

Saint Louis University Petition to Add Current Course(s) After the Registration Period

Form
#14

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

Section 2 Justification	<p>State in clear and concise detail why a Petition to Add Course After the Registration Period is being filed.</p>
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This form can only be used for courses in the current semester. To petition to add course for prior semesters students must use the [Petition for Revision of Academic Record](#).

Semester (fall/spring/summer and year) _____

Section 3 Course	Subject Number & Section	CRN	Course Title	Credit Hours	Instructor	Date
	Ex. COMM-1520-01	12345	Principles of Comm	3		mm/dd/yyyy

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Section 4 Approval	Advisor/Department	Signature	Date
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Section 5 Approval	Dean	Signature	Date
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Section 6 Acknowledgements	<p>I understand and acknowledge that:</p> <p>!</p> <p>!</p>		
	Student Signature	Date	

Form Procedures	
	<ol style="list-style-type: none"> 1. Student completes 2 and 3. 2. Student completes attached course request form. 3. Student completes Petition to Add Courses After the Registration Period and e-mails to advisor. 4. Student advisor completes Petition to Add Courses After the Registration Period and e-mails to advisor. 5. Student completes and e-mails to Dean's Office. 6. Dean's Office forwards to the University Registrar.