

**Saint Louis University – Madrid Campus**  
**Petition to Add Courses**  
**After the Registration Period**

**Form**  
**#14**

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

<b>Section 2</b> <b>Justification</b>	<p>State in clear and concise sentences why a Petition to Add Courses After the Registration Period is being submitted.</p>
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<p><b>Semester (fall/spring/summer and year)</b> _____</p>						
<b>Section 3</b> <b>Course</b>	Subject, Number & Section	CRN	Course Title	Credit Hours	Instructor Signature	Date
	<i>Ex. COMM-1520-01</i>	<i>12345</i>	<i>Principles of Comm</i>	<i>3</i>		<i>mm/dd/yyyy</i>

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Section 4  
Approval

\_\_\_\_\_

**Advisor/Department**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

Section 5  
Approval

\_\_\_\_\_

**Dean**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

Section 6  
Acknowledgements

**I understand and acknowledge that:**

- \* Adding courses may result in additional tuition and fees.

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**

**Form Procedures**

1. Student completes sections 1, 2 and 3.
2. Student acknowledges policies related to enrolling in post-baccalaureate course work in section 6.
3. Student meets with course instructor(s) to discuss Petition to Add Courses After the Registration Period and receives approval via signature in section 3.
4. Student meets with advisor/mentor to discuss Petition to Add Courses After the Registration Period and receives approval via signature in section 4.
5. Student submits petition to Dean and receives approval via signature in section 5.
6. Dean submits petition to the Office of the University Registrar.

Registrar's Office – Padre Arrupe Hall, 1st Floor

Avenida del Valle, 34 - 28003 - Madrid, Spain (+34) 91 554 58 58

<https://www.slu.edu/madrid/services-and-departments/registrar>