**Saint Louis University**

**Petition for Undergraduate Off-Campus Summer Enrollment**

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Student Name</th>
<th>Student ID</th>
<th>Student Email</th>
<th>Current Major</th>
<th>Total Earned Hours</th>
<th>Student Phone #</th>
</tr>
</thead>
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<thead>
<tr>
<th>Section 2</th>
<th>Institution Name</th>
<th>Institution Website</th>
<th>Is this institution on a semester or quarter hour system?</th>
<th>Semester</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Is this institution a community college?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
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<tr>
<th>Section 3</th>
<th>Requested Courses</th>
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Please list the requested courses below. For “SLU Articulated Course” either enter the articulated course or ‘Requested’ when requested through the online Off-Campus Articulation Request Form.

- All courses must be articulated through the Office of the University Registrar prior to enrolling in off-campus summer courses.
- Students must either:
  1. verify the requested course(s) have been previously articulated by attaching a printed listing from the website below or
  2. if not articulated, submit the course through the online Off-Campus Articulation Request Form.
- Previously articulated off-campus courses and the online request form are available at [www.slu.edu/services/registrar/offcampus](http://www.slu.edu/services/registrar/offcampus).
- The Office of the University Registrar will notify students as courses, submitted through the online Off-Campus Articulation Request Form, are articulated. This process may take 2-4 weeks.

<table>
<thead>
<tr>
<th>Off-Campus Course Subject and Number</th>
<th>Off-Campus Course Title</th>
<th>Credit Hours</th>
<th>Online Course (Y/N)</th>
<th>Core, Major, Minor, or Elective</th>
<th>SLU Articulated Course</th>
<th>SLU Substitution (for Dean’s office use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. COMM-152</td>
<td>Principles of Comm</td>
<td>3</td>
<td>N</td>
<td>Elec</td>
<td>CMM-120</td>
<td></td>
</tr>
</tbody>
</table>
I understand and acknowledge that:

* I plan on enrolling in only the previously listed courses and that I must request permission to enroll in any additional courses that are not included in this petition.
* No more than twelve semester hours of credit earned between the end of the Saint Louis University Spring semester and the start of the Saint Louis University Fall semester of any one-year may be credited toward a degree from Saint Louis University.
* Only courses completed with a grade of ‘C’ or higher will be accepted as transfer credit.
* The last thirty (30) credit hours must be completed at Saint Louis University.
* 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.
* I will forward a sealed official transcript from the off-campus institution no later than the first week of the Fall semester, to the Saint Louis University Office of the University Registrar.

Student Signature

Date

Advisor/Department Name

Signature

Date

Dean Representative Name

Signature

Date

Form Procedures

1. Student completes sections 1, 2 and 3 and attaches the printed articulated listing.
   * For courses that have not been previously articulated, student must request through the online Off-Campus Articulation Request Form.
2. Student acknowledges policies related to off-campus course enrollment, section 4.
3. Student submits petition to Advisor or Department (depending on college/school procedures) for first approval, section 5.
4. Advisor/Department submits approved petition to Dean Representative for final approval.
5. Dean Representative approves via signature, section 5, notifies student and retains in student file.