

Saint Louis University Petition for Undergraduate Off-Campus Enrollment

Form #7

Section 1 Student	<hr/>	<hr/>	<hr/>
	Student Name	Student ID	Student Email
	<hr/>	<hr/>	<hr/>
	Primary Program/Major	Total Earned Hours	Student Phone #

Section 2 Institution	<hr/>	<hr/>	<hr/>
	Institution Name	State	Institution Website
	Is this institution on a semester or quarter hour system? Semester <input type="checkbox"/> Quarter <input type="checkbox"/>		

Section 3 Justification	State in clear and concise sentences why you are requesting off-campus enrollment.

Section 4 Requested Courses	Semester to study off-campus (summer, fall, or spring and year) _____						
	Students must attach a printed listing from Transferology verifying how the course(s) will transfer to Saint Louis University.						
	If the course(s) are listed as “maybe,” a request must first be made to have the course(s) articulated via Transferology .						
	Instructions for using Transferology can be found here . Note: Study Abroad courses must be approved by following the process outlined here .						
	Off-Campus Course Subject and Number	Off-Campus Course Title	Credit Hours	Course Dates	Online Course (Y/N)	UUC, Major, Minor, or Elective	SLU Articulated Course
	<i>Ex. COMM-152</i>	<i>Principles of Comm</i>	<i>3</i>	<i>8/24 - 12/16</i>	<i>N</i>	<i>Elec</i>	<i>CMM-1200</i>

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Section 5
Acknowledgements

I understand and acknowledge that:

- * I plan on enrolling in only the courses listed on this petition.
- * I will submit a revised version of this form if there are any changes to my registration.
- * Credit will not be given for courses that are not listed on this petition.
- * Students are limited to nine (9) credits of off-campus coursework taken after their first semester.
- * Only courses completed with a grade of 'C' or higher will be accepted as transfer credit.
- * 30 of the final 36 credits must be completed through Saint Louis University or an approved Study Abroad program.
- * Course registration may be subject to the off-campus institution's criteria and/or testing.
- * International students must inform the Office of International Services of off-campus enrollment.
- * Upon completion of off-campus courses students will forward, from the off-campus institution, no later than the first week of the following semester either
 1. a sealed official transcript, to One Grand Blvd. St. Louis, MO 63103 or
 2. an official electronic transcript to registrar@slu.edu.

Student Signature

Date

Section 6
Approval

Advisor/Department Name

Signature

Date

Dean Name

Signature

Date

Form Procedures

1. Student completes sections 1, 2, 3 and 4 and attaches the a course articulation listing.
2. Student acknowledges policies related to off-campus course enrollment, section 5.
3. Student submits petition to Advisor and/or Department (depending on college/school procedures) for first approval, section 6.
4. Advisor/Department submits approved petition to Dean for final approval.
5. Dean approves via signature, section 6, notifies student and retains in student file.