

Undergraduate Faculty Advisor Handbook

2020-2021



Table of Contents

Table of Contents.....	1
I. <u>Introduction to Academic Advising at Seattle Pacific University</u>	
Advising Model.....	3
Your Responsibilities.....	3
Faculty Advisor Holds.....	4
Advisor Assignments.....	4
Faculty Advisor Changes.....	4
Faculty Advisor Administration.....	4
II. <u>Advising Tools</u>	
Advisee List.....	5
UG Degree Status Check.....	5
Student Profile.....	5
Catalog and Time Schedule.....	6
Suggested Course Sequences.....	6
Plan Ahead Tool.....	6
III. <u>Curriculum and Requirements</u>	
2020-2021 Graduation Requirements.....	7
2020-2021 Graduation Requirements – Honors Program.....	8
2020-2021 Graduation Requirements – Special Programs.....	9
General Education Requirements.....	10
Common Curriculum Requirements Chart – Who Needs What.....	11
The “W” Requirement.....	12
The CUE Requirement.....	12
The Foreign Language Competency Requirement.....	13
Mathematics Placement.....	15
Placement Test Key.....	16
Transfer Students and Transfer Credits.....	17
The DTA and Other Transfer Degrees.....	17
Student-Designed Major.....	18
General Studies Major (BA).....	19
Post-Baccalaureate Degree.....	19
IV. <u>Key Academic Policies</u>	
Course Overloads (More than 18 Credits).....	20
Repeating Courses.....	20
Registration Waitlist Process.....	21
Study Away.....	21
Concurrent Enrollment.....	21
Enter to Majors/Minors.....	21
Limitations to Number of Majors/Minors.....	22
Completion of Major.....	22
“Double Counting” General Education Courses for Majors.....	23
Academic Probation, Dismissal, Readmission, and Warning.....	23
Walking/Participating in Commencement.....	24
Use of I, N, HW, and W Grades.....	25
Academic Integrity and Appeals.....	26
Student Privacy Rights: FERPA.....	26

V.	<u>Special Programs/Cohorts</u>	
	Ascent Program.....	27
	Student Athletes.....	27
	International Students.....	27
	Pre-Professional Health Studies (PPHS).....	28
	Honors Program.....	28
VI.	<u>Campus Advising/Support Resources</u>	
	Campus Pastors.....	29
	Center for Career and Calling (CCC).....	29
	Center for Learning (CFL).....	29
	Computer and Information Systems (CIS).....	29
	Health Center.....	29
	International Student Services (ISS).....	29
	Library.....	30
	Multi-Ethnic Programs (MEP).....	30
	Student Counseling Center (SCC).....	30
	Student Academic Services (SAS).....	30
	Student Financial Services (SFS).....	30
	Study Aboard.....	31
VII.	<u>Additional Materials</u>	
	Academic Team.....	33
	Student Academic Services Referral Chart.....	34
	School Year Advising Suggestions.....	36

I. Introduction to Academic Advising at Seattle Pacific University

Advising Model

SPU utilizes a **primary-faculty advisor** model in which each student is assigned a faculty advisor based on their declared major. Students may receive additional advisors if they are pursuing multiple majors or a minor in different departments.

Each student is also assigned an undergraduate academic counselor (UAC) from the Office Student Academic Services (SAS). The academic counselors support the faculty/student advising relationship by processing academic paperwork, being a resource for academic policy questions, and supporting students in academic difficulty. Unless they are on academic warning or probation, students are not required to meet with their SAS counselors prior to registration. *See page 33 for a visual of a student's "Academic Team", page 34 for SAS contact list.*

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.

Research shows that effective academic advising is correlated with:

- 1) Student satisfaction with their college experience;
- 2) Good educational and career planning;
- 3) Utilization of campus support services; and
- 4) Retention

Your Responsibilities

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.

While there are many different styles and techniques employed by effective faculty advisors, all advisors should be able to do the following:

- 1) Be familiar with the students you are advising: Academic histories, circumstances, and educational, career, and life goals.
- 2) Be knowledgeable about SPU's General Curriculum and class options
- 3) Help students navigate the baccalaureate degree path by advising them on:
 - Basic degree requirements
 - General Education requirements
 - Foreign Language, Cultural Understanding and Engagement, and W Credits
 - Major and minor requirements
 - Academic policies and procedures
- 4) Be aware and know how to use SPU's advising tools. *See pages 5-6 for a full list of Advising Tools.*
- 5) Be aware of campus advising/support resources

- 6) Direct the student to their 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.
- 7) Be appropriately available to students – let them know your office hours and/or how to make appointments with you.
- 8) Refer students to appropriate campus support services. *See pages 29-31 for a full list of Campus Advising/Support Resources.* Many students, not just those who are struggling, will benefit from support services.
- 9) 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.

Faculty Advisor Holds

While students are encouraged to check-in with their faculty advisors regularly, only a portion receive a faculty advisor hold which requires student to meet prior to registration. The faculty advisor hold is assigned to students who meet any of the following conditions:

- 1) Fewer than 45 earned credits at SPU.
- 2) Not admitted to a major, including an undeclared or intended major (latter noted with an “-INT” following the major in Banner). *See pages 21-22 for more information on majors.*
- 3) Those on academic probation.
- 4) Any student who earned less than a 2.0 GPA in their last quarter at SPU.

Once the meeting has occurred, faculty should release the student’s advisor hold through Banner to ensure they’re able to register for classes.

Advisor Assignments

Faculty advisor assignments are determined by the Office of Academic Affairs in partnership with Department Chairs. General advisor assignment questions can always be directed to advisorchange@spu.edu. Students may update their advisor to any who correspond to their major and have available space. Students should have an advisor for each of their majors and/or minors.

Faculty Advisor Changes

Students will be prompted to update their faculty advisor anytime they add, drop, or change their major/minor. An audit is completed by Student Academic Services when students apply to graduate. Students can also change their current faculty advisor from the “Change Your Faculty Advisor” button in the Student Menu of Banner or by emailing advisorchange@spu.edu.

Faculty Advisor Administration

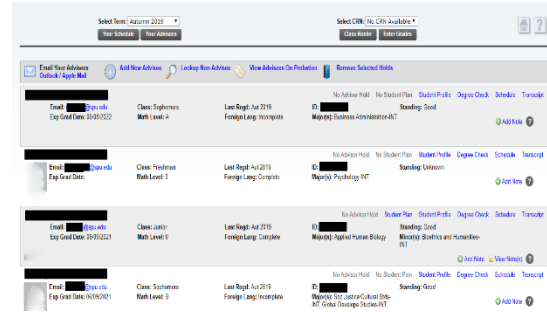
Faculty Advising is managed by Academic Affairs. Oversight of Faculty Advising by Andrew Ryder, Director of General Education (aryder@spu.edu; 206-281-2238) and Mark Sullivan, Associate Director of Student Academic Services (markm@spu.edu; 206-281-2661). Oversight includes advisor assignments and answers to general questions about advising or related academic policy for students and faculty.

Rashmi Shrestha (advisorchange@spu.edu; 206-281-2134) provides administrative support and can answer specific questions regarding the advisor assignment process.

II. Advising Tools

Advisee List

- View your full list of active assigned advisees (note: will only list students enrolled during selected term).
 - Easy access to the Student Profile, Degree Check, Schedule, Transcript, and Student Plan.
 - Quickly sort for students on probation or those with faculty advisor holds.
 - Add, review, or monitor your own advising notes.
- Note: This tool is only visible to advisors.*



How do you find the Advisee List? In Banner, select the “Faculty and Advisor Menu”, then the “Faculty/Advisor Control Center”. At top left, select the desired term and click “Your Advisees”.

UG Degree Status Check

- The **primary advising tool** available to both students and faculty advisors.
 - Ideally reviewed during each advising conversation.
 - Displays both general degree requirements and major/minor requirements.
 - Incomplete items in **red** provide a clickable link to the time schedule for available courses.
- Note: Major/Minor information can be found by clicking link next to major OR Major/Minor Requirements button at top of page.*

Degree Requirements:

Total Credits Complete: 32 (out of 180 required). In Progress Credits: 16
 Upper Division Credits Complete: 0 (out of 60 required). In Progress UD Credits: 0

Complete all classes in major(s) -- check with faculty advisor(s)
 Complete all classes in minor(s) -- check with faculty advisor(s) (Minor not required for graduation)

Foreign Language Competency: Complete

(W) Writing Courses (Entry as Freshman or Sophomore 8 credits total needed):
 ***** YOU HAVE NO CREDIT

(CUE) Cultural Understanding and Engagement (3 credits):
 ***** YOU HAVE NO CREDIT

Common Curriculum:

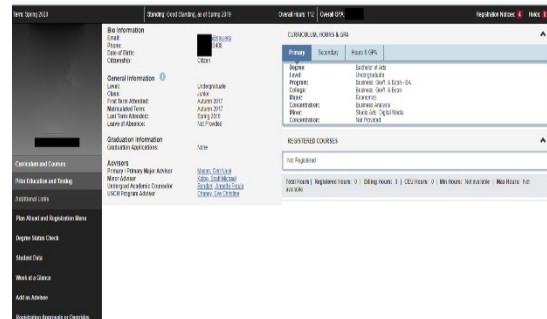
University Colloquium 1000 (1 credit):

Subject	Course	Credits	Title
UCOL	1000	1	University Colloquium

How do you find the UG Degree Status Check? From your Advisee List in Banner, Student Profile, or by search using the “Lookup Student” tool from the “Faculty and Advisor Menu”.

Student Profile

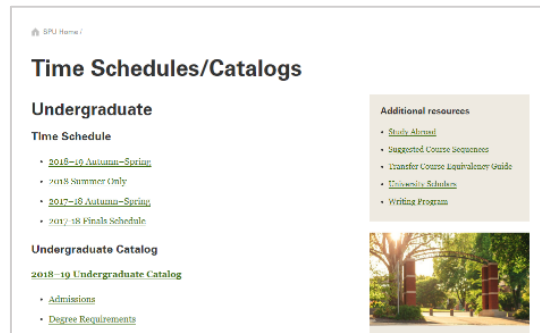
- Additional advising tool which provides much of the same information found on the Advisee List and UG Degree Status Check.
- Provides a clear view of the student’s current quarter class schedule.
- Provides list and email link for student’s advisors.



How do you find the Student Profile? From your Advisee List in Banner or by “Student Profile” from the “Faculty and Advisor Menu”.

Catalog and Time Schedule

- The University Catalog represents the official record of degree/major requirements as well as academic policy.
- The Time Schedule provides a list of courses available in a particular term. Search options allow sorting by requirement type.
Note: This page often reflects information from multiple academic years. Be sure to confirm you're viewing the correct year.



How do you find the Catalog and Time Schedule? Navigate to spu.edu/catalog for links to both current and prior-year resources.

Suggested Course Sequences

- Suggested course sequences for majors at SPU.
- Especially helpful when advising undeclared students or students interested in majors outside your discipline.
Note: Not all departments have provided Suggested Course Sequences for the 2020-2021 academic year, however prior years are available.

BS -Ecology Major Suggested Course Sequences
based on 2017-2018 catalog

This Suggested Course Sequence is a potential plan for how to complete a major. Consult with your advisor for course selection.

Year	Autumn Quarter	Winter Quarter	Spring Quarter
1	BIO 1859 (1)*		MAT 2360
	BIO 2101 (5) CHM 1211 (5)	BIO 2102 or 2103 (5)** CHM 1212 (5)	BIO 2102 or 2103 (5)**
	CHM 1100 (5)	BIO 2101 (5) CHM 1211 (5)	BIO 2102 (5)** CHM 1212 (5)
	CHM 1211 (5)	BIO 2101 (5) CHM 1212 (5)	BIO 2102 (5)**
2	BIO 3310 (5)	BIO 4360 (5) CHM 1330 (5)	BIO 3453 (5)* MAT 1221 or 1234 (5)**
		BIO 2103 (5)	

How do you find Suggested Course Sequences? Navigate to spu.edu/catalog. Then, from the "Additional Resources" callout at right, select "Suggested Course Sequences".

Plan Ahead Tool

- The Plan Ahead Tool allows students to create and save course plans for current/next academic years.
- At time of registration, students can register using their saved plans.
- Advisors may wish to require their advisees to complete this step ahead of their advising meeting.
- Notes can be made by the faculty advisor within the Plan itself.



How do you find the Plan Ahead Tool? From your Advisee List select "Plan Ahead". Blue link means a plan has been made, while no link means no plan. OR, select Student Registration Planning from the "Faculty and Advisor Menu" in Banner.

III. Curriculum and Requirements

2020-2021 Graduation Requirements

2020-21 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 2020-21 Undergraduate Catalog.

Foreign Language Competency

See requirements in the online 2020-21 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 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 (WK)

Refer to the Baccalaureate Degree Requirements section of the online 2020-21 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 (WKQR) (5 credits) **

** For mathematics placement information, see spu.edu/academics/college-of-arts-sciences/mathematics-placement

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

Ways of Knowing in the Sciences: Fundamental Science (WKFS) (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 2020-21 Undergraduate Catalog for lists of acceptable courses.

Ways of Engaging (WE) (5 credits)

Note: You may not use the same coursework to meet both the "Ways of Engaging" requirement and a requirement in your first major. You may, however, use "Ways of Engaging" coursework to meet requirements in a second major or in a minor.

Notes to student:

2020-2021 Graduation Requirements – Honors Program

Seattle Pacific University | Honors Program
Major in Honors Liberal Arts[†]

2020–21 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 first major* complete**
 All classes in Honors major* complete
 All classes in minor* complete
Minor not required for graduation.

*See specific requirements in the Baccalaureate Degree Requirements section of the online 2020–21 Undergraduate Catalog.

Foreign Language Competency

See requirements in the online 2020–21 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 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 (WK)

Refer to the Baccalaureate Degree Requirements section of the online 2020–21 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 (WKQR) (5 credits) **

Required in Major	
-------------------	--

** For mathematics placement information, see spu.edu/academics/college-of-arts-sciences/mathematics-placement

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

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

Required in Major	
-------------------	--

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

Ways of Engaging (WE)

Refer to the Baccalaureate Degree Requirements section of the online 2020–21 Undergraduate Catalog for lists of acceptable courses.

Ways of Engaging (WE) (5 credits)

Note: You may not use the same coursework to meet both the "Ways of Engaging" requirement and a requirement in your first major. You may, however, use "Ways of Engaging" coursework to meet requirements in a second major or in a minor.

Notes to student:

[†] Students completing an Honors Program minor must complete the Standard Curriculum.

General Education Requirements

The Common Curriculum

University Colloquium

UCOL 1000 – University Colloquium (1)*

**Note: This course is only 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 (Includes Wesleyan small group)

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

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

**Note: Students who transfer with 90 or more credits take UFDN 3001 – Christian Scriptures rather than UFDN 2000 – Christian Scriptures. These students are exempt from UFDN 1000 but not UFDN 3100.*

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		

Note: Ideally students take one of WRI 1000, WRI 1100, or UFDN 1000 each quarter of their first year.

The Exploratory Curriculum

Students complete approved courses in the following areas:

Ways of Knowing in the Arts or *WKA* (5)

Ways of Knowing in the Humanities or *WKH* (5)

Ways of Knowing in Quantitative Reasoning or *WKQR* (5)

Ways of Knowing in the Fundamental Sciences or *WKFS* (5)

Ways of Knowing in the Applied Sciences or *WKAS* (5)

Ways of Knowing in the Social Sciences or *WKSS* (5)

Ways of Engaging or *WE* (5)

Common Curriculum Requirements Chart - Who Needs What

Definitions

First-Year Student (code HT): A student who graduated from high school during the prior 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.

Transfer Student (code TT): 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.

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, no DTA, admitted autumn	X	X	X	X	X	X	X		X
0-89 transfer credits, completed DTA, admitted autumn	X					X	X		X
90+ transfer credits, no DTA, admitted autumn	X	X	X	X	X			X	X
90+ transfer credits, completed DTA, 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, no DTA*		X	X	X	X	X	X		X
0-89 transfer credits, completed DTA						X	X		X
90+ transfer credits, no DTA*		One 5-credit writing course (WRI 1000, WRI 1100 or ENG 3301)		X	X			X	X
90+ transfer credits, completed DTA								X	X

The “W” Requirement

What is the “W” Requirement? Writing (W) courses are typically 3000- and 4000-level and 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 also provide opportunities for revision.

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

Admit Status	W Requirement
FR/SO	8 Credits
JR	5 Credits
SR	3 Credits

Contact for the “W” Requirement: *Dr. Peter Moe, Director of Campus Writing (206-281-2093, moep@spu.edu).* Additional information on SPU’s Writing Program found on the [Writing Website](#).

The CUE Requirement

What is the CUE Requirement? The CUE (Cultural Understanding and Engagement) 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:

- 1) Understand patterns and histories of inequity
- 2) Understand cultural, racial, ethnic, and gender differences interpersonally and in society
- 3) Prepare for vocations with cultivation of diverse workplaces, conflict resolution, peacemaking, and community development
- 4) 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.

All students, except DTA holders, who matriculated beginning with the 2017-18 academic year are required to complete a single three to five credit CUE course. CUE courses are labeled with the CUE attribute in the catalog and time schedule.

The Foreign Language Competency Requirement

General Information

- Student Academic Services review students' records for completion of this requirement through transfer work or high school coursework.
- Students in the Honors Program 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, they are 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, they are required to show proficiency through one of the means listed the "Baccalaureate Degree Requirements" section of the SPU Undergraduate Catalog.
- If a student believes they have fulfilled the foreign language requirement through high school or college coursework, refer the student to an undergraduate academic counselor.
- If any student believes they have 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 (lcl@spu.edu).

Full Catalog Text

The Foreign Language Competency requirement is defined as earning a C (2.0) or better in the third quarter of university-level language study. 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:

- 1) **Show by your high school transcript** that you have completed a third year of a single foreign language (during 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.
- 2) **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.
- 3) **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 or via regular mail to: LCL Department, Seattle Pacific University, 3307 Third Avenue W, Suite 109, Seattle Pacific University, Seattle, WA 98119-2335.
- 4) **Provide evidence that you are a native or near-native speaker** of a language other than English by:
 - a. 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).
 - b. 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.
 - c. Submitting a letter attesting to your proficiency from a non-family member who uses that language in their 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 or via regular mail to the LCL Department, 3307 3rd Ave W, Suite 109, Seattle Pacific University, Seattle, WA 98119-2335.

- d. **Complete a 10-week minimum quarter- or semester-intensive language immersion program** that includes a minimum of 8 semester or 12 quarter credits of the foreign language through the 1103 or A2 level (Common European Framework of Reference) with a minimum grade of C. A homestay is encouraged in a country whose primary language is not English.
- e. **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.
- f. **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](#).
- g. **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.
- h. **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.
- i. **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 students with a 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.

Text for the two sections provided above was taken from the [Foreign Language Competency Section](#) of the 2020-2021 Undergraduate Catalog.

Mathematics Placement

All SPU students are required to complete a Ways of Knowing in Quantitative Reasoning (mathematics) course as part of the Exploratory Curriculum. Additionally, many academic majors require one or more mathematics courses. Prior to taking any mathematics course, students must demonstrate eligibility.

MATHEMATICS PLACEMENT LEVEL 0

A placement level of 0 (i.e., zero) indicates one of two things: The student has not yet taken the SPU Mathematics Placement Test; 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, or MAT 1560, the student 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 40 or above** on the SPU Mathematics Placement Test.
- **Score 145 or above** on the Washington State MPT-G.
- **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 1110, BUS 2700, EDU 2600, PSY 2360, SOC 2360, or CRIM 2360 the student 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 60 or above** on the SPU Mathematics Placement Test.
- **Score 150 or above** on the Washington State MPT-G.
- **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.

CALCULUS PLACEMENT

To be eligible to enroll in MAT 1221 "Survey of Calculus" or MAT 1234 "Calculus 1", the student must achieve a passing score on the SPU Calculus Placement Test before registering for the course.

- **Students planning to take MAT 1234** must score 13 or higher on the SPU Calculus Placement Test, or complete MAT 1110 and receive a grade of C- or better.
- **Students planning to take MAT 1221** must score 11 or higher on the SPU Calculus Placement Test, or complete MAT 1010 and receive a grade of C- or better.

*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. These courses do not fulfill the WKQR requirement.

MATH PLACEMENT TEST

SPU's General Mathematics Placement Test is separate from the Calculus Placement Test. Students are automatically enrolled in the Canvas course if the General Mathematics test is needed.

Placement Test Key

Student test scores can be found in the “Your Test Scores” section of the Banner Degree Status Check.

General Math Placement

0-39 = Placement 0	40-59 = Placement A	60-125 = Placement B
--------------------	---------------------	----------------------

CHEMISTRY

0-34 = CHM 1310	35+ = CHM 1211
-----------------	----------------

Note: CHM 1310/1211 are only required for specific majors. Students should only take CHM 1310/1211 if the course is required for their intended major.

CALCULUS

Old Test:

Part I, 8+	or	Total Score, 13+	=	MAT 1234
Part I, 0-7	and	Total Score, 0-12	=	MAT 1110

Note: MAT 1110/1234 are only required for specific majors. Students should only take MAT 1110/1234 if the course(s) are required for their intended major. The Calculus Placement Test is separate from the math placement required for non-calculus math courses.

Additional Note: For students who need MAT 1221 – Survey of Calculus, the suggested prerequisite is not MAT 1110 but 1010, which is offered in winter quarter.

FOREIGN LANGUAGES

Chinese Language Placement Test

Score of 0-6 = placement in CHN 1101
Score of 7-12 = placement in CHN 1102
Score of 13-23 = placement in CHN 1103
Score of 24-47 = placement in CHN 2101*

French Language Placement Test

Score of 0-35 = placement in FRE 1101
Score of 36-55 = placement in FRE 1102
Score of 56-80 = placement in FRE 1103
Score of 81-100 = placement in FRE 2101*

Greek Language Placement Test

Score of 0-15 = placement into GRK 1101
Score of 16-30 = placement into GRK 1102
Score of 31-45 = placement into GRK 1103
Score of 46-60 = placement into GRK 4920*

Latin Language Placement Test

Score of 0-15 = placement in LAT 1101
Score of 16-30 = placement in LAT 1102
Score of 34-45 = placement in LAT 1103
Score of 45-60 = placement in LAT 4920*

Spanish Language Placement Test

Score of 0-17 = placement in SPN 1101
Score of 18-24 = placement in SPN 1102
Score of 25-30 = placement in SPN 1103
Score of 31-40 = placement in SPN 2101*

**If continued foreign language study is desired. Student must see a LCL faculty member.*

MUSIC THEORY

- Score of 0-89 = placement in MUS 1050 – Fundamental Skills of Music
- Score of 90 or higher = placement in MUS 1110 – Music Theory I

Note: Students may not place out of MUS 1051 – Aural Skills. All students must complete MUS 1051 regardless of placement in Music Theory.

Transfer Students and Transfer Credits

- All transfer students are exempt from UCOL 1000. Running Start DTA students are considered First-Year Students and are required to complete 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 (UC/CSU transfer degree).
- 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 2018-19 or later.
- All study at another institution must be pre-approved by academic counselors, who consult with faculty if courses are major/minor related. Use the [Study Away Form](#).
- 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**. 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.

Refer to [page 11](#) for helpful charts on how transfer degrees impact GE requirements.

Student-Designed Major

Student-designed majors are intended for students with a particular interest which crosses the boundaries of disciplinary majors. A student may design an individualized major consisting 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, they 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 their 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 2.5 to apply for a student-designed major. A student-designed major must be applied for no later than one year before the intended quarter of graduation. [Student-Designed Major Application](#) is available from Student Academic Services. All standards governing a major as described elsewhere in the Catalog will apply to student-designed programs.

For questions on this major and its application process, contact the student’s academic counselor.

General Studies Major (BA)

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 questions on this major and its application process, contact the student's academic counselor.

Post-Baccalaureate Degree

Students may earn a second bachelor's degree by completing at least 45 credits as a matriculated student at Seattle Pacific University after your first bachelor's degree has been awarded. They must be accepted into a major, and 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 student's first degree was earned at SPU:

- **Of the 45 credits required for the second degree**, the student may earn up to 15 credits 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, the student may be required to complete fewer than 45 credits for the second degree, but no fewer than 30 credits.
- **The student must earn at least 15 of the credits** for the second degree at SPU after matriculation as a post-baccalaureate student.
- **The student must earn at least 15 upper-division credits** in the major at SPU.
- **No more than 15 credits taken as a non-matriculated student** may apply toward the additional bachelor's degree.
- **All specified requirements for the second degree** must be fulfilled, including all requirements in the major.
- **All [standards governing completion of a major](#)** apply to the second degree.
- **[Limitations on credit](#)** pertain to a second bachelor's degree as well as a first degree.

If the student's first degree was earned at another institution:

- **If the student has not previously matriculated at SPU**, they must earn at least 45 credits toward the second degree at SPU.
- **If the student, at some prior point matriculated at SPU**, they must earn at least 30 of the required 45 credits at SPU.
- **No more than 15 credits taken as a non-matriculated student** may apply toward the additional bachelor's degree.
- **The student must earn at least 15 upper-division credits** in the major at SPU.
- **The student must complete 5 credits** in Christian Scripture or Christian Theology at SPU, typically UFDN 3001 – Christian Scriptures.
- **The student must fulfill all specified requirements** for the second degree, including all requirements in the major.
- **All [standards governing completion of a major](#)** apply to the second degree.
- **[Limitations on credit](#)** pertain to a second bachelor's degree as well as a first degree.

Note: Transfer credits for Post-Baccalaureate students are not automatically transferred by Student Academic Services. Faculty Advisors should contact the assigned SAS Counselor for updates.

IV. Key Academic Policies

Disclaimer: The policies highlighted below tend to generate the most questions, however this is not intended to represent a comprehensive policy list. The [Undergraduate Catalog](#) is always the best references for the full list of academic policies.

Student Academic Services is an excellent resource for questions on academic policy. See SAS contact list on page 34.

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.

Repeating Courses

A “[repeatable course](#)” is designed to allow students to enroll in the course multiple times for credit, up to a designated credit limit or number of repetitions. The course description for such a course indicates that the course is repeatable for credit. Within stated limits, credits and grades for these repeatable courses will count toward graduation requirements and the SPU GPA.

Most courses are “non-repeatable” for credit, meaning a student may earn credit and grade points for the course only once. However, a student may enroll in a previously completed “non-repeatable” SPU course (or a course noted as its “equivalent”) for the purpose of earning a higher grade. With the exception of UCOR, UFDN, and WRI courses, a course may be repeated only once.

Students who believe they have unusual circumstances may petition to repeat a course other than a UCOR, UFDN, or WRI course more than once by submitting a [registration petition](#), accompanied by a statement from the course instructor, to Student Academic Services.

The highest grade earned at SPU in a repeated course (or an equivalent SPU course) will apply to both the GPA for graduation and for honors at graduation. The original and repeated course will still appear on the transcript. Note that for students on academic probation, the quarterly SPU GPA that determines a student’s academic standing will take into account the entire SPU GPA from that quarter, including grades being excluded from the cumulative SPU grade point average.

Only courses taken at SPU will be used to change final course grades. Courses taken at another institution cannot replace an equivalent SPU course for which credit has been received. However, a student who has completed a course at SPU with a passing but insufficient grade may be able to transfer a course to SPU with zero credit in order to prove competence in the course content. See [Zero Credit Transfer Policy](#) for more information.

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.

Study Away

Taking coursework away from SPU always requires a formal approval process. While this ensures compliance with various institutional and legal requirements, it more fundamentally assures students that a clear understanding of how courses will transfer back to SPU.

Students completing coursework away from SPU must complete the [Application for Studying Away](#). Please note that study abroad coursework uses a different process.

The Study Away process is managed by Student Academic Services. Please refer any questions to the student’s Academic Counselor.

Concurrent Enrollment

Except when participating in approved study abroad, students may not take courses concurrently from SPU and another institution during the regular academic year (Autumn through Spring quarters). Exceptions to this policy require a formal petition to the faculty Curriculum Committee. Please refer any questions to the student’s Academic Counselor.

Entry to Majors/Minors

Beginning in the 2019-20 academic year, the University moved to a new policy that defines how undergraduate students are able to enter each of our academic programs (majors and minors).

The goals of the new admission policy are to:

1. Create a set of guidelines applied consistently across the University to govern how students enter a major;
2. Communicate these guidelines clearly and effectively to students;
3. Assure that all students in good academic standing (SPU GPA \geq 2.0) can enter most majors and minors.

To those ends, there are three types of undergraduate programs: open enrollment programs, portfolio programs, and limited enrollment programs.

Open Enrollment Programs

Most SPU undergraduate programs are open enrollment programs. Students may enter these majors anytime they are in good academic standing, i.e., with a cumulative SPU GPA of 2.0 or better. Instead of a formal application process, students declare their major or minor in Banner. Students may declare an open major as soon as they are able to register at SPU. For open majors, students will never show as having an “intended” major, e.g., ENG-INT. Students will instead enter the major.

Portfolio Programs

These programs are similar to open enrollment programs in that their GPA requirement for entry is good academic standing, but they also require that students submit a portfolio of some type to enter the major. Students not yet admitted but wishing to enter these majors will be able to indicate this in Banner by selecting [MAJOR]-INT.

Limited Enrollment Programs

These majors require students to satisfactorily complete minimum requirements to apply for and compete with the entire applicant pool for a limited number of spaces. Programs are deemed to be limited enrollment because of external or internal. Limited enrollment programs provide admission data in the undergraduate catalog. Students not yet admitted but wishing to enter these majors will be able to indicate this in Banner by selecting [MAJOR]-INT.

Portfolio and Limited Enrollment Majors as of Fall 2020		
Major	Limited Enrollment	Portfolio
Accounting	X	
Art		X
Business Administration	X	
Economics	X	
Food & Nutrition: Dietetics	X	
Global Development Studies	X	
Interior Design	X	X
Music Therapy	X	
Nursing	X	
Visual Communication	X	X

Limitations to Number of Majors/Minors

Students are limited to two majors, two minors, and two concentrations within a major. Exceptions to this policy are possible, and students/faculty advisors should work with their academic counselor.

Completion of Major

The full list of standards governing the completion of a major or minor can be found in the [University Catalog](#). Below is a brief summary of the most common questions:

- A major must contain at least 45 credits, at least 23 of which must be upper-division
- At least 15 of the required upper-division credits must be earned at Seattle Pacific University
- No grade below a C- (1.7) will count towards a major
- **Major requirements cannot be waived.** However faculty advisors in line with processes determined by their departments, may substitute courses into the major.

- **Any variation from the catalog stated requirements must be noted by the faculty advisor on the student's Major Checklist in Banner.** These notes will be considered official.

For questions on major requirements, and in particular updates/substitutions to the Major Checklist in Banner, please consult with the student's Academic Counselor.

"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.

Academic Probation, Dismissal, Readmission, and Warning

Academic Probation

First-Quarter Academic Probation

A student is placed on first-quarter probation when their *cumulative* SPU GPA drops below 2.0. They are required to meet with their academic counselor to review goals and develop goals for the quarter ahead. Students on academic probation receive a registration hold that is only released after meeting with the academic counselor. Faculty advisors may advise students on academic probation to repeat failed courses, or to consider those courses in light of overall academic goals. Some students may benefit from study skills courses (GS 1001) or those that assist with major and career exploration (GS 2000 and GS 2001). *See pages 29-31 for a full list of Campus Advising/Support Resources.*

Unless the student attains a *cumulative* SPU GPA of 2.0 (to get off probation) or a *quarterly* SPU GPA of at least 2.0 (to not advance on the probation scale), the student will advance to second quarter probation.

Second-Quarter Academic Probation

A student who has not earned a *cumulative* GPA of 2.0 or a *quarterly* GPA of 2.0 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 2.0 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.

Academic Dismissal

If a student on second-quarter probation (or second-quarter probation holding) does not earn a *quarterly* GPA of 2.0 (to hold advancement of probation) or raise their *cumulative* GPA to 2.0 (to get off probation),

the student will be dismissed from the University. The academic dismissal will be noted on the student's academic record, and the student will be notified via email by the University Registrar.

An undergraduate academically dismissed student can seek reinstatement to Seattle Pacific University through petition. Evidence of improved academic performance is a critical component to this petition process. A student seeking academic reinstatement will be required to meet the following criteria:

- Meet with their [academic counselor](#) to develop a plan for reinstatement
- Take a minimum of two quarters away from Seattle Pacific University (can include summer quarter)
- Enroll in at least 15 pre-approved transferrable credits at a two- or four-year college or university, earning at least a 2.5 GPA (the 15 required credits cannot exceed four courses). Courses must be pre-approved as sufficiently rigorous by the academic counselor.
- Submit an [Academic Reinstatement Petition](#)
- Students who earn a 3.3 GPA in the pre-approved courses will be guaranteed academic reinstatement (also called Pathway One). Students who do not earn a 3.3 GPA or higher (Pathway Two) will also be required to provide (along with petition materials) a letter of reference from a faculty advisor and/or instructor of a past SPU course.

If the student petitioning has not been enrolled at Seattle Pacific University for more than five years, the he or she may be eligible for Academic Renewal. Students in this pathway would be able to petition for reinstatement without providing evidence of academic improvement through another institution.

Petitions are reviewed quarterly by the Academic Reinstatement Committee which is comprised of the University Registrar, Director of General Education for Undergraduate Curriculum, chair of AARC, and the Associate VP for Student Success, with input from the Undergraduate Academic Counseling office.

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 2.0 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 other support staff before a registration hold applied to the student's records will be lifted.

Walking/Participating in Commencement

To be eligible to participate in Commencement ceremonies, a student must be able to complete all degree requirements during the calendar year in which Commencement ceremonies take place. For instance, those who plan to participate in Commencement in June 2021 must be able to complete all degree requirements by the end of Winter Quarter 2021, Spring Quarter 2021, Summer Quarter 2021, or Autumn Quarter 2021.

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.

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

Use of I, N, HW, and 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. “I” grades should not be issued only because a student has failed to complete the required course work. 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. 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 “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.

Academic Integrity and Appeals

Academic Integrity

Expectations regarding academic integrity are outlined in the [Undergraduate Catalog](#). Additional expectations may be defined in the class syllabus and/or department policy handbooks. Questions about academic integrity expectations and procedures may be directed to department chairs, School or College Deans, or Cindy Price, Vice Provost for Academic Affairs, (206) 281-2179 or cprice@spu.edu.

Academic Appeals

Students wishing to appeal an academic decision can find the necessary policies and procedures in the [Undergraduate Catalog](#).

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:

- 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.
- 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.
- 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.

V. Special Programs/Cohorts

Ascent Program

The first-year Ascent Program is a cohort-based program focusing on building academic skills and supporting first-year students in their transition to college. Students are invited to the cohort based on various factors known to predict lower than average college persistence.

Students complete a 5-credit fall quarter course, GS 1000: Foundations for Academic Success, which provides assistance with academic skills including writing and research. This course fulfills UCOL 1000 for these students. Students then complete designated WRI 1000 sections during winter quarter.

Students receive an academic scholarship, priority registration during their first year, and additional peer support and academic advising.

Contact: Dr. Andrew Ryder, Director of General Education aryder@spu.edu

Student-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 Department about all of the regulations that apply to student-athletes. Compliance questions/concerns should always be directed to the Athletics Department. 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 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.
- SPU strongly recommends that athletes average 15 credits per quarter. By doing so, students should be able to graduate in four years.

Contact: Shelby Stueve, stueves@spu.edu, 206-281-2973

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. There are a very few exceptions to this policy, which require approval from the Office of International Student Services 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 Office of International Student Services.

Be aware that Federal regulations permit students to engage in off-campus practicum and/or internship experiences only with approval from the Office of International Student Services. Students should be referred to ISS to ensure government regulations are met and documentation supplied to the government, as required.

Contact: International Student Services, iss@spu.edu, 206-281-2550

Pre-Professional Health Studies (PPHS)

Students interested in pursuing training and a career in the health sciences, such as a physician, dentist, optometrist, physical therapist, pharmacist, or veterinarian, are provided specialized faculty advising and coaching to prepare them for acceptance into graduate-level professional health programs. Supporting courses include: PPHS 1200, 1800, 3400, and 4600.

More information can be found on the [PPHS website](#).

Contact: Dr. Derek Wood, woodd1@spu.edu, 206-281-2955

Honors Program

The SPU Honors Program is an accelerated alternative to the regular General Education curriculum for intellectually curious and academically motivated students at Seattle Pacific University. It requires fewer overall credits, but in a challenging, inquiry-based, and inclusive program that asks University Honors students to go deeper into the key questions at the heart of our lives, our faith, and our world.

Successful completion of all requirements leads to a Bachelor of Arts degree in Honors Liberal Arts as a second or co-major only. All honors students must complete a second major. The unique requirements for Honors students are reflected in their Banner Degree Checklist.

SPU Honors is also a close-knit community of students and faculty members committed to academic excellence in a spirit of dialogue, collaboration, and intellectual hospitality. We are guided by the key liberal arts question “What does it mean to be human?” and the foundational curricular values of interdisciplinarity, critical inquiry, equity, inclusion, and service.

Contact: Dr. Chris Chaney, cchaney@spu.edu, 206-281-2409

VI. Campus Advising/Support Resources

Important Disclaimer: Due to COVID-19, in-person availability and services are likely to vary from what's listed below. Please consult department websites for the most current information on offerings.

Campus Pastors

2nd SUB | um@spu.edu | 206-281-2966 | spu.edu/um

An opportunity to talk about life, faith, doubt, relationships, vocation, the future, and the Bible. While not counseling, another resource for students to connect on questions of faith. UM will refer students on to the Student Counseling Center or local pastors as needed.

Center for Career and Calling (CCC)

2nd SUB | ccc@spu.edu | 206-281-2485 | spu.edu/ccc

Helps students to discover purpose and passion in their lives, with career and vocation counselors, employer connections, and help with your job search. Undergraduates can schedule one-on-one appointments with a career counselor in person at the CCC front desk, by phone at 206-281-2485, or on their [Handshake account](#) – click on the “Career Center” tab and then on “Appointments.” Handshake can help you find jobs and internships. Please sign-up!

Same day walk-ins for résumé and cover letter reviews are available from 3 – 5 p.m. each weekday. Simply stop by the CCC to sign-up for a 20-minute slot.

Center for Learning (CFL)

Lower Moyer Hall | cfl@spu.edu | 206-281-2475 | spu.edu/cfl

Offers guidance and resources to help students succeed, with one-on-one tutoring and peer mentoring, study-skills workshops, and [Disability Support Services](#). It is located in Lower Moyer. You can reach them at 206-281-2475.

Computer and Information System (CIS)

Lower Marston Hall | help@spu.edu | 206-281-2982 | spu.edu/cis

SPU's help desk for all things related to hardware, software, email, networking, or Internet issues.

Health Center

Watson Hall | healthservices@spu.edu | 206-281-2231 | spu.edu/administration/health-services

Located in Watson Hall (206-281-2231) offers primary care, wellness visits, and other medical services. This service is available to all students.

International Student Services (ISS)

Lower Moyer Hall | iss@spu.edu | 206-281-2550 | spu.edu/current-students/international-students

The International Student Services Office 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.

Library

Ames Library | circ@spu.edu | 206-281-2228 | spu.edu/library

Besides a wealth of resources (online and in print), the Library provides help with research projects. Contact a Librarian in your discipline for personalized help getting started with research for a paper.

[The Research, Reading and Writing Studio](#) located on the first floor of the library serves current students seeking to read, write, and research better. We come alongside students at any stage of the writing process, offering strategies for how to move forward with their own projects. No appointments are necessary.

Multi-Ethnic Programs (MEP)

2nd SUB | mep@spu.edu | 206-281-2598 | spu.edu/mep

Multi-Ethnic Programs exists to support students from racially, ethnically, and culturally diverse backgrounds and identities, and to help them find a home at Seattle Pacific University. MEP offers family of support and provides students with opportunities to build community, connect to resources, and develop as leaders.

Student Counseling Center (SCC)

Watson Hall | scc@spu.edu | 206-281-2657 | spu.edu/scc

Located in Watson Hall offers undergraduates a wide variety of services, from crisis intervention and health or nutritional counseling (including eating disorder treatment) to relationship and group counseling, psychiatric evaluations, consultations, and education. You can reach them at 206-286-2657. The service is free of charge, up to 6 sessions.

Student Academic Services (SAS)

Demaray Hall 120/151 | sasinfo@spu.edu | 206-281-2031 | spu.edu/sas

Located on the first floor of Demaray Hall helps with scheduling and catalog concerns, or questions about course sequences, transfer credits, transcripts, veterans education benefits, and more. They can be reached at 206-281-2031.

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.

Also see page 34 for full SAS contact list.

Student Financial Services (SFS)

Demaray Hall 010 | sfs-info@spu.edu | 206-281-2061 | spu.edu/sfs

Located on the lower level of Demaray Hall can help students with financial aid questions, and with everything from payments and billing, to loans, grants, scholarships, and the all-important FAFSA form. Call for an appointment 206-281-2061.

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 to a [Student Financial Services Counselor](#) who oversees their 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.

Contact: Email sfs-info@spu.edu, visit the [SFS website](#) or call (206) 281-2061.

Study Abroad

Lower Moyer Hall | studyabroad@spu.edu | 206-281-2853 | spu.edu/studyabroad

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. You can help by informing, advising, and debunking study abroad myths.

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: The cost to study abroad varies depending on length, location, and type of program. Students can participate in short-term SPU Global Seminars, quarter, semester, or year-long programs. Depending on the type of program, students may be eligible to use their SPU scholarships, loans, and state & federal financial

aid. Study abroad advisors will work with students to determine which program will best fit their budget and financial needs.

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.

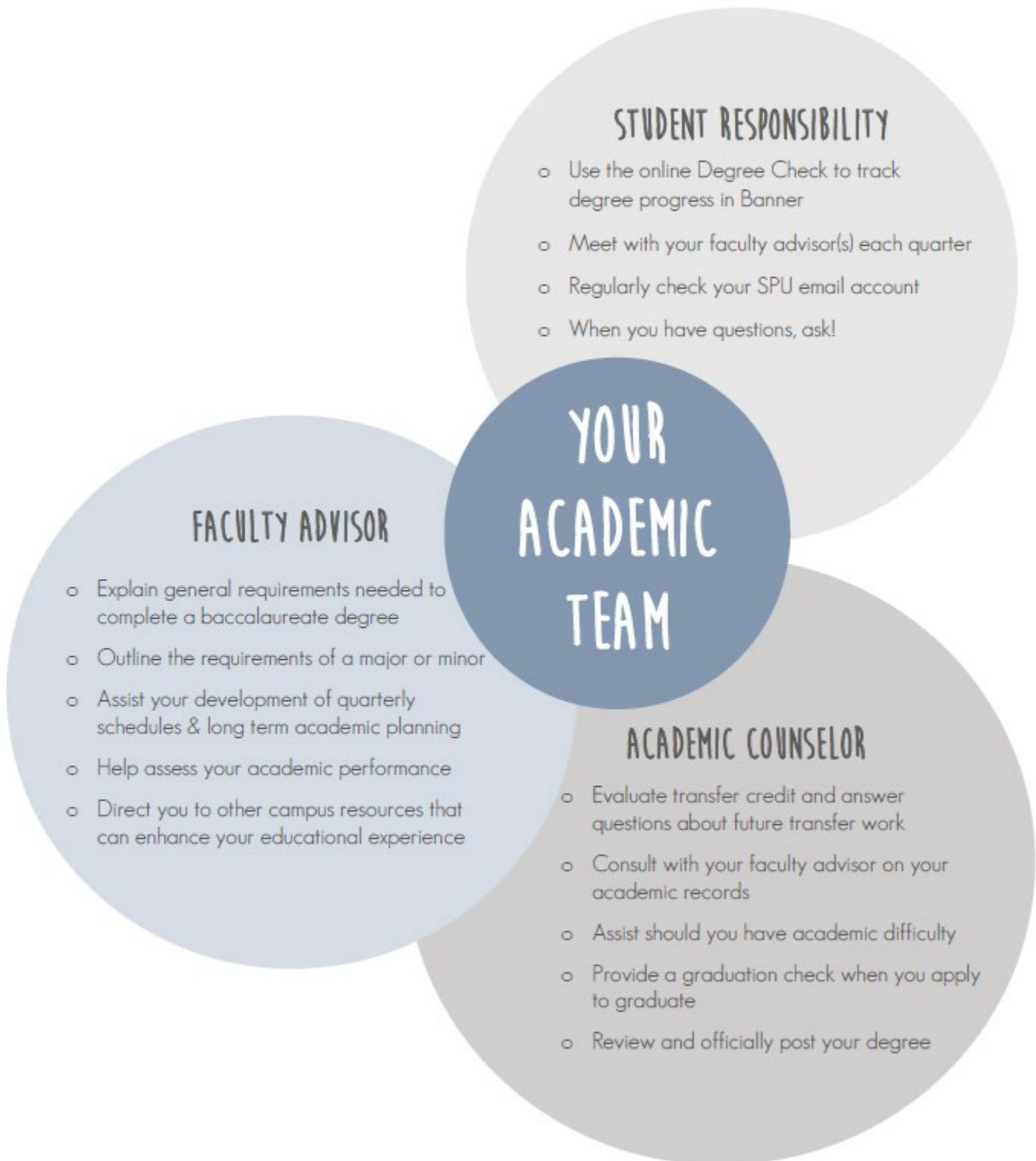
Fact: Employers increasingly want workers who can work cross-culturally and speak another language. Study abroad is one of the best ways (often the only way) for students to acquire marketable international qualifications, cross-cultural competency and proficiency in a second language. In addition to 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.

VII. Additional Materials

Academic Team



Student Academic Services Referral Chart

Main Student Academic Services Line: 206 281 2032
 SAS General Email: sasinfo@spu.edu

Transcript Information: 206 281 2034
 SAS Tech Team: sastech@spu.edu

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

Name	Position	Phone	Email
**Kenda Gatlin	University Registrar	206 281 2569	kgatlin@spu.edu
**Debbie Crouch	Senior Associate Registrar Academic Support	206 281 2446	dcrouch@spu.edu

Academic Progress, Undergraduate Academic Counseling: *Including transfer credits, study abroad approvals, academic probation, academic petitions, degree posting and diplomas (International student assignments in parenthesis)*

Counselor Name	Student Last Names	Phone	Email
Annette Rendahl	A-Dd	206 281 2539	arendahl@spu.edu
**Mark Sullivan	De	206 281 2661	markm@spu.edu
Kate O'Donnell	Df-He (A-Le)	206 281 2324	odonnellk2@spu.edu
Jazmyne Krienen	Hf-Mam	206 281 2245	krienenj@spu.edu
Jim Kim	Man-Ri	206 281 2255	jimkim@spu.edu
Alison Howard	Ro-Ti, (Li-Z)	206 281 2542	howara@spu.edu
Ingrid Steele	To-Z	206 281 2578	isteele@spu.edu

Academic Progress, Graduate Programs: *Including transfer credits and degree posting*

Name	Function	Phone	Email
Taylor Kortman	Degree Posting	206 281 2568	kortmant@spu.edu
**Serena Severance	Transfer Credits, Degree Check Questions	206 281 2840	ssevera@spu.edu

Catalog: *Including course information, changing curriculum, narrative and degree requirements: UG, GR and DR*

Name	Function	Phone	Email
**Debbie Crouch	Narrative/Curriculum changes/Degree requirement review	206 281 2446	dcrouch@spu.edu
Rachel Johanson	Degree Requirements and Course Information (BANNER)	206 281 2635	johansonr@spu.edu

Continuing Education: *Including all 5000 level courses, CPE/CEU/PTU registration, grading*

Name	Position	Phone	Email
Kay Knierim	Sr. Coordinator, Continuing Education Registration	206 281 2556	kknierim@spu.edu

Enrollment: *Including UG student goals and New Student Advising program*

Name	Function	Phone	Email
**Debbie Crouch	Enrollment goals, enrollment planning, statistics	206 281 2446	dcrouch@spu.edu
**Mark Sullivan	New Student Advising Program	206 281 2661	markm@spu.edu

FERPA (Family Educational Rights and Privacy Act) Questions:

Name	Position	Phone	Email
**Kenda Gatlin	University Registrar	206 281 2569	kgatlin@spu.edu
**Debbie Crouch	Senior Associate Registrar Academic Support	206 281 2446	dcrouch@spu.edu

Grades (Degree-Level Courses):

Name	Position	Phone	Email
**Kenda Gatlin	University Registrar	206 281 2569	kgatlin@spu.edu

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

Name	Position	Phone	Email
Rachel Johanson	Academic Publications Coordinator	206 281 2635	sasinfo@spu.edu

Major/Minor Online Application: *Including oversight, program updates*

Name	Function	Phone	Email
Taylor Kortman	Grad and Doctoral Program Changes	206 281 2568	kortmant@spu.edu
**Serena Severance	Workflow questions/problems, dept. approver, changes	206-281 2840	ssevera@spu.edu

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	kortmant@spu.edu

Rooms/Room Scheduling: *Including class room assignments, changes and room attributes*

Name	Position	Phone	Email:
Rachel Johanson	Academic Publications Coordinator	206 281 2635	SASRooms@spu.edu

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	howara@spu.edu

Time Schedule: *Including questions on using Courseleaf to set up classes, instructor changes, cancelling classes and changes to class offerings*

Name	Position	Phone	Email
Rachel Johanson	Academic Publications Coordinator	206 281 2635	SASRooms@spu.edu

Technology and Data: *Including reporting related to students and their majors/minors, Banner-related questions, data integrity*

Name	Function	Phone	Email
**Serena Severance, Torrey Landgraf, Chad Steele	Technology team: lists of students in majors or programs, admin banner support, reference for Argos and Tableau student reporting	206 281 2840	sastech@spu.edu

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	isteel@spu.edu

Veterans and Military: *Including certifying enrollments to VA, certificates of eligibility, lists for military requests*

Name	Position	Phone	Email
Kay Knierim	VA Certifying Officer	206 281 2556	kknierim@spu.edu

** denotes individuals on the SAS Leadership Team

School Year Advising Suggestions

Consider using the suggestions in the [Called Field Guide](#) for vocational advising.

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 their WKSS requirement.
- Students who are experiencing academic difficulty should be referred to appropriate campus support services (see pages 29-31). 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 29-31 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, or 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.
- Ensure that the student has a faculty advisor(s) for in their selected major area(s) of study. If they remain undeclared, or truly undecided but still having declared a major, their original first-year advisor can continue to work with them.
- 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 them 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.