

**Saint Louis University — Madrid Campus
Petition to Exchange Courses
After the Registration Period**

**Form
#23D**

Section 1 Student	_____ Student Name	_____ Student ID
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Section 2 Course Information	<p>State why an exchange in courses is being requested after the registration period.</p> <p>Semester (fall/winter/spring/summer and year) _____</p> <p>Section to Exchange:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Current Subject, Number and Section (CRN)</th> <th style="width: 50%; padding: 5px;">New Subject, Number and Section (CRN)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;"><i>SPAN-1020-01 (12345)</i></td> <td style="text-align: center; padding: 5px;"><i>SPAN-1020-02 (12346)</i></td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </tbody> </table>	Current Subject, Number and Section (CRN)	New Subject, Number and Section (CRN)	<i>SPAN-1020-01 (12345)</i>	<i>SPAN-1020-02 (12346)</i>		
Current Subject, Number and Section (CRN)	New Subject, Number and Section (CRN)						
<i>SPAN-1020-01 (12345)</i>	<i>SPAN-1020-02 (12346)</i>						

Section 3 Signature	<p>I understand and acknowledge that:</p> <p>* The Office of the University Registrar will update my registration on my behalf.</p> <table style="width:100%; border: none;"> <tr> <td style="width: 80%; border-top: 1px solid black; padding-top: 5px;"> Student Signature </td> <td style="width: 20%; border-top: 1px solid black; padding-top: 5px;"> Date </td> </tr> </table>	Student Signature	Date
Student Signature	Date		

Section 4 Approvals	<table style="width:100%; border: none;"> <tr> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;"> Instructor Name </td> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;"> Signature </td> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;"> Date </td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;"> Dean/Director Name </td> <td style="border-top: 1px solid black; padding-top: 5px;"> Signature </td> <td style="border-top: 1px solid black; padding-top: 5px;"> Date </td> </tr> </table>	Instructor Name	Signature	Date	Dean/Director Name	Signature	Date
Instructor Name	Signature	Date					
Dean/Director Name	Signature	Date					

- Form Procedures**
1. Student completes sections 1 and 2, and acknowledges request in section 3.
 2. Student requests Instructor and Dean permission in section 4.
 3. Student submits form to the Office of the University Registrar