

Saint Louis University Petition for Post-Baccalaureate Course Work

**Form
#12**

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

Section 2 Course	Semester (fall/spring/summer and year)	<hr/>
	Course (subject, number and section)	<hr/>

Section 3 Justification	State in clear and concise sentences why a Petition for Post-Baccalaureate Course Work is being submitted.

Section 4 Approval	<hr/>	<hr/>	<hr/>
	Instructor Name	Signature	Date

Section 5 Approval	<hr/>	<hr/>	<hr/>
	Department Representative	Signature	Date

Section 6 Approval	<hr/>	<hr/>	<hr/>
	Graduate Dean/Director	Signature	Date

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Section 7
Acknowledgements

I understand and acknowledge that:

- * Students must be classified as seniors to enroll in courses numbered 5000 and above.
- * Prerequisites for courses in question must be fulfilled prior to the first meeting of the course.
- * Students must have at least a 3.00 cumulative grade point average.
- * Students may not enroll in more than a total of 6 credits (or 2 post-baccalaureate courses, whichever is greater) in courses numbered 5000 and above.
- * Students total combined enrollment (undergraduate and post-baccalaureate) for the semester may not exceed the following course load:
 - * Fall or Spring - 15 credits or 5 courses, whichever is greater.
 - * Summer - 6 credits or 2 courses, whichever is greater.
- * All credit earned for courses numbered 5000 and above will be applied toward the completion of student's undergraduate program and degree requirements, unless petitioned and approved to apply toward a post-baccalaureate degree through their college/school. Therefore the associated grades for the courses numbered 5000 and above will be calculated in the cumulative undergraduate grade point average.

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 7.
3. Student meets with course instructor to discuss Petition for Post-Baccalaureate Course Work and receives approval via signature in section 4.
4. Student meets with academic department to discuss Petition for Post-Baccalaureate Course Work and receives approval via signature in section 5.
5. Student submits petition to Graduate/Professional Dean/Director and receives approval via signature in section 6.
6. Graduate/Professional Dean/Director grants approval for student to register in requested course.
7. Graduate/Professional Dean/Director notifies student to register through Banner Self-Service.