

Saint Louis University

Petition for Undergraduate Off-Campus Enrollment

Form #7

Section 1 Student

Student Name

Student ID

Student Email

Primary Program/Major

Total Earned Hours

Student Phone #

Section 2 Institution

Institution Name

State

Institution Website

 Is this institution on a semester or quarter hour system? Semester

 Quarter

 Is this institution a community college? Yes

 No

Section 3 Requested Courses

Semester to study off-campus (summer, fall, or spring and year)

Please list requested courses to study off-campus.

In the "SLU Articulated Course" column either enter the articulated course or the word 'Requested' when submitted through the online Off-Campus Articulation Request Form.

- All courses must be articulated through the Office of the University Registrar prior to enrolling in off-campus courses.
- Students must either:
 1. verify the requested course(s) have been previously articulated by attaching a printed listing from the website below or
 2. if not articulated, submit the course through the online Off-Campus Articulation Request Form, print the confirmation page and attach to this petition.
- Previously articulated off-campus courses and the online request form are available at www.slu.edu/services/registrar/offcampus.
- The Office of the University Registrar will notify students as courses, submitted through the online Off-Campus Articulation Request Form, are articulated. This process may take 2-4 weeks.

Off-Campus Course Subject and Number	Off-Campus Course Title	Credit Hours	Online Course (Y/N)	Core, Major, Minor, or Elective	SLU Articulated Course	SLU Substitution (for Dean's office use only)
<i>Ex. COMM-152</i>	<i>Principles of Comm</i>	<i>3</i>	<i>N</i>	<i>Elec</i>	<i>CMM-120</i>	

Saint Louis University
Petition for Undergraduate
Off-Campus Enrollment

Form
#7

Section 4
Acknowledgements

I understand and acknowledge that:

- * I plan on enrolling in only the previously listed courses and that I must request permission to enroll in any additional courses that are not included in this petition.
- * No more than twelve (12) semester hours of credit earned between the end of the Saint Louis University Spring semester and the start of the Saint Louis University Fall semester of any one-year may be credited toward a degree from Saint Louis University.
- * Only courses completed with a grade of 'C' or higher will be accepted as transfer credit.
- * The last thirty (30) credit hours must be completed at Saint Louis University.
- * Course registration may be subject to the off-campus institution's criteria and/or testing.
- * International students must inform the Office of International Services of off-campus enrollment.
- * Upon completion of off-campus courses, students will forward, from the off-campus institution, no later than the first week of the following semester either
 1. a sealed official transcript, to the Office of the University Registrar, One Grand Blvd. St. Louis, MO 63103 or
 2. an official electronic transcript to registrar@slu.edu.

Student Signature

Date

Section 5
Approval

Advisor/Department Name

Signature

Date

Dean Name

Signature

Date

Form Procedures

1. Student completes sections 1, 2 and 3 and attaches the printed articulated listing.
2. Student acknowledges policies related to off-campus course enrollment, section 4.
3. Student submits petition to Advisor and/or Department (depending on college/school procedures) for first approval, section 5.
4. Advisor/Department submits approved petition to Dean for final approval.
5. Dean approves via signature, section 5, notifies student and retains in student file.