

Petition by an Undergraduate Student to Enroll in Graduate School Coursework

Name (Please print; last name first) _____

SID ____ - ____ - _____ E-mail Address _____ Local Phone No. _____

Undergraduate College/School _____ Cum. GPA _____/4.00

Total Credit-Hours Earned to Date _____ Area-of-Concentration Credit-Hours Earned to Date _____

This Petition is for the Fall Spring Summer Sessions 20 ____ - ____ (Term _____)

Graduate coursework listed is intended to fulfill undergraduate degree requirements for potential advanced graduate credit toward a graduate degree in

If box on the right, above, is checked, print anticipated major field on line. → _____

Desired Graduate Coursework:

Dept.- Course No. - Section	Credit-Hours	Instructor	Approval*
_____	_____	_____	_____
_____	_____	_____	_____

Date: _____ Student's Signature: _____

Required Records-Check and Approvals:

Instructor(s): Approval(s)* must be indicated on the designated line(s) above.

Student's Undergraduate Major-Field Chairperson: _____

Academic Eligibility Checked (See reverse side of form.) _____

Dean of Undergraduate College/School _____

Dean of The Graduate School _____
(Date) (Signature)

If Petition Is Denied, at Any Stage in Processing It, State Reason: _____

Date: _____ Signature: _____

The original of this form is filed with the Undergraduate Dean Dean of The Graduate School
Copies of the form sent to the Student Major-Field Chairperson Dean Registrar's Office

Refer to the Second Page of this Form for Conditions of Eligibility and Procedural Instructions.

Formal Instructions and Conditions of Eligibility

1. This petition-form is available in undergraduate Deans' offices, in the office of Graduate School Admissions, Room 117 of Verhaegen Hall, Frost Campus, and on the Graduate School's Webpage.
2. Only degree-seeking (Classified), undergraduate, Saint Louis University students may request permission to enroll in courses in The Graduate School, and this petition-form must be used.
3. To become eligible to enroll in graduate coursework for a specific term, the undergraduate student must complete and sign the initial portion of the petition-form; subsequently s/he must submit the form to the area-of-concentration/major-field chairperson. Necessary for approval are the following items:
 - a. The student must hold senior standing (90 or more credit-hours successfully completed toward the baccalaureate degree) before the start of the academic term for which permission is sought.
 - b. The student must possess, through the most recently concluded academic term, cumulative and upper-division grade-point averages of at least 2.7 and 3.0, respectively, on a 4-point scale.
 - c. The student must have completed most of the area-of-concentration/major-field requirements and any and all prerequisites for the graduate course(s) in which enrollment is desired.
 - d. If this petition pertains to a Fall or Spring semester registration, the total enrollment for the Term may not exceed fifteen (15) credit-hours including six or fewer at the 500-level or above. If this petition pertains to a Summer Sessions registration, no more than six credit-hours total, including three or fewer at the 500- or 600-level, will be permitted during a six- or an eight-week session.
4. The petitioning process must be completed during the Pre-registration or Continuing Registration period prior to the specified academic term. For approval of the petition, all individual approvals (graduate-course instructor[s], student's major-field chairperson and undergraduate Dean, and the Dean of The Graduate School) must be secured. If the petition is denied, the reason for the denial is to be indicated in the appropriate space on the form. Regardless of the decision, the student will receive a copy of the processed petition-form.
5. If the petition is approved, the original petition-form is to be filed with the undergraduate Dean if the graduate course(s) are to fulfill undergraduate requirements. The original form will remain in the Office of The Graduate School if advanced credit in a Master's or Doctoral program offered through The Graduate School is sought. In either case the Registrar will receive a copy of the approved petition, and the student's SLU permanent record will be appropriately annotated.
6. Approval of the petition to take coursework at the 500-level or above for potential advanced graduate credit does not guarantee entry into Classified (degree-seeking) status in The Graduate School, nor does it replace or alter any procedural step associated within the process of applying for admission to The Graduate School. Furthermore, no graduate course can fulfill both an undergraduate and a graduate degree-requirement.
7. If approved, this petition pertains only to the one academic term specified. A new petition must be initiated for each semester or summer-sessions during which the undergraduate student desires to take graduate coursework.
8. In general, with reference to this petition-form, "graduate" refers to 500- or 600-level coursework and The Graduate School. Because some 400-level coursework is acceptable toward fulfillment of requirements for a graduate degree in many fields, an undergraduate student may (and must) use this form to seek permission to take a 400-level course for potential advanced graduate credit. Finally, this form may not be used to seek permission to take postbaccalaureate coursework in a School or College of the University other than The Graduate School.