

**Saint Louis University - Madrid Campus**  
**Petition for Undergraduate**  
**Off-Campus Enrollment**

**Form**  
**#7**

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

<b>Section 2</b> Institution	<hr/>	<hr/>	<hr/>
	<b>Institution Name</b>	<b>State</b>	<b>Institution Website</b>
	Is this institution on a semester or quarter hour system? Semester _____ Quarter _____		

<b>Section 3</b> Justification	<p><b>State in clear and concise sentences why you are requesting off-campus enrollment.</b></p>
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<b>Section 4</b> Requested Courses	<b>Semester to study off-campus (summer, fall, or spring and year) _____</b>					
	Students must attach a printed listing from <a href="#">Transferology</a> verifying how the course(s) will transfer to Saint Louis University.					
	If the course(s) are listed as “maybe,” a request must first be made to have the course(s) articulated via <a href="#">Transferology</a> .					
	Instructions for using Transferology can be found <a href="#">here</a> . Note: Study Abroad courses must be approved by following the process outlined <a href="#">here</a> .					
	Off-Campus Course Subject and Number	Off-Campus Course Title	Credit Hours	Online Course (Y/N)	Core, Major, Minor, or Elective	SLU Articulated Course
	<i>Ex. COMM-152</i>	<i>Principles of Comm</i>	<i>3</i>	<i>N</i>	<i>Elec</i>	<i>CMM-1200</i>

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Section 5  
 Acknowledgements

**I understand and acknowledge that:**

- \* I plan on enrolling in only the courses listed on this petition.
- \* I will submit a revised version of this form if there are any changes to my registration.
- \* Credit will not be given for courses that are not listed on 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.
- \* 30 of the final 36 credits must be completed through Saint Louis University or an approved Study Abroad program.
- \* 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 Avenida del Valle 34, 28003 Madrid or
  2. an official electronic transcript to [registrar-madrid@slu.edu](mailto:registrar-madrid@slu.edu).

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

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

Section 6  
 Approval

\_\_\_\_\_  
**Advisor/Department Name**

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

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

\_\_\_\_\_  
**Dean Name**

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

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

**Form Procedures**

1. Student completes sections 1, 2, 3 and 4 and attaches the a course articulation listing.
2. Student acknowledges policies related to off-campus course enrollment, section 5.
3. Student submits petition to Advisor and/or Department (depending on college/school procedures) for first approval, section 6.
4. Advisor/Department submits approved petition to Dean for final approval.
5. Dean approves via signature, section 6, notifies student and retains in student file.

Registrar's Office

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