

Undergraduate Faculty  
Advisor Handbook  
2017-18

# Table of Contents

---

<b>I. Basic Information for Faculty Advisors .....</b>	<b>1-17</b>
Academic Advising at Seattle Pacific University .....	2
First-Year Advising Suggestions .....	3
Second-Year or Sophomore Suggestions .....	3
Junior Year Suggestions .....	4
Senior Year Suggestions .....	4
Academic Advising: A Shared Responsibility .....	4
Responsibilities of Students .....	4
Responsibilities of Academic Advisors .....	5
Faculty Advisors .....	5
Undergraduate Academic Counselors: .....	5
Advisor/Advisee Resource List .....	6
Director of Faculty Advising .....	6
Student Academic Services .....	6
Student Academic Services Academic Advising Referral List 2017-18 .....	7
International Student Services .....	10
Student Financial Services .....	10
Advisor Change Process in Banner .....	11
The Banner System and Academic Advising .....	11
Updating Banner Degree Check for Majors/Minors .....	11
Transfer Students and Transfer Credits .....	12
The DTA and Other Transfer Degrees .....	13
The DTA (Direct Transfer Agreement) Associate Degree .....	13
The AS-T (Associate in Science-Transfer) .....	14
The AAS-T (Associate in Applied Sciences-Transfer) Degree .....	14
Credit Loads for Athletes and International Students .....	14
Athletes .....	14
International Students .....	15
Student FAQs .....	15

**II. Requirements ..... 18-29**

2017-18 Graduation Requirements ..... 19

General Education Requirements ..... 22

    The Common Curriculum ..... 22

        University Colloquium ..... 22

        Academic Inquiry and Writing ..... 22

        University Foundations ..... 22

        University Core ..... 22

        Course Sequencing in the Freshman Year ..... 22

    The Exploratory Curriculum ..... 22

Common Curriculum Requirements Chart and Narrative –Who Needs to Take What ..... 23

    Definitions ..... 23

The “W” Requirement ..... 24

    What is the “W” Requirement? ..... 24

The Cultural Understanding and Engagement (CUE) Requirement ..... 25

    What is the CUE Requirement? ..... 25

Foreign Language Competency ..... 25

    Foreign Language Competency ..... 25

    Foreign language substitution policy for documented disability ..... 27

Mathematics Placement ..... 27

    Mathematics Placement Level 0 ..... 27

    Mathematics Placement Level A ..... 28

    Mathematics Placement Level B ..... 28

    Mathematics Placement Level C ..... 28

    College readiness mathematics ..... 28

**III. Student Support and Special Programs ..... 30-37**

Resources for Students in Academic Difficulty or Seeking Support for Academic Growth ..... 31

    The Center for Learning ..... 31

    Writing Center ..... 32

    Services for Students with Learning, Physical, Psychological, or Medical Disabilities ..... 32

    Career Information ..... 32

Student Support Team.....	32
Student-Designed Major.....	33
General Studies Major.....	33
Special Programs Contacts.....	34
University Scholars Program.....	34
Study Abroad.....	35

**IV. Academic Policies and Procedures ..... 38-48**

Student Privacy Rights: FERPA.....	39
Registration Waitlist Process.....	40
Course Overloads (More than 18 Credits).....	40
Cheating and Plagiarism.....	40
Academic Integrity.....	40
Definitions.....	40
Expectations and Procedures.....	41
Academic Appeals.....	42
Appeal Process.....	42
Guidelines for Academic Appeals.....	42
Levels of Appeals.....	43
Academic Probation/Dismissal/Readmission/Academic Warning.....	43
Academic Probation.....	43
Causes and Consequences of First-Quarter Academic Probation.....	43
Causes and Consequences of Second-Quarter Academic Probation.....	43
Probation Hold.....	44
Causes and Consequences of Dismissal.....	44
Readmission.....	44
Academic Warning.....	44
FAQs.....	45
“Double Counting” General Education Courses for Majors.....	45
Applying for a Major/Minor.....	45
Standards Governing Completion of a Second Bachelor’s Degree.....	46
Use of I, N, G, HW & W Grades.....	47

The "I" Grade .....	47
The "N" Grade.....	47
The "G" Grade.....	48
The "HW" Grade .....	48
The "W" Grade.....	48
"Walking"/Participating in Commencement .....	48

I.

# Basic Information for Faculty Advisors

# Academic Advising at Seattle Pacific University

---

SPU uses a faculty-advising model wherein each undergraduate student is assigned to a faculty advisor. Until accepted into a major, students are required to meet with a faculty advisor each quarter prior to registration. This advising relationship is an important one as it provides students an opportunity to work closely with a faculty member in a partnership grounded in student development, teaching and learning. For some students, barriers that include demanding academic schedules, jobs, commuting, and a general lack of access to faculty might otherwise limit such opportunities.

Each undergraduate student is also assigned a Student Academic Services (SAS) undergraduate academic counselor (UAC). The UAC support faculty in advising. Unless they are on academic warning or probation, students are not required to meet with their SAS counselors prior to registration.

Research shows that effective academic advising is correlated with:

- student satisfaction with his or her college experience;
- good educational and career planning;
- utilization of campus support services; and
- retention

As a result, many faculty report that academic advising is intrinsically rewarding because it provides multiple opportunities to nurture and support student success towards educational, career and life goal achievements, even while navigating challenging roadblocks.

There are many different styles and techniques employed by effective faculty advisors. Even so, all advisors should be able to do the following:

- Be familiar with the students you are advising: their academic histories, circumstances, and educational, career, and life goals (recognizing that some may not have sorted this yet!).
- Help students navigate the baccalaureate degree path by advising them on:
  - [Basic degree requirements](#);
  - [General education requirements](#)
  - [Foreign language competency](#), [Cultural Understanding and Engagement](#), and [W requirements](#);
  - [Major and minor requirements](#);
  - [Limitations on credit applicable toward a degree](#);
  - [Academic policies and procedures](#)
- Use the tools available for advising including the Undergraduate Catalog, time schedule, and tools available in Banner:
  - Student Profile;
  - Degree Status Check including the degree requirements audit and major/minor audits;
  - Transcript
- Direct the student to his or her assigned undergraduate academic counselor for questions related to appropriate topics such as the transfer of courses, pre-approval of transfer work, academic probation, and the posting of degrees.

- Be appropriately available to students – let them know your office hours and/or how to make appointments with you.
- Refer students to appropriate campus support services (see pages 31-32). Many students, not just those who are struggling, will benefit from support services.
- Work effectively with students throughout their academic careers. This includes first-year students, transfer students, students in process of selecting an academic major(s), and students in the major seeking out-of-class opportunities including study abroad, internship, service learning, or research opportunities.

## First-Year Advising Suggestions

- ✓ Remember that you might be the only faculty member that the student has an extended conversation with. Check in with your advisees on how classes, work, and campus life are going. Open with “tell me about your chemistry class” instead of “how is chemistry?”
- ✓ First-year advising is developmental in nature. It is normal for students to be exploring various major options (even if they have already listed an intended major). As an advisor, you can help students articulate their vocational and life goals and think about how various areas of study match up with their goals. Good courses to recommend to them are introductory courses in subject areas of interest to them and/or in which they were successful in high school.
- ✓ Even with uncertainty about a major, it is important to make academic progress towards general education requirements with wise course selection. For instance, a student considering a major in nursing or psychology should take PSY 1180 to meet her WKSS requirement.
- ✓ Students who are experiencing academic difficulty should be referred to appropriate campus support services (see pages 31-32). Many students will benefit from GS 1001: Success Skills for College, 2 credits.
- ✓ This is a good time to refer students to the [study abroad office and webpage](#), and to consider how this could work in their academic pathway. See pages 35-37 for more about advising students for study abroad.
- ✓ Encourage co-curricular campus participation.

## Second-Year or Sophomore Suggestions

- ✓ Take stock of how the student did in the first year, including a look at what courses the student really enjoyed and felt engaged by, as well as academic success. This experience should help shape the academic course for the next year.
- ✓ Students should be on a trajectory to selecting a major. Utilizing the SPU Undergraduate Catalog and degree sequence sheets, you can make sure they understand the admission requirements to that major as well as the curricular requirements. If students are experiencing uncertainty about selecting a major, the courses GS 2000: Finding Your Vocation and GS 2001: Major and Career Exploration can be very helpful.
- ✓ Some students may want to change a major, add a second major or minor. Help them understand the consequences of additional academic requirements, which may include more credits per quarter and additional time to complete a degree.

- ✓ Once admitted to a major, the student should select a faculty member from that department to advise them, which they can do in Banner. However, for many students, selecting a new advisor will not be necessary as the first-year advisor will be in the appropriate major department.
- ✓ This is an optimal time to solidify a study abroad plan.
- ✓ Students should be developing a résumé.
- ✓ Encourage co-curricular campus participation.

## Junior Year Suggestions

- ✓ The student should have a plan for completing all major, minor and university requirements. Some students are still changing majors, have not yet completed the admission requirements for a major, or may not be eligible for the major they hoped to pursue. You can help these students evaluate other majors.
- ✓ Even if a student is admitted to a major, encourage her to make a quarterly advising appointment to review progress, plans for graduate or professional school, internships and the like.
- ✓ Encourage the student to consider enrolling in GS 3001: College to Career Planning (1-2 credits).
- ✓ All students should visit the Center for Career and Calling, and prepare a résumé, LinkedIn profile, etc.
- ✓ Students should apply to graduate (via Banner) by May 1 of the junior year.
- ✓ Advisors should update major and/or minor audits in Banner, ensuring that any course substitutions are noted.

## Senior Year Suggestions

- ✓ Meet with the student to ensure that all degree requirements will be completed by the end of the senior year.
- ✓ All students should visit the Center for Career and Calling and be encouraged to participate in job fairs and interviews with prospective employers.
- ✓ Encourage the student to consider enrolling in GS 3001: College to Career Planning (1-2 credits).
- ✓ Provide guidance regarding graduate school or employment, as well as references and contacts, as requested.
- ✓ Encourage the student to sign up online for graduation ceremonies.

# Academic Advising: A Shared Responsibility

---

## Responsibilities of Students

- Understand the respective roles for faculty advisors and academic counselors and seek advice from the appropriate person where needed;
- Contact his/her advisor (via email, phone or other means) to arrange regular (quarterly) academic advising meetings;

- Prepare in advance for advising appointments by seeking as much information as possible on one's own, knowing and understanding relevant deadlines and requirements, and bringing appropriate materials to meetings;
- Respect the time of the advisor by arriving promptly for scheduled meetings;
- Practice courtesy during all phases of the advising process;
- Use on-campus resources to assist with making wise academic and vocational choices. This may include meeting with faculty advisors, Student Academic Services, Center for Career and Calling, Campus Ministries, Center for Learning, etc.;
- Make academic progress toward graduation to include:
  - Applying for a major (Sophomore year)
  - Applying for graduation (Junior year)

## Responsibilities of Academic Advisors

### Faculty Advisors

- Prepare for effective student advising by knowing the tools and information available on campus
- Contact advisees (via email, phone or other means) regarding times that you will be available during each quarter's preregistration
- Serve as advisor for all degree requirements (including general education, major and/or minor) and provide ongoing verification that all degree requirements are being completed
- Determine applicability of transfer courses within the major, following agreed-upon departmental procedures
- Record all course substitutions and other pertinent updates in advisees' major and minor checklists in Banner
- Assist in course selection for student advisees and provide guidance to help students make timely progress toward their degrees or certifications
- Provide general mentoring toward intellectual growth, character development, and vocational decision-making for all student advisees
- Provide referrals to other appropriate campus resources as necessary (e.g., CCC, CFL, SFS, etc.)

### Undergraduate Academic Counselors:

- Serve as a support to faculty and students in the advising process
- Can provide electronic copies of high school and college transcripts
- Answer questions about University policies related to registration and degree completion
- Process and evaluate transfer student transcripts, and make determinations about transfer credits with faculty assistance
- Assist students on academic warning and academic probation
- Provide pre-approval for all planned coursework from other institutions, including study abroad
- Generate graduation checklist requests
- Verify and post completed degrees and academic honors
- Domestic students are assigned to a UAC by their last name.

- International students are assigned to a particular counselor regardless of their last name.

Visit the [SAS academic counselor page](#) for the most up to date list of assignments.

## Advisor/Advisee Resource List

---

### Director of Faculty Advising

Gaile Moe's office (206-281-2238; [gmoe@spu.edu](mailto:gmoe@spu.edu)) oversees advisor assignments and answers general questions about advising or academic policy for students and faculty. Please contact Suzanne Townsend (206-281-2134; [advisorchange@spu.edu](mailto:advisorchange@spu.edu)) with any specific questions regarding the advisor assignment process. Students may request an advisor change for any reason by emailing [advisorchange@spu.edu](mailto:advisorchange@spu.edu) or by logging into the Banner Information System, selecting "Student Menu," then "Your Faculty Advisor."

### Student Academic Services

Student Academic Services can assist students and faculty advisors by facilitating various processes and providing information. This includes help with FERPA issues, registration errors, setting up internships and independent studies, study abroad course approvals, transfer course approvals, verification of enrollments, Veteran's Administration communications and grade policies. Please do not hesitate to contact them with your questions.

# Student Academic Services Academic Advising Referral List 2017-18

---

**Main Student Academic Services Line:** (206) 281-2032  
**SAS General Email:** [sasinfo@spu.edu](mailto:sasinfo@spu.edu)

**Transcript Information:** (206) 281-2034  
**SAS Tech Team:** [sascsm@spu.edu](mailto:sascsm@spu.edu)

**Academic and Administrative Policies:** *Includes catalog, administrative and university policies*

Name	Position	Phone	Email
Kenda Gatlin	University Registrar	206 281 2569	<a href="mailto:kgatlin@spu.edu">kgatlin@spu.edu</a>
Debbie Crouch	Senior Associate Registrar, Academic Support	206 281 2446	<a href="mailto:dcrouch@spu.edu">dcrouch@spu.edu</a>
Mark Sullivan	Associate Director, Academic Counseling	206 281 2661	<a href="mailto:markm@spu.edu">markm@spu.edu</a>

**Academic Progress: Undergraduate Academic Counselors:**

*Including transfer credits, study abroad approvals, academic probation, academic petitions, degree posting and diplomas*

Name	Student Last Name	Phone	Email
Annette Rendahl	A-Dd	206 281 2539	<a href="mailto:arendahl@spu.edu">arendahl@spu.edu</a>
Mark Sullivan	De-E	206 281 2661	<a href="mailto:markm@spu.edu">markm@spu.edu</a>
Kate O'Donnell	F-Hq (A-Le International Students)	206-281-2324	<a href="mailto:odonnellk2@spu.edu">odonnellk2@spu.edu</a>
Amy Elliott	Hr-Mb	206-281-2245	<a href="mailto:elliott4@spu.edu">elliott4@spu.edu</a>
Jim Kim	Mc-R	206 281 2255	<a href="mailto:jimkim@spu.edu">jimkim@spu.edu</a>
Alison Howard	S -Tn (Li-Z International Students)	206 281 2542	<a href="mailto:howara@spu.edu">howara@spu.edu</a>
Ingrid Steele	To-Z	206 281 2578	<a href="mailto:isteele@spu.edu">isteele@spu.edu</a>

**FERPA (Family Educational Right to Privacy Act) Questions:**

Name	Position	Phone	Email
Kenda Gatlin	University Registrar	206 281 2569	<a href="mailto:kgatlin@spu.edu">kgatlin@spu.edu</a>
Debbie Crouch	Senior Associate Registrar, Academic Support	206 281 2446	<a href="mailto:dcrouch@spu.edu">dcrouch@spu.edu</a>
Taylor Kortman	Registration Coordinator	206 281 2568	<a href="mailto:kortmant@spu.edu">kortmant@spu.edu</a>

**Internships and Independent Studies:** *Including creation of and registration of courses, all levels (UG, GR, DR)*

Name	Position	Phone	Email
Taylor Kortman	Registration Coordinator	206 281 2568	<a href="mailto:kortmant@spu.edu">kortmant@spu.edu</a>

**Registration:** *Including restrictions, increasing enrollments, special permission, registration errors, waitlists, registration petitions*

Name	Position	Phone	Email
Taylor Kortman	Registration Coordinator (UG & GR)	206 281 2568	<a href="mailto:kortmant@spu.edu">kortmant@spu.edu</a>
Maddie Richardson	TS/Publication Coordinator (UG & GR)	206 281 2635	<a href="mailto:richardsonm@spu.edu">richardsonm@spu.edu</a>

**Reports/Lists:** *Including email lists of majors or intended majors, Banner-related questions*

Name	Function	Phone	Email
Serena Severance	Major lists/Student info	206-281-2840	<a href="mailto:ssevera@spu.edu">ssevera@spu.edu</a>
Kelli Knapp	Lists for Military requests	206 281 2636	<a href="mailto:kknapp@spu.edu">kknapp@spu.edu</a>

**Student Records:** *Including grades, enrollment verifications and transcripts, directory information updates (name/address changes)*

Name	Position	Phone	Email
Kelli Knapp	Senior Academic History Coordinator	206 281 2636	<a href="mailto:kknapp@spu.edu">kknapp@spu.edu</a>

**Study Abroad Course Approval:**

*Including discussing courses a student wishes to take abroad and transferability, students begin in Study Abroad Office*

Name	Function	Phone	Email
Alison Howard	Transferability of courses	206 281 2542	<a href="mailto:howara@spu.edu">howara@spu.edu</a>

**Transfer Equivalency:** *Including how courses transfer from other institutions, updates to transfer articulation and Equivalency Guide*

Name	Function	Phone	Email
Ingrid Steele	Updates BANNER & Equivalency Guide (UG)	206 281 2578	<a href="mailto:isteele@spu.edu">isteele@spu.edu</a>

**Verification of Enrollments:** *Processing of VofE for students on study away or study abroad*

Name	Position	Phone	Email
Taylor Kortman	Registration Coordinator	206 281 2568	<a href="mailto:kortmant@spu.edu">kortmant@spu.edu</a>

**Veterans Coordinator:** *Including certifying enrollments to VA, certificates of eligibility*

Name	Position	Phone	Email
Kelli Knapp	Senior Academic History Coord., VA Certifying Officer	206 281 2636	<a href="mailto:kknapp@spu.edu">kknapp@spu.edu</a>

**VETCORPS Representative:** *One year assignment*

Name	Position	Phone	Email
William Bles	Representative for Veterans and Dependents		<a href="mailto:blesw@spu.edu">blesw@spu.edu</a>

## International Student Services

The International Student Services assists students with their non-immigrant status including visa concerns, Curricular Practical Training (CPT), and Optional Practical Training (OPT) authorization, cultural adjustment, and general support. It does not provide students with general academic advising. International students are assigned to a faculty advisor and a UAC for academic advising.

International students who have studied in the U.S. for less than one year are expected to take the one-credit **GS 1007: Cultural Adjustment: Cross-Cultural Engagement** during their first quarter at SPU. Visit the [International Student Services](#) page for more information, or email [iss@spu.edu](mailto:iss@spu.edu). **PLEASE NOTE:** Effective for 2017-18, International Student Services will now fall under the Office of Global Engagement, *not* Student Academic Services. The International Student Advisors are located in Lower Moyer.

## Student Financial Services

Since state and federal regulations for awarding financial aid are complex, it is best to send students to Student Financial Services with questions. Each student who receives financial aid is assigned a Student Financial Services counselor who oversees his/her records and provides information and counsel regarding financial aid awards.

Here is some basic information every faculty member should know about financial aid.

1. All students who apply for need-based financial aid must complete a standard form, the FAFSA (Free Application for Federal Student Aid), used throughout the U.S., and meet guidelines for completion.
2. Various types of financial aid include scholarships, grants, and loans. In some instances, such aid is not disbursed until after the beginning of a quarter and the student has signed appropriate documents.
3. Students must meet financial aid satisfactory academic progress standards in order to be eligible to continue to receive financial aid. This includes minimum GPA requirements, minimum credit completion (evaluated quarterly and annually), and a maximum period in which students can receive aid.
4. If a student withdraws from a class, the student's financial aid may be affected. It is always a good practice to refer a student to Student Financial Services before dropping courses.
5. Course loads that are less than full-time (12 credits) may also affect a student's financial aid package. Students should contact their financial aid counselor if they are considering a schedule with fewer than 12 credits.

Call (206) 281-2061, email [sfs-info@spu.edu](mailto:sfs-info@spu.edu), or visit the [SFS website](#) for more information.

# Advisor Change Process in Banner

---

The following information is provided to students regarding selecting/changing advisors:

The advisor change process is done through your Banner account. To check your current advisor or to select a new advisor follow the following steps:

1. Log into Banner
2. Select *Student Menu*
3. Then select *Your Faculty Advisor*
4. If the major(s)/minor(s) listed on this page are incorrect, return to the Student Menu and select *Grades and Transcripts Menu* ----> *UG Degree Check* to change your intended major/minor or apply for a new major/minor, using the *Change* link found to the right of your picture.
5. If your program of study is correct, select *Change Advisor(s)*. Once in Change of Advisor section of Banner you will be given several options
  - a. You will be able to select a different primary advisor
  - b. You will be able to add a major advisor
  - c. You will be able to add a minor advisor

Once you have made your changes, if your newly requested advisor has been added but your previous advisor has not been removed, please contact [advisorchange@spu.edu](mailto:advisorchange@spu.edu) for assistance.

# The Banner System and Academic Advising

---

Using the Banner system is key to effective academic advising. It can be accessed from the SPU homepage. Login to Banner and select the Faculty and Advisor Menu.

From the Faculty Advisor Menu, you can:

1. Look up individual students.
2. Add a student to your advising roster.
3. Give selected registration approvals and overrides.

In the Faculty/Advisor Control Center you can:

1. View/print your advisee list.
2. For each advisee you can view/print student profile, the degree status check (including major and minor requirements and the undergraduate degree requirements audit), the current academic schedule and the transcript.

At this time, there is not a way in Banner to drop a student from your advising list. If you would like to remove a student from your advising list, please email [advisorchange@spu.edu](mailto:advisorchange@spu.edu).

# Updating Banner Degree Check for Majors/Minors

---

Updating Major/Minor Checklists within Banner ensures accurate records which allows students to stay informed of their remaining requirements and allows for timely posting of student degrees at graduation. As

a student completes required courses, the checklist will update automatically. However, the faculty advisor must enter any permitted course substitutions.

Student Academic Services will provide faculty advisors with prompts to review and update a student's Major/Minor Checklist when the student applies to graduate (typically spring quarter or their junior year) and following registration for the student's final term. Once a student has been admitted to their major/minor, advisors should feel welcome to update the checklist at any time.

As a faculty advisor, how can you best help with Major/Minor Checklists in Banner?

1. Enter course substitutions as they're permitted.
2. Use the "Confirmation" indicator (located next to the comments button below all major/minor requirements) anytime you review Degree Check.
3. Ensure remaining major/minor credits equal 0, or if they don't provide a comment which notes whether the student has completed requirements.

If you have any questions about updating a Major/Minor Checklist, please contact that [student's UAC](#).

## Transfer Students and Transfer Credits

---

- All transfer students are exempt from UCOL 1000.
- Transfer students with at least 90 credits (junior standing) are exempt from UFDN 1000. They take UFDN 3001 Christian Scriptures (in place of UFDN 2000 Christian Scriptures) before they complete UFDN 3100 Christian Theology.
- Students who transfer college credit earned in high school (through Running Start, College in the High School, testing programs, etc.) are not considered transfer students. These students including those, who complete a Direct Transfer Agreement (DTA) associate degree prior to high school graduation, are required to complete UCOL 1000.
- The Direct Transfer Agreement (DTA) degree is an approved liberal arts associate degree from a Washington or Oregon two year college that meets all Common Curriculum and Exploratory Curriculum requirements, with the exception of UFDN 3001 and 3100. Not all associate degrees are DTA degrees. SPU also accepts as a DTA degree a California associate degree accompanied by the IGETC curriculum.
- In prescribed circumstances, a student who needs only 15 more credits to complete a DTA degree may be allowed to participate in the "Reverse Transfer Program" and complete the 2-year degree with credits transferred from SPU. See an academic counselor if you or a student has questions about this program.
- The Undergraduate Academic Counselors evaluate transfer transcripts and score reports from approved test programs and award credit in the Banner Information System.

- Transfer course equivalencies are determined by faculty department chairs (or by academic counselors, based on guidelines provided by faculty chairs).
- No more than 90 credits, combined, may be transferred from 2-year schools, testing programs and unaccredited institutions.
- No more than 45 credits from approved testing programs and SPU's credit-by-exam may be awarded.
- No more than 30 transfer credits are allowed after matriculation (except approved study abroad) for students admitted in 2017-18.
- All study at another institution must be pre-approved by academic counselors, who consult with faculty if courses are major/minor related.
- Students may not be concurrently enrolled at SPU and another school, except in summer.

## The DTA and Other Transfer Degrees

---

### The DTA (Direct Transfer Agreement) Associate Degree

The DTA refers to specific, approved liberal arts associate degrees offered at each Washington state community college (and some of the state technical colleges) that meet all General Education requirements, with the exception of two UFDN courses – UFDN 3001 and 3100 that students are still required to complete. Variations on the DTA (which all include the core liberal arts curriculum) include the Business DTA, the Computer Science DTA, the Pre-Nursing DTA, and the Biology DTA. We accept all Washington state associate degrees with the DTA designation.

SPU also accepts as comparable to the DTA degree selected degrees from Oregon and California. However, **not all associate degrees are DTA degrees (see the list below for examples)**. Questions about transfer degrees should be directed to the undergraduate academic counselors.

Students who complete these degrees prior to matriculation at SPU enter with UCOL, UCOR and Exploratory Curriculum credits complete, as well as the Foreign Language Competency\*. Most of these students enter with junior standing, so they do not complete UFDN 1000, and they are required to complete only five (5) "W" credits. Students who enter as juniors or seniors (with or without the DTA) complete UFDN 3001 Christian Scriptures and UFDN 3100 Christian Theology.

*\*If a student's major requires foreign language proficiency, the DTA does not supersede this major requirement.*

Students do not always know whether they will enter SPU with a DTA degree because community colleges have a variety of names for these degrees, which can be found in the Admissions section of the SPU Undergraduate Catalog under [“Acceptance of Two-Year Degrees.”](#)

## The AS-T (Associate in Science-Transfer)

The AS-T degree, offered by many schools in the Washington state community and technical colleges system, comes in two versions: the AS-T I and the AS-T II. The primary purpose of the AS-T degrees is to help students complete the typical courses required in the first two years of the science or engineering major they plan to pursue at a four-year school. **The AS-T is NOT a DTA degree.**

While completing an AS-T guarantees that students fulfill some of our general education requirements (which undergraduate academic counselors will award to them), this degree does not exempt students from all General Education requirements, nor does it exempt them from foreign language. Transfer students with the AS-T degree who enter as juniors are exempt from UFDN 1000, and they must complete only five (5) “W” credits.

## The AAS-T (Associate in Applied Sciences-Transfer) Degree

Students who complete this technical/professional degree are eligible for SPU’s “Professional Studies Program.” If a student with an AAS-T degree is admitted to SPU’s regular programs of study, all courses are transferred on a course-by-course basis. There are no exemptions from requirements accompanying this degree except the exemption from UFDN 1000 common to all students who transfer as juniors.

## Credit Loads for Athletes and International Students

---

### Athletes

In addition to the degree requirements and academic policies listed in the SPU catalog, student-athletes are responsible to meet the academic requirements of the Great Northwest Athletic Conference and those of the NCAA.

Student-athletes receive a Student-Athlete Handbook and regular reminders from coaches and the athletics compliance officer about all of the regulations that apply to student-athletes. Below are few requirements that are good for faculty advisors to know:

- All NCAA student-athletes must carry a full load of 12 or more credits each quarter in order to be eligible for practice and competition. Students who drop below 12 credits in any quarter become immediately ineligible for practice and competition.
- Courses that are remedial, tutorial or noncredit (such MAT 0144 and MAT 0145) can be counted toward student athletes’ required annual credit total of 36 credits per year only during a student-athlete’s first academic year of collegiate enrollment.

- Student Athletes in their seventh quarter of college after high school graduation must complete a minimum of 8 credits quarterly and 36 credits annually in courses that directly apply to General Education or declared major/minor requirements.
- By their seventh quarter of college after high school graduation, Student Athletes must be admitted to or have declared their intent to major in a specific area.
- SPU strongly recommends that athletes average 15 credits per quarter. By doing so, students should be able to graduate in four years.

Always direct a student-athlete to the athletics compliance officer, Shelby Stueve (stueves@spu.edu), if the student is thinking about dropping one or more classes.

## International Students

The Federal Government requires that students on an F-1 Visa (a visa issued to those who enter the U.S. to pursue education) be enrolled full time during the regular academic year.

This means that undergraduate students enrolled fall, winter or spring quarter, are expected to be enrolled in at least 12 credits; graduate students are required to enroll in at least 6 credits during the regular academic year. There are a very few exceptions to this policy, which require approval from an International Student Services Advisor in compliance with government regulations.

- Never suggest that an international student drop below full-time status. If an international student is struggling academically, refer the student to the Undergraduate Academic Counselor in SAS, who will work with the student and the International Student Services Advisor.
- Be aware that Federal regulations permit students to engage in off-campus practicum and/or internship experiences only with approval from the International Student Services Advisor. Students should be referred to ISS advisors to ensure government regulations are met and documentation supplied to the government, as required.

For more information about advising international students, please contact the [International Student Services Advisors](#).

## Student FAQs

---

Student Academic Services routinely receives these sample questions regarding faculty advising. We want to ensure in communicating with students that we are providing a consistent answer. If you have further questions, please contact [Gaile Moe](#), Director of General Education, or any UAC.

*There is an advisor I want, but he/she is not available on the list?*

Faculty advising loads are pre-determined. Once a faculty member has a full advising load they are no longer listed on the “available” list. These limits are set so faculty can spend enough time with each student on their advising list.

*The advisor I want is not available but I really need him/her because of my particular area of study. What should I do?*

First, consider whether there are other available advisors who might be able to assist you. Faculty are able to handle a wide variety of academic advising and vocational issues.

However, if it is imperative you have a particular advisor you may go directly to that faculty member and, if the faculty member agrees, he or she can override the limit and add you to his or her advising list.

*What if I have changed my field of study, but that is not reflected in the advisor change websites?*

The advisor change websites draw information from other areas in the Banner Information System. Even if you have decided to change your intended major, and the system does not reflect that, you will be able to choose an advisor from your intended department.

If you want to update your intended major, you may do so in Banner. Log in; select Student Menu -----> Grades and Transcripts Menu -----> UG Degree Status Check. To the right side of the page near your picture is a box that says “Major(s).” Click on “Change” to update your intended major.

*Do I really need an advisor as I feel I can figure this out on my own?*

If you have not yet been accepted into a major you are required to see an advisor each quarter before you register for classes to lift your “hold.” Once you have been accepted into a major you are no longer required to have an advisor lift your hold. However, we highly recommend you see your advisor on a regular basis to assure that you are progressing towards graduation. Also, you are required to have an advisor for each major and minor (unless in the same department), because it is your advisor who completes your graduation check list for the major (and minor) requirements.

*I don't think I need a faculty advisor because I already have an advisor in Student Academic Services.*

One great feature of our advising program at Seattle Pacific is you actually are required to have two advisors. Your faculty advisor provides guidance on the selection of classes, and information on all degree

requirements, including your major (and minor if you have any). Your faculty advisor also will discuss your vocational goals, and “next steps” after you finish your degree.

Your undergraduate academic counselor provides essential policy-related information such as transfer of credits, assisting with off-campus courses selection (like summer school), academic petitions, and degree posting. Our goal is for you, the faculty advisor, and the undergraduate academic counselor to work together toward successful completion of your education.

In addition, your academic counselor cannot remove an advisor hold – that is something that your faculty advisor does, so meeting with him or her in a timely manner is crucial for an easy registration process.

*How do I know who my faculty advisor is and how did I get the advisor I currently have?*

When you login to your Banner account, and follow the steps outlined above, your current advisor is listed.

When you came to Seattle Pacific, you were assigned a faculty advisor. This advisor is often assigned based on your intended major. If you came in as a transfer student, you were assigned an advisor based on what you indicated as your intended major. Once you have completed one quarter at SPU, you are able to change advisors.

*Why can't I change my advisor?*

New students are unable to change their faculty advisor on their own during their first quarter at SPU. If you feel you need an advisor change before the end of your first quarter, please contact [advisorchange@spu.edu](mailto:advisorchange@spu.edu).

*I thought I dropped my old advisor and added a new advisor through the Banner System but I still have my old advisor on my account. Why didn't the system switch me to my new advisor?*

As you work through the Banner advisor change system, you will be asked to confirm your choice of advisor two times. If you quit the process without confirming each time, your advisor change is still in a ‘pending’ state. Try walking through the process again making sure you confirm each time—look for the text, “If you have finished making changes, click here.” If you do not receive the “Confirmation of Advisor Change” page, you have not finished the advisor change. If you believe you followed all of the steps required in the system and you are still having difficulty, email [advisorchange@spu.edu](mailto:advisorchange@spu.edu).

*I have a major and a minor. Do I need an advisor for each degree?*

Yes, you need an academic advisor for each major and minor you are completing. Your advisors will complete your graduation checklists for your major and minor graduation requirements.

# II. Requirements

# 2017-18 Graduation Requirements

## 2017-18 Graduation Requirements Checklist

Name \_\_\_\_\_ SPU ID # \_\_\_\_\_ Class at admission \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_ Faculty advisor(s) \_\_\_\_\_

Checklist prepared by \_\_\_\_\_ Date \_\_\_\_\_ Reflects coursework completed through \_\_\_\_\_

Refer to the online Degree Check in Banner to track progress toward completion of these requirements.

### Graduation Requirements

- Minimum 180 total college-level credits**  
 • Courses numbered 1000-4999.  
 • At least 45 credits must be completed at SPU as a matriculated student, including 25 of the last 45 for the degree.

Date \_\_\_\_\_/\_\_\_\_\_/180

- Minimum 60 upper-division credits**  
 • Courses numbered 3000-4999.  
 • At least 15 upper-division credits in the major (10 in a minor) must be completed at SPU as a matriculated student.

Date \_\_\_\_\_/\_\_\_\_\_/60

- All classes in major\* complete**

- All classes in minor\* complete**  
 Minor not required for graduation.

\*See specific requirements in the Baccalaureate Degree Requirements section of the online 2017-18 Undergraduate Catalog.

### Foreign Language Competency

See requirements in the online 2017-18 Undergraduate Catalog.

- Complete  Incomplete

### "W" Writing Requirements

- Total credits required prior to graduation, based on entry status:  
 Freshman or Sophomore — 8 credits  
 Junior — 5 credits; Senior — 3 credits

--	--

--	--

The "W" Writing Requirements (fulfilled by non-WRI courses) and the Academic Inquiry and Writing requirement are two separate degree requirements.

### "CUE" Cultural Understanding and Engagement (3-5 credits)

### General Education Common Curriculum

#### University Colloquium (1 credit)

UCOL 1000		
-----------	--	--

#### Academic Inquiry and Writing (10 credits)

WRI 1000 Academic Inquiry & Writing		
--	--	--

WRI 1100 Disciplinary Research & Writing Sem		
---	--	--

Note: Students admitted as juniors and seniors complete only 5 credits of writing. See Academic Counselor for placement.

#### University Core II, III (10 credits)

UCOR 2000 Emergence of Modern Global System		
--	--	--

UCOR 3000 Faith, Philosophy & Science		
--	--	--

#### University Foundations I, II, III (10-15 credits)

Status at entry to SPU:  
 Freshman or Sophomore — UFDN I, II, and III  
 Junior or Senior — UFDN II\* and III

UFDN 1000 Christian Faith		
------------------------------	--	--

UFDN 2000/UFDN 3001* Christian Scriptures		
--	--	--

UFDN 3100 Christian Theology		
---------------------------------	--	--

\*Students admitted as juniors or seniors should take the upper-division version of UFDN 2000, numbered UFDN 3001.

### Exploratory Curriculum

#### Ways of Knowing (WIK)

Refer to the Baccalaureate Degree Requirements section of the online 2017-18 Undergraduate Catalog for lists of acceptable courses.

#### Ways of Knowing in the Arts (WKA) (5 credits)

#### Ways of Knowing in the Humanities (WKH) (5 credits)

#### Ways of Knowing in Quantitative Reasoning (WQQR) (5 credits)\*\*

\*\* For mathematics placement information, see [spu.edu/math-placement](http://spu.edu/math-placement).

#### Ways of Knowing in the Sciences: Fundamental Science (WKFS) (5 credits)

#### Ways of Knowing in the Sciences: Applied Science (WKAS) (5 credits)

#### Ways of Knowing in the Social Sciences (WKSS) (5 credits)

#### Ways of Engaging (WE)

Refer to the Baccalaureate Degree Requirements section of the online 2017-18 Undergraduate Catalog for lists of acceptable courses.

#### Ways of Engaging (WE) (5 credits)

#### Notes to student:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# General Education Requirements

---

## The Common Curriculum

### University Colloquium

UCOL 1000 – University Colloquium (1)\*

*\*Required only for students entering directly from high school fall quarter*

### Academic Inquiry and Writing

WRI 1000 - Academic Inquiry and Writing (5)

WRI 1100 - Disciplinary Research and Writing Seminar (5)

### University Foundations

University Foundations (UFDN) 1000 – Christian Faith (and accompanying small group)

University Foundations (UFDN) 2000 – Christian Scriptures (5)\*\*

University Foundations (UFDN) 3100 – Christian Theology (5)

*\*\*Students who transfer with 90 credits or more take UFDN 3001 Christian Scriptures (rather than UFDN 2000 Christian Scriptures). They are exempt from UFDN 1000, but not UFDN 3100 Christian Theology.*

### University Core

University Core (UCOR) 2000 – The Emergence of the Modern Global System (5)

University Core (UCOR) 3000 – Faith, Philosophy, and Science (5)

### Course Sequencing in the Freshman Year

	Autumn	Winter	Spring
Required	UCOL 1000		
Option 1	WRI 1000 →	WRI 1100	
Option 2		WRI 1000 →	WRI 1100
Any quarter	UFDN 1000		

## The Exploratory Curriculum

Students complete approved courses in the following areas:

Ways of Knowing in the Arts (WKA)	5 credits
Ways of Knowing in the Humanities (WKH)	5 credits
Ways of Knowing in Quantitative Reasoning (WKQR)	5 credits

Ways of Knowing in the Fundamental Sciences (WKFS)	5 credits
Ways of Knowing in the Applied Sciences (WKAS)	5 credits
Ways of Knowing in the Social Sciences (WKSS)	5 credits
Ways of Engaging (WE)	5 credits

## Common Curriculum Requirements Chart and Narrative – Who Needs to Take What

---

### Definitions

- **Traditional Freshman (aka “First Year Student”):** A student who graduated from high school during the 2016-17 academic year (with or without transfer work and/or a DTA associate degree) or graduated earlier but completed no college coursework after high school graduation.
- **Traditional Transfer:** A student who, at the time of application for admission to SPU, had enrolled in and completed one or more college courses after high school graduation.
- **Direct Transfer Agreement (DTA):** Direct Transfer Agreement associate degree from a Washington community or technical college, or an approved comparable degree from Oregon or California.

#### Freshman/First-Year Student (X indicates the course IS required)

Transfer Credits	UCOL * 1000	WRI 1000	WRI 1100	UCOR 2000	UCOR 3000	UFDN 1000	UFDN 2000	UFDN 3001	UFDN 3100
0-89 transfer credits, <b>no DTA,</b> admitted autumn	X	X	X	X	X	X	X		X
0-89 transfer credits, <b>completed DTA,</b> admitted autumn	X					X	X		X
90+ transfer credits, <b>no DTA,</b> admitted autumn	X	X	X	X	X			X	X
90+ transfer credits, <b>completed DTA,</b> admitted autumn	X							X	X

\*UCOL 1000 is required only for freshman/first-year students who matriculate autumn quarter.

**Transfer Student** (X indicates the course **IS** required)

Transfer Credits	UCOL 1000	WRI 1000	WRI 1100	UCOR 2000	UCOR 3000	UFDN 1000	UFDN 2000	UFDN 3001	UFDN 3100
0-89 transfer credits, <b>no DTA*</b>		X	X	X	X	X	X		X
0-89 transfer credits, <b>completed DTA,</b>						X	X		X
90+ transfer credits, <b>no DTA*</b>		One 5-credit writing course (WRI 1000, WRI 1100 or ENG 3301)		X	X			X	X
90+ transfer credits, <b>completed DTA</b>								X	X

## The “W” Requirement

---

### What is the “W” Requirement?

Writing (W) courses (typically 3000- and 4000-level) build upon earlier work in WRI 1000 and WRI 1100 by providing instruction in the technical and stylistic requirements of writing appropriate to a particular discipline. They are labeled with the **Writing “W” Course** attribute in the catalog and time schedule.

These courses have a substantial writing component. Students write at least two papers and a minimum of 3,000 words (about 12 double-spaced pages) of final-draft prose. Faculty members spend at least one class period providing instruction in writing, and they evaluate written work for both content and form — not only for what is said, but also for how it is said. These courses provide opportunities for revision, as well.

**The number of credits in writing (“W”) courses required depends on a student’s class standing when admitted to SPU:**

**Entry as freshman or sophomore: 8 credits**

**Entry as a junior (90 or more credits): 5 credits**

**Entry as a senior (135 or more credits): 3 credits**

**Contact:** Peter Moe, Director of Campus Writing, (206) 281 2093, [moep@spu.edu](mailto:moep@spu.edu). Information on SPU’s writing program can be found on the official [writing website](#).

# The Cultural Understanding and Engagement (CUE) Requirement

---

## What is the CUE Requirement?

All students, except DTA holders, who matriculate in the 2017-18 academic year and thereafter are required to complete a single three to five credit CUE course. These courses, are intended to be a vital aspect of a student's academic experience and highlight part of SPU's [Strategic Vision](#) to be known by its "commitment to global and cultural engagement, reconciliation, and human flourishing." They will give students the opportunity to fulfill the following learning objectives:

- Understand patterns and histories of inequity
- Understand cultural, racial, ethnic, and gender differences interpersonally and in society
- Prepare for vocations with cultivation of diverse workplaces, conflict resolution, peacemaking, and community development
- Articulate reconciliation as participation in God's reconciling work in the world

CUE courses are labeled with the CUE attribute in the catalog and time schedule.

## Foreign Language Competency

---

### Foreign Language Competency

- Undergraduate Academic Counselors review students' records for completion of this requirement through transfer work or high school coursework.
- University Scholars are NOT exempt from this competency requirement.
- If a student has previously completed SOME foreign language but not the entire requirement, and wishes to continue with the same language, s/he is required to take the Foreign Language Placement exam in order to register for the 1102 or 1103 level.
- Students with a DTA associate degree are exempt from the general University foreign language requirement; however, if foreign language is required for a student's major, s/he is required to show proficiency through one of the means listed the "Baccalaureate Degree Requirements" section of the SPU Undergraduate Catalog.
- If a student believes s/he has fulfilled the foreign language requirement through high school or college coursework, refer the student to an undergraduate academic counselor.
- If any student believes s/he has fulfilled this requirement through means other than academic coursework (e.g., by being a native or near-native speaker of a language other than English), refer the student to the Languages, Cultures, and Linguistics department.

**The following copy is from the 2017-18 SPU Undergraduate Catalog.**

For many students, the general education Foreign Language Competency requirement will be met by taking a one-year series of courses. However, several alternative ways of meeting this requirement are listed below:

- **Show by your high school transcript** that you have completed a third year of a single foreign language (grades 9–12) with an average grade of C (2.0) in the final year or a C (2.0) or better in the final course.
- **Attain a minimum grade of C (2.0) or “pass”** in the third quarter of the elementary level of an SPU foreign language course (with the exception of THEO 1203), or a higher level course, in a language other than modern English.
- **Demonstrate proficiency in a language** by taking an oral proficiency (*not* placement) test administered by a qualified testing center and achieving a ranking equivalent to ACTFL Intermediate-Low or better. Such test results may be submitted electronically to [lcl@spu.edu](mailto:lcl@spu.edu) or via regular mail to the LCL Department, 3307 3rd Ave W, Suite 109, Seattle Pacific University, Seattle, WA 98119-2335.
- **Provide evidence that you are a native or near-native speaker** of a language other than English by:
  - Gaining admission to SPU as a student required to submit proof of English language proficiency along with your admission application (through completion of a TOEFL exam or IELTS, for instance).
  - Setting up an appointment for an oral assessment of your language skill, if your language is one in which SPU faculty members have expertise. To set up an oral assessment, contact the department chair at [lcl@spu.edu](mailto:lcl@spu.edu).
  - Submitting a letter attesting to your proficiency from a non-family member who uses that language in his or her professional life. Such letters should specify the relationship between your attester and you, and should include information about the context in which you have used the language and your level of proficiency in the language. Letters may be submitted electronically to [lcl@spu.edu](mailto:lcl@spu.edu) or via regular mail to the LCL Department, 3307 3rd Ave W, Suite 109, Seattle Pacific University, Seattle, WA 98119-2335.
- **Complete a study abroad program** (minimum 10 weeks) with a significant language-study component (minimum 7.5 credits in a single language; minimum grade of C) in a non-English-speaking country.
- **Transfer a course equivalent to**, or more advanced than, 1103 (the third quarter in an elementary-level SPU course) in a language other than English. The course must have been taken at an accredited post-secondary institution whose credits are accepted for transfer by SPU. The grade in the transferred course must be C (2.0) or better, or a “pass,” provided the institution’s minimum achievement level for a “pass” grade is a C (2.0) or higher.
- **Receive SPU credit for a foreign language exam** through Advanced Placement, Cambridge International, or International Baccalaureate, in accordance with the [AP, Cambridge International, and IB Transfer Charts](#).
- **Earn a sufficiently high score on a CLEP test** in a language other than English. Attaining a score equal to or above the minimum score recommended by CLEP for awarding credit for the exam will fulfill the Foreign Language Competency requirement; however, no credit will be awarded for CLEP foreign language exams.

- **American Sign Language (ASL)** may be used to fulfill the SPU foreign language requirement if the time you spent in classroom instruction is equal to the 15-credit requirement. No other forms of sign language satisfy the requirement.
- **Earn an [approved direct transfer degree](#)** from a Washington, Oregon, or California community college prior to matriculation at SPU. A degree earned in California must be accompanied by full completion of the IGETC curriculum.

## Foreign language substitution policy for documented disability

Qualified students with current (i.e., issued within the past five years) professional documentation that specifically certifies the student possesses a disability, and clearly indicates the inability to successfully complete the study of a foreign language, may be able to utilize the Foreign Language Substitution Policy as the means to satisfy the general education foreign language requirement. For more information, contact [Disability Support Services](#) in the Center for Learning.

## Mathematics Placement

---

**The following copy is from the 2017-18 SPU Undergraduate Catalog.**

If you enter Seattle Pacific without transferred college credit (or credit awarded for AP, Cambridge International, IB, or CLEP exams) to fulfill the Exploratory Curriculum Ways of Knowing in Quantitative Reasoning (WKQR) requirement, you will place into one or more of the following mathematics courses:

- MAT 0144, 0145, 1110, 1221, 1234, 1300, 1521, 1560, 2360, or 2700
- BUS 2700
- CSC 1521
- EDU 2600
- PSY 2360
- SOC 2360

Appropriate placement in mathematics courses depends upon your intended major, as well as eligibility criteria. Eligibility can be demonstrated through an SAT or ACT math score, a passing Smarter Balanced test score, the Washington state General Math Placement Test (MPT-G), or transfer of a college course. The MPT-G is given at high schools throughout the state or at college testing centers. Visit the [Math Department](#) for availability of the test at SPU.

Other departments may also require one of the Mathematics Placement Levels listed below as a prerequisite for courses in their major.

### Mathematics Placement Level 0

A placement level of 0 (i.e., zero) indicates one of two things: The student has not yet taken the MPT-G, or the student does not meet any of the criteria for Mathematics Placement Level A and should begin by enrolling in MAT 0144.

## Mathematics Placement Level A

To be eligible to enroll in MAT 0145, MAT 1521, MAT 1560, or CSC 1521, you must meet at least one of the following criteria:

- **Score 600 or above** on the math portion of an SAT exam taken spring 2016 or later.
- **Score 580 or above** on the math portion of an SAT exam taken before spring 2016.
- **Score 25 or above** on the math portion of the ACT test.
- **Score 3 or 4** on the math portion of the Smarter Balanced assessment and successfully complete an appropriate math course in 12th grade (HS graduation year 2016-2018.)
- **Score 145 or above** on the MPT-G (the Washington state General Math Placement Test).
- **Complete MAT 0144** with a grade of C- or better, OR complete an approved course in intermediate algebra at another college or university with a grade of C- or better.

## Mathematics Placement Level B

To be eligible to enroll in MAT 1300, MAT 2360, MAT 2700, MAT 1110, BUS 2700, EDU 2600, PSY 2360 or SOC 2360, you must meet at least one of the following criteria:

- **Score 600 or above** on the math portion of an SAT exam taken spring 2016 or later.
- **Score 580 or above** on the math portion of an SAT exam taken before spring 2016.
- **Score 25 or above** on the math portion of the ACT test.
- **Score 3 or 4** on the math portion of the Smarter Balanced assessment and successfully complete an appropriate math course in 12th grade (HS graduation year 2016-2018.)
- **Score 150 or above** on the MPT-G (the Washington State General Math Placement Test).
- **Complete MAT 0145** with a grade of C- or better, OR complete an approved course in Intermediate Algebra at another college or university with a grade of C- or better.

## Mathematics Placement Level C

To be eligible to enroll in MAT 1221 or MAT 1234, you must achieve a passing score on the SPU's online Calculus Placement Test before registering for the course.

- **If you plan to take MAT 1234**, but did not achieve a passing score on the test, you must first complete MAT 1110 and receive a grade of C- or better.
- **If you plan to take MAT 1221**, but did not achieve a passing score on the test, you must first complete MAT 1010 and receive a grade of C- or better.

## College readiness mathematics

The courses, MAT 0144 "College Readiness Mathematics I" and MAT 0145 "College Readiness Mathematics II," are designed for students who do not have adequate mathematical backgrounds to succeed in college-level coursework in mathematics.

If you need to take a course with prerequisites of Mathematics Placement Level A, you will need to take MAT 0144 if you do not meet any of the other conditions listed. If you need to take courses with prerequisites of Mathematics Placement Level B, you may need to take both MAT 0144 and 0145.

The three Mathematics Placement levels are summarized in the table below. To be eligible to enroll in a course listed at a particular placement level in the following table, you must meet at least one of the criteria in the corresponding row.

<b>Mathematics placement level</b>	<b>Prerequisite: Must meet at least one of the criteria below</b>
<b>Level A</b> <b>Course you plan to take:</b> MAT 0145; MAT 1560 and 2561; MAT 1521; or CSC 1521	<ul style="list-style-type: none"> <li>• <b>SAT Math Score:</b> 600 or above on exam taken spring 2016 or later</li> <li>• <b>SAT Math Score:</b> 580 or above on exam taken before spring 2016</li> <li>• <b>ACT Math Score:</b> 25 or above</li> <li>• <b>Smarter Balanced Score:</b> 3 or 4 with 12th grade math course</li> <li>• <b>MPT-G Score:</b> 145 or above</li> <li>• <b>College Coursework*:</b> MAT 0144 or Intermediate Algebra</li> </ul>
<b>Level B</b> <b>Course you plan to take:</b> MAT 1300, 2360, 2700, or 1110; BUS 2700, EDU 2600, PSY 2360,   SOC 2360	<ul style="list-style-type: none"> <li>• <b>SAT Math Score:</b> 600 or above on exam taken spring 2016 or later</li> <li>• <b>SAT Math Score:</b> 580 or above on exam taken before spring 2016</li> <li>• <b>ACT Math Score:</b> 25 or above</li> <li>• <b>Smarter Balanced Score:</b> 3 or 4 with 12th grade math course</li> <li>• <b>MPT-G Score:</b> 150 or above</li> <li>• <b>College Coursework*:</b> MAT 0145 or Intermediate Algebra</li> </ul>
<b>Level C</b> <b>Course you plan to take:</b> MAT 1221 or 1234	<ul style="list-style-type: none"> <li>• <b>SAT Math Score:</b> N/A**</li> <li>• <b>ACT Math Score:</b> N/A**</li> <li>• <b>Smarter Balanced Score:</b> N/A**</li>   <li>• <b>MPT-G Score:</b> N/A**</li> <li>• <b>College Coursework:</b> MAT 1110 (C- or better)</li> </ul>

\* A grade of C- or better is required in prerequisite coursework. Courses may be transferred.

\*\* Students planning to take MAT 1221 or 1234 must achieve a passing score on the online Calculus Placement Test before registering for the course.

III.

# Student Support and Special Programs

# Resources for Students in Academic Difficulty or Seeking Support for Academic Growth

---

<b>Department</b>	<b>Contact</b>	<b>Phone</b>
<b>The Center for Learning</b>	<i>Office</i>	x2475
	Niki Amarantides	x2492
	Mary Jayne Allen	x2553
<b>Disability Support Services</b>	<i>Office</i>	x2272
	Annabell DuMez-Matheson	x2272
	TTY/Phone	x2224
<b>The Writing Center</b>	<i>Ames Library, Room 103</i>	
	Dr. Peter Moe, Director of Campus Writing	x2093
<b>Center for Career &amp; Calling</b>	<i>Office</i>	x2485
	Dr. Jacqui Smith-Bates, Director	x2488
<b>Library</b>	<i>Office</i>	x2228

## The Center for Learning

The Center offers a variety of services for undergraduate students who would like to improve their learning skills and increase their academic success at SPU.

*Tutoring/Study Tables* - Peer tutoring is available for many Exploratory Curriculum classes such as biology, psychology, and statistics. Tutoring for other classes can be arranged upon request. Visit the [CFL website for study table](#) subjects.

*Individual Learning Consultations* - Students can schedule one-on-one appointments with a professional staff member to discuss specific learning concerns and strategies.

*GS 1001, Success Skills for College* - This two-credit class, offered winter and spring quarters, covers time management, note-taking skills, exam strategies, and individual learning style assessment. The class is geared to meet individual educational needs and encourages application to current courses.

*Workshops* - covering topics such as time management, test-taking, memory, stress management, reading rate and comprehension, and learning styles occur periodically in the residence halls or other on-campus locations. Contact the Center for times.

*Resources* - on a variety of topics related to student learning and success are also available via the Center for Learning website.

## Writing Center

The Writing Center is located on the main floor of the Ames Library **in room 103**. Beginning with the second week of every quarter, student writing assistants are available to offer strategies for developing, organizing and refining ideas for writing projects. The Writing Center is open Monday through Friday. **Appointments and drop-ins are welcome.**

## Services for Students with Learning, Physical, Psychological, or Medical Disabilities

Refer students who are in need of support and accommodations due to learning, physical, psychological, or medical disability to [Disability Support Services](#) in the Center for Learning, Lower Moyer Hall. The University is required to provide various accommodations if the student provides appropriate documentation and requests services. Students who are in need of temporary accommodations for injuries, such as a broken leg, should also be directed to Disability Support Services. Phone (206) 281-2272.

## Career Information

Students who are unclear about their goals frequently experience difficulty focusing on their academics. Exploration of academic and career goals can be helpful.

*Center for Career & Calling:* The CCC staff can help students identify their educational and career goals. By working with a CCC professional staff member, students can assess their skills, interests, and values so they can establish a personal vocational direction.

*GS 2000: Finding your Vocation:* This two-credit, seminar-style class helps students to discern what gives them a deep sense of meaning and purpose.

*GS 2001: Major & Career Exploration:* This practical two-credit class is another resource for students who are searching for their career and educational direction.

## Student Support Team

With the help of faculty and staff The Student Support Team (SST) identifies and supports students who are struggling academically, socially, or personally. The SST consists of Student Life professionals who provide appropriate and timely interventions for students in need of assistance and guidance.

If you are concerned about the health of an SPU student, please reach out for support on his or her behalf. The online [Student Support Intervention Form](#) is an immediate way to alert care teams who can help.

For assistance with such matters, contact the Dean of Students for Community Life (Chuck Strawn, x2845) and the Student Support Team by completing the above linked student support intervention form.

## Student-Designed Major

---

Student-designed majors are intended for students with a particular interest crossing the boundaries of disciplinary majors. A student may design an individualized major of courses selected from the various disciplines, which apply to their special interest.

Once a student has discussed a possible special major with a faculty advisor, he/she should submit the Student-Designed Major Application form that provides the proposed program, a statement of purpose and rationale, and an advisor's and school's signature of approval to the student's academic counselor for review by the Curriculum Committee. The proposal should provide evidence that the student has considered courses or learning experiences that will provide an opportunity to integrate content and skills from the various disciplines in his/her program. The committee may suggest changes, but once the proposal has been approved a contract will be placed in the student's file in Student Academic Services.

A student must have a minimum SPU cumulative GPA of 3.0 to apply for a student- designed major. A student-designed major must be applied for no later than the first quarter of a student's junior year. [Student-Designed Major Application Forms](#) are available from Student Academic Services. All standards governing a major as described elsewhere in the Catalog will apply to student-designed programs.

Contact: [Kenda Gatlin](#), University Registrar, (206) 281-2569

## General Studies Major

---

Students in good academic standing with a minimum cumulative SPU GPA of 2.0 may choose to design and complete a General Studies major. In order to do so, students work with faculty in three academic disciplines to complete the General Studies Major application form, which includes a statement of rationale and a major contract. A minimum 70 credits selected from three disciplines related to the student's degree objectives are required for this major, including 35 upper-division credits. The form is submitted to Student Academic Services for review by academic departments.

For more information, contact undergraduate academic counseling in Student Academic Services at 206-281-2031.

## Special Programs Contacts

---

These programs have specific application requirements and/or require specific sequencing of courses in the major. Students interested in these programs should contact faculty for advisement. Contacts for each program are listed below:

<b>School</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Integrated Studies	Dr. Kara Gray	x7256	<a href="mailto:grayk5@spu.edu">grayk5@spu.edu</a>
Engineering	Dr. Melani Plett	x2961	<a href="mailto:mplett@spu.edu">mplett@spu.edu</a>
Pre-Professional Health	Dr. Max Hunter	x2094	<a href="mailto:hunteml@spu.edu">hunteml@spu.edu</a>
University Scholars	Dr. Chris Chaney	x2409	<a href="mailto:cchaney@spu.edu">cchaney@spu.edu</a>
Nursing	Linda Meerdink	x2698	<a href="mailto:lmeerdink@spu.edu">lmeerdink@spu.edu</a>

## University Scholars Program

---

### *What is the University Scholars Program?*

The [University Scholars Program](#) is SPU's honors program. Its interdisciplinary, liberal arts framework was designed as an alternative to the regular General Education curriculum (and substitutes for several of those courses), asking our highest-achieving students to go deeper into the key questions at the heart of our lives, our faith, and our world in a seminar-based curriculum -- with high expectations for reading, writing, and discussion. Many deep and lifelong friendships are fostered as students move through the Scholars curriculum throughout their four years together, alongside their majors.

### *What if I am advising a promising student who was not invited to apply, but I think she or he might be suited for the program?*

The University Scholars Director invites academically qualified students enrolling from high school to apply for admission to the program. Because this program spans four years, transfer students are generally not accepted. Forty first-year students begin the program each year.

### *What courses do I advise a University Scholar to enroll in?*

During the freshman year, University Scholars enroll in the following classes: Fall Quarter— USCH 1000 University Scholars Seminar (rather than UCOL 1000); Winter Quarter—USCH 1111 Classics; Spring Quarter—USCH 1112 Renaissance.

### *Are University Scholars exempt from the Foundations requirements?*

No. They will take an honors section of UFDN 1000 as sophomores and enroll in regular sections of UFDN 2000 and UFDN 3100 during their sophomore and junior years.

### *Do University Scholars take WRI 1000 and WRI 1100?*

No. The writing skills of University Scholars are honed during the coursework that comprises the University Scholars curriculum.

### *What other requirements must University Scholars meet?*

In addition to completing the University Scholars curriculum, students must meet all university requirements, i.e., earn 180 credits (60 of them upper-division), earn eight W credits, demonstrate foreign language competency, complete an approved general education math course and complete a major. See the SPU Catalog for more specific information.

Contact the University Scholars Director for more information: Dr. Chris Chaney, [cchaney@spu.edu](mailto:cchaney@spu.edu).

## Study Abroad

---

An overwhelming percentage of new freshmen list study abroad as something they plan to do in college, but in reality, only a fraction actually do. Faculty have more contact with students than anyone else on campus, so your support and promotion of study abroad is crucial to student participation.

### *What can you do?*

#### INFORM:

- Mention study abroad in your classes and during advising sessions;
- Invite study abroad staff or student ambassadors to spend 15 minutes at the beginning of your class to promote study abroad in a relevant geographic or academic focus;
- Share relevant study abroad programs, dates, and deadlines, and testimonials from alums through a departmental newsletter or social media;
- Include study abroad information or links in your syllabi;
- Post a “study abroad” page or a link from your departmental website. This link signals to students that they can study abroad if they concentrate in your academic area;
- If colleagues in your department lead SPU programs, actively promote them;
- Integrate international experiences and reflections into your own lectures.

#### ADVISE:

- Encourage freshmen to start planning early.
- In advising sessions, mention study abroad as a way to fulfill graduation requirements.
- If your advisee would like to discuss study abroad in more detail, point them to the [study abroad website](#) and the study abroad office. Students can easily make advising appointments from the homepage of the [website](#).

#### DEBUNK STUDY ABROAD MYTHS:

*Myth #1: Study abroad is too expensive.*

**Fact:** Study abroad can be affordable. In 2016-17, SPU launched a new [Partner Program](#) model, in which a semester abroad can cost the same as a quarter at SPU, at least as far as tuition and housing. Students

receive all eligible financial aid as if on campus. For those not wanting to go for a full semester, we offer [Global Seminars](#), led by SPU faculty, that are 3-4 weeks in length.

*Myth #2: There aren't many scholarships available for studying abroad.*

**Fact:** There are hundreds of [study abroad scholarships](#) available for merit, financial need and even specialty awards. There are general scholarships as well as targeted scholarships for diversity, first-generation, high-financial need students and geography (choosing a destination off the beaten path).

*Myth #3: Study abroad won't work with my major.*

**Fact:** All subjects can be taught through a global lens. Any major at SPU can find appropriate classes to transfer back from their study abroad experience. We can work with students to help them find the right programs and courses for their majors. Choice of major should not be a hindrance to studying abroad.

*Myth #4: Studying abroad isn't academically rigorous.*

**Fact:** It's about studying, learning, and expanding personal horizons while opening up a world of personal and professional opportunities. Studying abroad includes taking classes taught by professors on locally relevant subjects — and in the local language, if possible. Students will learn about different education systems and ways of teaching. They will find themselves challenging their own ideas and beliefs once they have had a chance to experience an alternate perspective. Students will learn how to appreciate different cultures and solve problems while operating in an environment different from what they are used to.

*Myth #5: Studying abroad isn't for everyone.*

**Fact:** For some students, barriers include fear of racism, gender identity, disabilities, worries about GPA, or not speaking the host-country language. Most administrators agree that increasing racial and ethnic diversity in study abroad will require an effort to persuade students that going abroad is both possible and necessary.

*Myth #6: Studying abroad will delay graduation.*

**Fact:** If students plan ahead and make sure their credits transfer, there's no reason graduation will be delayed. In fact, research shows that four-year graduation rates for students who studied abroad are significantly higher than those who stayed at home. Most students will study on a semester program, meaning they'll transfer 50% more credits back to SPU. Study abroad students return with a reinvigorated interest in academic pursuits and a renewed passion for lifelong learning. Some students who study abroad for a year have actually graduated in less than four years because of the accelerated classes they took while abroad.

*Myth #7: Potential employers don't value study abroad.*

**Fact:** Employers increasingly want workers who can work cross-culturally and speak another language. Study abroad is one of the best ways (often the only way) for students to acquire marketable international qualifications, cross-cultural competency and proficiency in a second language. In addition to valuing the soft skills acquired while spending time abroad, employers want workers who can collaborate with others around the world. But just listing study abroad on a resume or in a cover letter won't cut it. Students must package their study abroad experience in a way that showcases what they've learned. Organizations will want to

know what an applicant did and learned while abroad — and how that experience can be brought to bear on the job.

*What can the study abroad office do?*

- Identify programs that would be a good fit for your majors/minors.
- Consult about integrating study abroad into the majors.
- Answer questions about trends, program selection, development of new programs, transferring credit, etc.

Study Abroad Office contact information: Karen Eisenhut, [eisenhutk@spu.edu](mailto:eisenhutk@spu.edu), 281-2924; Gail DeBell, [gdebelle@spu.edu](mailto:gdebelle@spu.edu), 281-2853.

IV.

# Academic Policies and Procedures

# Student Privacy Rights: FERPA

---

The Family Educational Rights and Privacy Act (1974) [FERPA, also known as the Buckley amendment] gives students the right to review their own records and the University the responsibility to keep those records secure and private.

As officials of the University, faculty have the same responsibilities regarding access to personal information. Certain information is considered “private” and cannot be disclosed without the written permission of the students. This information includes grades and student schedules.

In their role as advisor, faculty have the opportunity to view transcripts and class schedules of their advisees. Instructors may also view this information.

Directory information includes:

- Student’s name, mailing address and telephone number
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Date of attendance
- Full-time or part-time status
- Degrees, awards, and honors received
- Dates degrees conferred
- Class standing
- High school attended
- Most recent previous educational institution attended by the student
- Participation in officially recognized activities and sports;
- Weight and height of athletic team members

The following guidelines insure protection of students’ privacy rights and compliance with the law:

1. Grade information (student papers, grade rosters and grade books) should be kept in a secure location. Stacks of student papers should not be left outside faculty offices unattended for students to pick up.
2. Grades should not be posted outside faculty offices. Even if the names are blocked out and social security numbers are left to identify students, this violates students’ privacy since social security numbers are considered private information.
3. Student schedules are private information. The location of a student should not be disclosed. In emergency situations, the Office of Safety and Security or Student Academic Services can contact a student who is in class.

## Registration Waitlist Process

---

Students have the option of waitlisting online, via Banner, most classes that are closed. If a spot opens up for a student, the automated Banner waitlist process will generate an email to their SPU email address with a deadline for the student to take action on their registration.

Typically, this deadline will be 24 hours; however, it may be extended during school breaks.

When the student receives the automated email, if they still want the spot in the course, they will access their own registration in self-service Banner and add themselves to the course. If the student misses the window to register for the course they will need to re-add themselves to the waitlist and will be placed at the bottom of the waitlist. With few exceptions, the waitlist works on a first come, first served basis.

The automated process that generates emails to waitlisted students begins running after the scheduled “buffer week” (the week after advance registration for continuing students) and goes through 4:30 pm on the fifth day of the quarter. Refer to the University Calendar for these dates.

If you have questions about the waitlist process, contact Student Academic Services at [sasinfo@spu.edu](mailto:sasinfo@spu.edu) or 206-281-2031.

## Course Overloads (More than 18 Credits)

---

The regular academic load for full-time undergraduate students is 12 to 18 credits. In exceptional instances, a student who has demonstrated a high scholarship standard may enroll for as many as 20 credits. Under no circumstances are students allowed to register for more than 20 credits, including physical education or fractional credit. An additional charge is assessed for credits over 18 at a rate published in the annual academic catalog. Students may enroll in certain classes without incurring extra charges for a 19th or 20th credit in a term. Examples of these courses are music ensembles and many practicum courses. Student Academic Services can provide a current list of “free 19th and 20th credit” courses.

## Cheating and Plagiarism

---

### Academic Integrity

#### Definitions

A breach of academic integrity occurs when a student receives academic benefits he or she did not earn through his or her own work by cheating or by plagiarism. In its more blatant forms, academic dishonesty includes the following:

- Copying another's work on an exam
- Preparing for an exam by using test questions from a stolen exam
- Bringing concealed answers to an exam
- Turning in another person's work as one's own
- Committing plagiarism (i.e., copying portions of another's words from a published or electronic source without acknowledging that source)

It is not dishonest to discuss possible answers to an exam question as part of a study group, to discuss ideas for a paper with other members of the class, or to ask a friend to read a draft of a paper for suggestions to improve it, unless the professor has prohibited these activities.

It is not dishonest to summarize, paraphrase, or quote the words of others in a paper, presentation, or other academic work so long as the student acknowledges the sources with appropriate citations.

## Expectations and Procedures

Expectations regarding academic integrity are outlined in the [Undergraduate Catalog](#). Additional expectations may be defined in the class syllabus and/or department policy handbooks. Both students and the professor in each class have the obligations to report and prevent cheating, plagiarism, or other academic misconduct. In the event either that the instructor suspects academic misconduct or that such conduct is reported, the instructor will adhere to the following guidelines:

1. Prior to a formal meeting, the instructor will gather information from the student or others to determine any issues in question.
2. If the instructor verifies that an act of academic dishonesty has occurred, the instructor must make a reasonable attempt to hold a conference with the student to discuss the misconduct. At this time, the instructor will explain the procedures for adjudicating the case.
  - a. In the event that the student fails to respond in a timely manner to the professor's request for a conference, the case may be turned over to the department chair or school dean for action.
3. The department chair or dean must be notified of the incident for the purpose of information and guidance. The chair or dean must notify the vice provost for academic affairs regarding the incident to determine any history of like activity and unusual circumstances.
  - a. The vice provost must notify the dean of students for community life for any proposed action in addition to the faculty member's action. (This action will be undertaken as a separate procedure from the instructor's meeting and decision.)
4. If, following the conference, the instructor (or the chair or dean, in the case of 2.1 above) is convinced that the student violated the academic integrity policy, appropriate action will be initiated. The penalty imposed will be commensurate with the seriousness of the offense. Such penalties may range from loss of credit for the work in question to loss of credit for the entire course.
  - a. Flagrant dishonesty, violations of academic integrity associated with a criminal act (e.g., breaking into a building or office), and/or with concerted group effort immediately will be referred to the chief judicial officer and/or dean of student life for disciplinary action.

5. This decision(s) will be reported in writing to the student and the chair/dean. A copy of the decision(s) will be sent to the vice provost for academic affairs. The vice provost and the school dean will decide whether documentation of the incident and decision will be included in the student judicial record in the Office of Student Life.
6. If the student appeals any decision, the appeal will move through the process as outlined in [Academic Appeals](#) and the [Appeal Process](#). A copy of all decisions, including appeals, will be sent to the Office of the Provost and/or the Office of Student Life as determined by the provost and dean.

## Academic Appeals

The section that follows provides a formal statement of policies and procedures if a student wishes to appeal an academic decision.

There may be instances where a student disagrees with an instructor's actions but does not wish to lodge a formal complaint. In such instances, the student is encouraged to speak to the instructor first by making an appointment in his or her office in order to eliminate any misunderstanding or miscommunication.

If the grievance is not resolved after this conversation and the student wishes to continue to pursue the matter, additional processes are outlined in the following section.

## Appeal Process

Seattle Pacific University provides a process whereby a student may appeal an academic decision, including, but not limited to, grades on course activities, evaluations, course grades, decisions on program admissions, and decisions on fulfillment of program and graduation requirements.

Academic appeals may be made only on grounds of unfair treatment against the stated standards, not against the professional judgment of the faculty member(s). The intent is always to resolve the appeal at the most immediate level. Only in extraordinary circumstances, when a resolution cannot be obtained at the first level, is the process moved to the next level.

In each case, the student shall bring the appeal in writing to the person or committee who made the original decision. If a resolution is not obtained at that level, the student may appeal to the next level in the school or University administrative structure.

## Guidelines for Academic Appeals

1. The student's appeal must be made in writing within five calendar days after he or she received the decision from the faculty member or committee.
2. Every attempt shall be made at each level to resolve the issue according to ethical practices, accreditation standards, and University policy.
3. The person making the appeal should provide the necessary supportive information to substantiate his or her appeal.
4. If for any reason a case is appealed beyond the faculty member or faculty committee, an appeal file shall be created. This file will contain written documentation related to the case including, but not

limited to, the student's written appeal and the faculty response. The appeal file shall be open to all principals in the case, including the student appellant.

## Levels of Appeals

Appeals on final grades must be submitted within one quarter of the grade being awarded. For appeals on academic decisions such as grades on course activities, evaluations, course grades, and decisions on program admissions, the levels to be followed in order are the following:

1. Course instructor or ad hoc faculty committee appointed by department chair
2. Department chair
3. School dean
4. Vice provost for academic affairs
5. Provost (The decision of the provost in any student appeal is final)

Academic petitions regarding general University matters such as decisions on graduation requirements or other Catalog academic regulations may be made in the following order:

1. Student Academic Services
2. Curriculum Committee
3. Vice Provost for Academic Affairs
4. Provost (The decision of the provost in any student appeal is final.)

## Academic Probation/Dismissal/Readmission/Academic Warning

---

### Academic Probation

#### Causes and Consequences of First-Quarter Academic Probation

A student is placed on first- quarter probation when his/her cumulative SPU GPA drops below 2.0. The student is required to meet with an Undergraduate Academic Counselor in Student Academic Services to review goals and develop a learning contract that aims toward meeting those goals. Students on academic probation receive a registration hold prohibiting changes in registration for any quarter. The hold will be removed once the student meets with an academic counselor.

Unless the student attains a cumulative SPU GPA of 2.0 or a quarterly SPU GPA of at least 2.3, the student will advance to second quarter probation.

#### Causes and Consequences of Second-Quarter Academic Probation

A student who has not earned a cumulative GPA of 2.0 or a quarterly GPA of 2.3 after the first quarter on probation will advance to second quarter probation. The student may not enroll in more than 13 credits and must meet with an Undergraduate Academic Counselor to make appropriate changes in class schedule. One of those changes may be enrollment in a study skills class, depending on a student's situation.

## Probation Hold

A student who has been on probation and who has earned the required minimum quarterly SPU GPA of 2.3 but has not yet earned a cumulative SPU GPA of 2.0 will be placed on "Probation Hold"; that is, the student retains the probation status of the previous quarter but does not move toward dismissal.

## Causes and Consequences of Dismissal

If a student on second-quarter probation (or second-quarter probation hold) does not earn a quarterly GPA of 2.3 or raise his or her cumulative GPA to 2.0, the student will be dismissed from the University. The academic dismissal will be noted on the student's academic record. A student dismissed from the University will receive a letter outlining what steps must be completed before the student may apply for reinstatement to the University. It is understood that there are many reasons that can contribute to an academic dismissal and as such students will be held to their own distinct requirements for reinstatement based on their unique situation as determined by the Academic Reinstatement Committee. Once academically dismissed, a student may petition to be reinstated no sooner than one full quarter after being dismissed.

A student who plans to apply for reinstatement must meet with an academic counselor, who will liaise with the Academic Reinstatement Committee to determine requirements for petitioning for reinstatement. Petition forms are available through an academic counselor. If an appeal is denied, a student may appeal again after the lapse of one year.

## Readmission

Once reinstated, the student's GPA is the same as when dismissed. The student may not use grades from other colleges and universities to raise the SPU GPA. A reinstated student may not enroll for more than 13 credits in the quarter in which the student is reinstated. A reinstated student will be dismissed if he or she fails to attain either a quarterly GPA of 2.3 or higher or a cumulative GPA of 2.0 or above by the end of the first quarter that person returns.

## Academic Warning

In addition to tracking students' total SPU GPA, the University monitors students' quarterly SPU GPA so that resources may be offered to students showing signs of academic struggle. Therefore, students may be placed on Academic Warning if they do not earn a quarterly GPA above 1.30 in a quarter in which they attempt at least five credits. A student on Academic Warning may be required to meet with either an academic counselor or student support staff before a registration hold applied to the student's records will be lifted.

## FAQs

*What if a student leaves the University while on academic probation?*

If the student returns, he or she resumes the same probation status upon returning as when leaving.

*Can a senior who is on academic probation receive a degree?*

No, students may not graduate from SPU with a cumulative SPU GPA below 2.0.

## “Double Counting” General Education Courses for Majors

---

*May a student meet a general education requirement and a major requirement with the same course?*

Yes, with the exception of the WE Ways of Engaging requirement. The course that fulfills WE may not count toward fulfillment of a student’s first major.

*Will a student receive double credit for the course because it satisfies the requirements for both general education and the major?*

No

*Can you provide an example of “double counting”?*

A business major must take ECN 2101 and ECN 2102 to complete core requirements for the major. Either ECN 2101 or ECN 2102 may also be used to satisfy the Ways of Knowing in the Social Sciences requirement in the Exploratory Curriculum.

## Applying for a Major/Minor

---

**When?** It is hoped that the student will be prepared to apply for a major by the end of their sophomore year. In some instances, transfer students, though admitted as juniors or seniors, may need to complete particular course requirements at SPU before beginning the process.

**Why?** It is important for students to have official status as a major so that their satisfactory progress toward graduation may be verified through their major advisor and to help departments plan the number of seats and sections necessary for students in their programs.

**Departmental Requirements for Admission:** Check the SPU Catalog for information regarding requirements for admission to a major. Generally, requirements include a minimum cumulative GPA and a minimum GPA in courses in the department. Specific courses may also be required as prerequisites before an application will be accepted.

**How does a student apply for a major?** To apply for a major or minor, a student logs into Banner and selects Student Menu ---> Grades and Transcripts Menu ---> UG Degree Status Check. The student will click on “Change” in the appropriate box to the right of his/her picture to access the automated major/minor application form.

**Minors:** The process for declaring a minor is the same as for declaring a major. Students are not required to apply for a minor in order to graduate. However, if a student applies for a minor, all requirements for the minor must be completed prior to graduation.

**Requirements for Completing a Major:** A student is required to meet the requirements for the major specified in the catalog of the year in which he/she was admitted to the major. (Students meet the general university requirements for graduation of the catalog in the year in which they matriculated.)

**When is a student assigned a major or minor advisor?** In some departments, students may be assigned an advisor in their intended major before they are admitted to the major. In departments that have a large number of majors, such as Nursing and Psychology, students may be assigned an advisor in the major after they have been admitted to the major. Students select faculty advisors through Banner. Students who wish to select an advisor who is not available must email [advisorchange@spu.edu](mailto:advisorchange@spu.edu).

## Standards Governing Completion of a Second Bachelor’s Degree

---

An additional degree is distinguished from multiple majors within a single degree.

A second bachelor’s degree may be earned upon completion of a minimum of 45 credits as a matriculated student at Seattle Pacific University subsequent to the granting of the first degree. The student must be accepted into a major; the date of acceptance determines the Undergraduate Catalog under which major requirements will be applied. A second degree is subject to the following conditions:

If the first degree was earned at SPU:

1. At least 15 of the 45 credits for the second degree must be taken at SPU after matriculation as a post-baccalaureate student.
2. At least 15 upper-division credits in the major must be earned at SPU.
3. No more than 15 credits taken as a non-matriculated student may apply toward the additional bachelor's degree.
4. Of the 45 credits required for the second degree, up to 15 credits may be earned prior to the granting of the first degree, provided the credits are in excess of the minimum (usually 180 credits) required for the first degree. In such a case, a student may be required to complete fewer than 45 credits for the second degree, but no fewer than 30 credits.
5. All specified requirements for the second degree must be fulfilled, including all requirements in the major.

If the first degree was earned at another institution:

1. A student who has not previously matriculated at SPU must earn at least 45 credits toward the second degree at SPU.
2. A student who at some prior point matriculated at SPU must earn at least 30 of the required 45 credits at SPU.
3. No more than 15 credits taken as a non-matriculated student may apply toward the additional bachelor's degree.
4. At least 15 upper-division credits in the major must be earned at SPU.
5. 5 credits in Christian Scriptures or Christian Theology must be completed at SPU.
6. All specified requirements for the second degree must be fulfilled, including all requirements in the major.

## Use of I, N, G, HW & W Grades

---

### The "I" Grade

The "I" grade (incomplete) indicates that the student did not complete the work assigned for a course because of absence from school during the quarter due to illness or an acceptable emergency. The student must initiate the request for the "I" grade prior to the final examination or last class session. Unless the student is incapacitated, this request should be made in writing. Documentation verifying the illness or acceptable emergency (e.g., a note from a medical doctor) may be required by the instructor.

The instructor is under no obligation to grant the request for an "I" grade. However, if the instructor chooses to issue an "I" grade, the instructor and student must formulate a plan for the student's completion of the course requirements (PDF). The student may not attend a future class in which he or she is not registered as a means of working toward completion of an "I" grade.

A timeline for course completion will be determined by the instructor, and may be shorter than one year. However, in all cases the student must submit final coursework within one calendar year or the "I" becomes an "E." The student must initiate the removal of the "I" grade once coursework has been completed.

A student cannot carry more than 20 credits of incomplete grades without prior approval from the university registrar.

### The "N" Grade

The "N" grade is used only in specified courses in which a final grade is dependent upon additional work. The "N" grade indicates that work is satisfactory to date, but carries with it no credit or final grade until all work is completed. Work must be completed within one calendar year or the "N" becomes permanent.

A student's degree will be awarded effective the quarter in which all final grades have been assigned, regardless of when a student may have initially registered for a course in which the student received an "I" or "N" grade.

## The “G” Grade

The “G” grade is used in only specified graduate-level courses in which a "final" grade is dependent upon additional work and applies only to approved 6000–7000 level courses, including internships, theses, dissertation, and projects at the discretion of the graduate program. Work must be completed within three calendar years or the "G" becomes permanent.

A student's degree will be awarded effective the quarter in which all final grades have been assigned, regardless of when a student may have initially registered for a course in which the student received an “I” or “G” grade.

## The "HW" Grade

The “HW” (hardship withdrawal) grade is assigned in rare cases by University administration after thorough review and substantiation of a student’s circumstances. Examples of situations leading to a hardship withdrawal include incapacitating illness or injury, or death of a family member.

## The “W” Grade

Withdrawal from a course with official approval during weeks two through seven of the quarter will result in a "W" appearing on the transcript.

## “Walking”/Participating in Commencement

---

In order to participate in the commencement ceremony in June, a student must have completed all courses necessary to fulfill graduation requirements, or be currently registered during spring and/or summer quarters for the last of the courses needed to complete his/her degree.

Undergraduate academic counselors verify registration for outstanding requirements in early May. Students who are not registered for any outstanding spring or summer quarter classes required for completion of their degree will not be allowed to participate (“walk”) in the June commencement ceremony.

Students who complete their degree requirements autumn and winter quarters may participate in commencement ceremonies in the June of the academic year in which they finish their work. For example, a student who completes his or her degree during autumn quarter 2017 will be eligible to walk in the June 2018 commencement ceremony.

Information about time, date, and procedures for participation is sent to prospective spring and summer graduates by the Office of the Provost.