

**Saint Louis University – Madrid Campus**  
**Petition to Enroll in SPS Course**  
**by non-SPS Student**

**Form**  
**#35**

Section 1  
Student

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Primary Program/Major

\_\_\_\_\_  
Total Earned Hours

\_\_\_\_\_  
Student GPA

Section 2  
Justification

State in clear and concise sentences why a Petition Enroll in SPS Course by non-SPS Student is being submitted.

Section 3  
Course

**Semester (fall/spring/summer and year)** \_\_\_\_\_

Subject, Number & Section	CRN	Course Title	Credit Hours	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

\_\_\_\_\_ **Dean of Home College/School**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**

Section 5  
Approval

\_\_\_\_\_ **Dean of SPS**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**

Section 6  
Acknowledgements

**I understand and acknowledge that:**

- \* The approval by the Dean of the Home College or School does not guarantee registration in the requested course.
- \* Petitions will be reviewed by the School for Professional Studies two weeks prior to the first day of the term.
- \* 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 submits petition to Dean's Office of Home College/School and receives approval via signature in section 4.
4. Dean's Office of Home College/School submits petition to Dean of the School for Professional Studies.
5. Petitions will be reviewed by the School for Professional Studies two weeks prior to the first day of the term.

**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>