

Saint Louis University Petition for Graduate Off-Campus Enrollment

**Form
#20**

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

Section 2 Institution	<hr/> Institution Name	<hr/> State	<hr/> Institution Website
	<i>For institutions part of the Inter-University exchange program please use the Inter-University Registration Form.</i>		

Section 3 Course	Semester (fall/spring/summer and year)	<hr/>
	Course (subject, number and section)	<hr/>

Section 4 Justification	State in clear and concise sentences why a <i>Petition for Graduate Off-Campus Enrollment</i> is being submitted.

Section 5 Syllabi	Obtain and attach a syllabus of the course requested.

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Section 6
Acknowledgements

I understand and acknowledge that:

- * I plan on enrolling in only the previously listed course and that I must request permission to enroll in any additional courses that are not included in this petition.
- * A maximum of six credits of work may be approved for transfer toward fulfillment of graduate degree requirements.
- * Course work that was part of a Master's degree program completed elsewhere will not be approved for transfer.
- * Only courses completed with a grade of 'B' or higher will be accepted as transfer credit.
- * Courses taken on a Credit/No Credit or Pass/Fail basis will not be considered for transfer.
- * 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 the listed course I will complete the *Petition for Transfer of Graduate Credit*, which includes providing an official transcript of the course.

Student Signature

Date

Section 7
Approval

Advisor/Department Name

Signature

Date

Graduate Dean/Director

Signature

Date

Form Procedures

1. Student completes sections 1, 2, 3, and 4.
2. Student attaches a course syllabus.
3. Student acknowledges policies related to off-campus course enrollment, section 6.
4. Student submits petition to Advisor and/or Department (depending on college/school procedures) for first approval, section 7.
5. Advisor/Department submits approved petition to Graduate Dean/Director for final approval.
6. Graduate Dean/Director approves via signature, section 6, notifies student and retains form.