



NOTICE TO STUDENTS ENROLLED IN A WAL CLASS FOR UNIVERSITY CREDIT THROUGH SEATTLE PACIFIC UNIVERSITY

Welcome to Washington Academy of Languages. We anticipate a productive learning experience for you. Because you are enrolled in this program for university credit, there is some special information you should know:

REGISTRATION

The second class session is the last day to register for university credit through Seattle Pacific University. It is also the last day to withdraw from the SPU credit option with a refund. SPU will not issue any refund after the second class meeting. For Summer Intensive courses the deadline for registration and withdraw is only open on the first day of class.

ATTENDANCE

Because WAL programs are intensive and rapidly paced, it is important that you attend every class. If you anticipate being absent for a compelling reason (illness, emergency, etc.), please talk with your instructor about making up the class work and homework. Students enrolled for university credit must attend at least 24 class hours. All students enrolled for university credit must take the final examination.

GRADING

In order to receive a passing grade, you must attend class regularly and for the full amount of time, you must complete any assignments required by the teacher with a passing grade, and you must pass the final exam. Your grade will be recorded and issued on an SPU transcript at the end of the quarter in which your WAL registration occurs. Undergraduate SPU/WAL classes may be taken for pass/fail (Pass/No Credit) with permission only. **Courses must be taken for a letter grade for the course to apply to an endorsement or certificate. WAL follows the SPU grading system. See their online course catalog for more information.**

INCOMPLETES AND WITHDRAWALS AFTER THE SECOND CLASS MEETING

Official incompletes and withdrawals must follow required procedures: a written request giving a valid reason (illness, change of work schedule) must be submitted to the Registrar at WAL by the last day of the session. Students electing to take an official incomplete have a maximum of one year to remove the incomplete from their transcript. Incompletes not removed within the one-year period automatically change to a "F" or "NP" grade. **Arrangements for make-up of incomplete work should go through the WAL Registrar.**

TRANSCRIPTS

Upon completion of the course, your grade is recorded and mailed to the Registrar at Seattle Pacific University. SPU will issue grade reports at the end of the quarter in which your WAL registration occurred. Grade reports are issued automatically and free of charge for the first time. Thereafter, transcripts are issued upon receipt of a written request to SPU. Requests must include your full name, social security number, the term dates of your WAL enrollment, the class title and number (e.g., Education 5299), Computer Reference Number (found on your pink copy of your official SPU enrollment form), and the address to which the transcript should be sent. There is a small charge for transcripts requested: please call SPU for the current fee. Transcript requests can be made in the SPU Registrar's Office or addressed to Registrar's Office; Seattle Pacific University; 3307 3rd Ave W; Seattle, WA 98119