

Registration Petition

Students: Fill out this form completely, and email it to the person at SPU providing your supporting statement, from your SPU email account.
Individuals providing supporting statements: Complete the remaining fields, and email the completed form to registrar@spu.edu.

APPLICANT INFORMATION

Name: _____ **SPU ID#:** _____

Email: _____ **Phone:** _____

Student Signature: _____ **Date:** _____

I have read and agreed to the contractual, financial, and advising statements as listed on the second page of this form.

REQUESTED ACTION

Quarter(s) and year you are requesting a registration change: _____

- Late Course Add** _____
- Late Course Drop** CRN Subject Code Course # Credits
- Other:** _____

STUDENT STATEMENT: Required

If you need more space to complete the student statement, please attach an additional statement with your email.

1. Explain your request, the reason(s) you need to petition, and why you are a good candidate for an exception to registration policies.
 2. Explain what measures you have taken or will take to prevent this situation from happening again (if applicable).
 3. Include any supporting written documentation. For instance, if you are dropping a course that involves an illness or extreme hardship, include documentation from a medical provider or other documentation that confirms your statement whenever possible.
- _____
- _____
- _____

SUPPORTING STATEMENT: Required. To be completed by the supporter only.

If you need more space to complete the supporting statement, please attach an additional statement with your email.

1. For a Late Course Add: please provide information about your communication with the student, and a plan for the student's successful completion of the course.
 2. For a Late Course Drop: please provide information about your communication with the student, and explanation of what prevented the student from dropping prior to the withdrawal deadline.
 3. For "Other" petitions: please provide a relevant supporting statement.
- _____
- _____
- _____

Supported by (Print Name): _____ **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:

- Adding after the deadline (subject to standard Tuition rates found in the UG & GR Catalogs),
- Dropping after the deadline (subject to Refund Policies found in the UG & GR Catalogs),
- If you need to drop a course due to medical or hardship circumstances, supporting statements should be made by a representative of the medical facility, or by documentation that confirms the student statement whenever possible.

Procedures for Filing a Change in Registration Petition:

- Requests must be thoroughly justified by demonstrating, not just asserting, the necessity of the change.
- The OTR Petition Committee will meet and make a decision about the petition. The student will receive an email stating what action has been taken.
- If student is requesting partial or full refund, the student should work directly with their assigned Student Financial Services counselor.

Student Financial Services- Important Information on Withdrawing

Completion of this form indicates your understanding and agreement that if you withdraw after the fifth day of the quarter you will owe Seattle Pacific University according to the tuition refund schedule as outlined in the *Undergraduate Catalog* and online at the Student Financial Services website www.spu.edu/depts/sfs. Note that summer term and study tours follow different refund schedules. Check with University Services regarding housing and meal plan refunds.

FOR OFFICE USE ONLY		
Class Standing (Fr, Soph, Jr, Sr): _____		
Total Earned Hours (Credits): _____		
GPA: _____	_____	_____
Institutional	Transfer	Cumulative
Registration Petition History- Petitioned Before Y/N: _____ If Y, How Many: _____		
Credit Overload- Total Credits Requested for Quarter: _____		
<u>COMMITTEE DECISION</u>		
Granted: _____ Denied: _____		
Office Official: _____		Date: _____