



Seattle Pacific University
Student Academic Services

Application for Studying Away in the United States

Complete this required form prior to enrolling at another institution in the United States. * Once reviewed and 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 on page two below. For the Leave of Absence Policy and Personal Checklist, please review pages 3-4 of this form.

*Note: If participating in a U.S. program led by SPU faculty or a program through CCCU BestSemester, you need to fill out a different form, which you can obtain from the Study Abroad Office by emailing StudyAbroad@spu.edu.

I. APPLICATION STEPS AND DEADLINES

Read, complete, and sign pages 1-2 of this form, and submit it to your undergraduate academic counselor in Demaray Hall 120 (http://www.spu.edu/uac) by the deadline listed below and before you enroll in classes at another institution.

Table with 2 columns: Intended Term(s) Away, Application Due Date. Rows include Autumn Quarter (April 15), Summer Term (May 1), and Winter and/or Spring Quarter (November 15).

II. STUDENT INFORMATION AND CONTRACT

Name: _____ SPU ID #: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Most recent term of admission to SPU: _____ Quarter you plan to graduate: _____

Name(s) of your faculty advisor(s): _____

Please check boxes and sign your name below:

- Four checkboxes with text regarding financial implications, housing services, transfer class changes, and transcript requirements.

REQUIRED SIGNATURE: _____ EMAIL FROM STUDENT _____ DATE: _____

*Signature will be considered sending this paperwork from your SPU email address

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Name: _____ SPU ID #: _____

What is the name of the college or university through which you will study? _____

Which quarter(s) will you study away? _____ Which quarter will you resume classes at SPU? _____

Do you plan to take classes at SPU and another institution at the same time? ___Yes ___No

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 or indicate the website at which course descriptions may be viewed.

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

Signature (s) to indicate transferability of the courses above:

Faculty Advisor **Printed Name** and Signature (for courses in Major/Minor): EMAIL FROM FACULTY ADVISOR Date: _____

Undergraduate Academic Counselor Signature: EMAIL FROM ACADEMIC COUNSELOR Date: _____

III. NEXT STEPS AND PERTINENT TRANSFER POLICIES

Once this form has been reviewed by your academic counselor, your counselor will send a formal approval email to you, your faculty advisor(s) and your Student Financial Services Counselor, indicating transfer courses are approved and will transfer, subject to the policies outlined below:

- 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.
- Courses will not transfer unless a grade of C (2.0 on a 4-point scale) is earned in each course.
- Pass/No Credit courses will not transfer unless prior approval is granted. *(Classes graded Pass/No Credit do not count toward a student’s major or minor nor toward Common and Exploratory Curriculum Requirements.)*
- The final evaluation and transfer of credits will be based upon the official academic credentials received.
- Credits in excess of 20 quarter credits in any one term will not be transferred, unless the credits are earned through a semester-based program and prior approval is granted for credits in excess of 20 quarter credits.
- Courses taken concurrently through SPU and another institution—whether in a traditional class or through distance learning—are allowed only for students admitted before summer 2013, and are limited to 20 quarter credits total per term.
- A student admitted after spring 2013 may earn no more than 20 quarter credits, combined, from institutions other than SPU once matriculated at Seattle Pacific University, except through pre-approved study abroad experiences.
- The level at which a course transfers (i.e., lower-division or upper-division) is dependent on the number assigned to the course at the institution providing the transcript, regardless of the level of similar classes at SPU.
- Any changes to potential transfer classes during a leave of absence must be approved by an academic counselor.

Note that approval of this study plan does not excuse a student from University or Department residency requirements (e.g., a minimum of 45 credits toward the degree completed through SPU, at least 15 upper-division credits in the major completed through SPU, at least 10 upper-division credits for a minor completed through SPU, etc.)

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LEAVE OF ABSENCE POLICY

Students do not apply for readmission to SPU if they take a leave of fewer than four 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. Once a student has attended SPU as a matriculated student, an associate's degree completed during a leave of absence will not be recognized by the University.

Students approved for leave will be assigned an early registration appointment for the quarter they will return to SPU. Be sure to check your SPU email regularly for registration information and other important communications while studying away.

Additional policies governing students on a leave of absence:

- Students are not eligible to reside on campus, attend classes, or participate in regular campus activities unless they are enrolled in SPU courses.
- 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.)
- While on leave of absence, students must keep the University apprised of their current contact information, including mailing address, email address, and phone number.
- 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.

Re-admission to the University after an absence of four or more quarters:

Students who would like to re-enroll after four consecutive quarters (one year) have passed must be re-admitted to the University. Students must submit transcripts for any coursework completed at another institution while away. The Office of Undergraduate Admissions will inform the student if additional credentials need to be submitted. No degrees completed during the student's absence will be recognized, and the student will be required to complete the general education curriculum in effect at the time of readmission.

A student who originally matriculated at SPU directly from high school who is readmitted after attending another institution is now considered a transfer student. However, the student's class standing at time of original matriculation will determine the courses the student is required to complete. For instance, if a student originally matriculated as a freshman or sophomore, the student would still be expected to complete UFDN 1000 and 8 "W" credits, even if the student returns to SPU with junior standing.

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 studying at another institution 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 has received approval to study at another institution 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 information regarding grace period expiration and repayment.

Enrollment Verification:

Once enrolled in approved courses at another institution, please request the college or university to send verification of your enrollment via email attachment, fax or postal service to:

Registration Coordinator
Seattle Pacific University
3307 Third Ave. W, Suite 113
Seattle, WA 98119-1922
Fax: (206) 281-2669
sasinfo@spu.edu

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PERSONAL CHECKLIST

- Read through this entire form. Complete all of the checkboxes, signatures, and initials that are required.
- Contact Student Financial Services to check how your planned transfer credits will affect your financial aid.
- If you plan to have any transfer courses count toward your major(s) or minor(s), schedule a meeting with your faculty advisor(s) and bring this form and course descriptions for your intended classes to the meeting. Your advisor(s) will help you complete page 2 of this form by determining how the major/minor-related courses will transfer and signing the form.
- If you have questions for your academic counselor related to your classes, you may email your counselor or schedule an appointment by calling (206) 281-2031 during regular campus business hours (generally, 9:00-4:30, M-F).
- Turn in pages 1-2 of this form to your academic counselor or at the front desk in Demaray Hall 120 or 151.
- If you plan to live on campus upon your return to SPU, you must notify Housing Services (housing@spu.edu) of your absence and planned return.
- Once you register for classes at the other institution, have that institution send SPU verification of your enrollment via mail, fax, or as a scanned email attachment.
- Successfully complete all courses with grades of C (2.0) or better.
- Once all transfer courses are complete, request that the institution send to SPU your official transcript.

Enrollment Verification

Registration Coordinator
Seattle Pacific University
3307 Third Ave. W, Suite 113
Seattle, WA 98119-1922
sasinfo@spu.edu
fax: (206) 281-2669

Official Transcript Request

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