

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

registrar-madrid@slu.edu • <https://slu.edu/madrid>