

Saint Louis University – Madrid Campus
Petition for Course Audit

Form
#3

Section 1
Student

Student Name

Student ID

Student Email

Primary Program/Major

Total Earned Hours

Student Phone #

Section 2
Course

Semester (fall/spring/summer and year)

Course (subject, number and section)

Section 3
Student Justification

State in clear and concise sentences why a Petition for Course Audit is being submitted.

Section 4
Instructor Conditions

If instructor agrees to the course audit state in clear and concise sentences the conditions to be met by the student auditing this course.

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Section 5
Acknowledgements

I understand and acknowledge that:

- * Students will not receive academic credit for a course taken on an audit basis and therefore the course will not count toward attempted credits, earned credits or graduation requirements.
- * Enrollment in audit courses will be indicated on academic transcripts as a grade of 'AU'.
- * If the conditions authorized in the Petition for Course Audit are not met, the instructor may request an authorized withdrawal of the student.
- * A course registered for credit may be changed to audit **only** through the last day of the add/drop period. A course registered for audit may be changed to credit **only** through the last day of the add/drop period.

Student Signature

Date

Section 6
Approvals

Instructor Name

Signature

Date

Advisor/Department Name

Signature

Date

Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student meets with course Instructor to establish conditions of the audit and records them in section 4 and Instructor approves via signature in section 6. If not approved, instructor retains.
3. Student acknowledges audit conditions and policies related to a course audit in section 5.
4. Student meets with Advisor (Undergraduate) or Department (Graduate) to discuss Petition for Course Audit and receives approval via signature in section 6.
5. Advisor/Department submits approved Petition for Course Audit to the Office of the University Registrar.
6. Advisor/Department notifies student of approval.
7. Office of the University Registrar records the approved Audit on the student's record.

Registrar's Office - Padre Arrupe Hall, 1st Floor
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<http://slu.edu/madrid>