Student's Name ___________________________ Student ID# ___________________________ Date ___________________________

Total credits earned ___________________________

I request to take the following course in SPS:

________ Fall _______ Spring _______ Summer _______ of Year _______

Course Number ___________________ Course Title ___________________ # of Credits ______________

Print your rationale for taking this course through SPS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student’s Signature ___________________________ Date ______________

SPS Advisor ___________________________ Signature ___________________________ Date ______________

This petition must be approved by the Registrar Signature ___________________________ Date ______________

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

For Registrar’s Office Use Only

Date Received in Office ___________________________ Date added to student schedule ___________________________

School of Professional Studies Petition Guidelines for Traditional Undergraduate Students

GUIDELINES
1. Corban SPS students petitioning to take a SPS class must be in junior or senior standing and is unable to schedule the required course through the regular day school program.

2. Tuition for SPS courses: $420 per semester hour.

3. Dependents of Corban employees who wish to utilize the “employee dependent tuition benefit” for SPS courses must meet the requirements stated in #1. The tuition benefit applies only if the total units per semester do not exceed 17 and there is the minimum number of paying students in the class.

PROCEDURE:
1. **BEFORE** completing the petition, please inquire with SPS office as to course availability. (503-375-7590)

2. Complete the petition, obtain the required signatures and return to the Registrar’s Office.

3. The student will be contacted once they have been registered for the SPS course.

GUIDELINES:
4. Check with the Director of Financial Services to make sure it doesn’t affect your financial aid.

**NOTE:** YOU MUST HAVE A COMPLETED COPY OF THIS PETITION (including all required signatures) IN ORDER TO REGISTER FOR A SPS CLASS. CLASSES FILL QUICKLY, SO IT IS IMPORTANT TO PLAN AHEAD.