

**Saint Louis University**  
**Petition for**  
**Post-Baccalaureate Course Work**

**Form**  
**#12**

Section 1  
Student

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

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

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

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

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

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

Section 2  
Course

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

**Course (subject, number and section)** \_\_\_\_\_

Section 3  
Justification

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

Section 4  
Approval

\_\_\_\_\_  
**Instructor Name**

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

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

Section 5  
Approval

\_\_\_\_\_  
**Department Representative**

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

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

Section 6  
Approval

\_\_\_\_\_  
**Graduate Dean/Director**

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

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

Registrar's Office

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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.

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**Student Signature**

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**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.

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