

Saint Louis University – Madrid Campus
Petition to
Correct Course Credits

Form
#22

Section 1
Student

_____ **Student Name**

_____ **Student ID**

Section 2
Course

This petition may only be used to request changes to variable credit courses after the late registration period.

Semester (fall/spring/summer and year)

Course Subject, Number and Section

CRN (course reference number)

Correct Course Credits

Section 3
Acknowledgements

I understand and acknowledge that:

- * An increase in course credits may result in additional tuition charges.
- * Decreasing course credits may delay the completion of a student's academic program and result in a later graduation date.

_____ **Student Signature**

_____ **Date**

Section 4
Approval

_____ **Instructor**

_____ **Signature**

_____ **Date**

Form Procedures

1. Student completes sections 1 and 2.
2. Student acknowledges policies related to course credit change in section 3.
3. Student ask instructor for permission for the course credit change in section 4.
4. Student submits petition to the Office of the University Registrar.