



Seattle Pacific University

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

Registration Petition

I. STUDENT INFORMATION

Quarter/Year: _____ ID: _____ - _____ - _____ Date: _____

Last Name: _____ First: _____ Middle: _____

MAILSTOP/Address: _____

Phone: day _____ eve _____ Email: _____

Major/Intent: _____ Expected Graduation Date: _____

Student Signature*: _____ Advisor: _____

*Please review the information on the reverse of this form regarding petition standards and procedures

II. REQUESTED ACTION *(Describe what you are requesting to do)*

CRN: _____ Subj Code/Course Num: _____ Credits: _____ Title: _____

Action: _____

III. STUDENT'S STATEMENT *(Please attach additional information to this form)*

IV. SUPPORTING STATEMENT

To be completed by the school, instructor, or faculty member. Date: _____

I allow this student to sit in on my class while their petition to add is pending: *(circle one)* YES NO

Supported by: *(print)* _____ Signature: _____



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.

Registration Petitions seek exceptions in the following categories:

- Dropping after the deadline (subject to Refund Policies found in the UG & GR Catalogs)
- Adding after the deadline (subject to standard Tuition rates found in the UG & GR Catalogs)
- Extenuating academic situations, fully supported by faculty and/or staff
- Extenuating circumstances: death in the family, illness, or injury

Procedures for Filing a Change in Registration Petition:

- Requests must be thoroughly justified by demonstrating, not just asserting, the necessity of the change.
- For petitions due to medical circumstances, supporting statements may be made by a representative of the medical facility, or by documentation that confirms the student statement.
- Each petition is subject to a \$50 change in registration fee.
- The student will receive an email, phone call or letter stating what action has been taken and a copy of their adjusted schedule, if it applies.



Committee Decision Granted: _____ Denied: _____

Office Official: _____ Date: _____

