTANT INFORMATION**

An academic petition should be submitted at least one month before a response is required.

Academic policy is approved by the Faculty Senate. Once matriculated (admitted to the University), students are expected to fulfill all degree requirements 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 a course of action that varies from policy will be more favorably viewed than a petition submitted *after* the fact.

### **Filing Academic Petitions for Various Reasons**

- **Course Substitution for General Education, Exploratory Curriculum, Common Curriculum**  
(Since approved courses are clearly identified in the catalog, substitutions in these areas are rarely granted.):
  - The student must submit the academic petition form with a student statement.
  - **The “Supporting Statement by Faculty” section should be left blank.**
  - The General Education Subcommittee of the Undergraduate Policy and Evaluation Committee will review the petition, formulate a response and forward the form to Student Academic Services.
- **Requesting “W” credit for a course without a “W” designation:**
  - The student must submit the academic petition and a student statement.
  - The instructor of the course must submit an accompanying statement verifying that all requirements of “W” courses, as outlined in the catalog, have been or will be met.
  - The petition will be reviewed by the Director of the Writing Program before the student receives a response.
- **Requests for exceptions to other policies:**
  - The student must submit the academic petition form with a student statement.
  - If additional supporting information from the student or a faculty member is required, the student will be notified within one week.
  - Once complete, the petition will be reviewed by the Student Academic Services Petition Review Committee.

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