Saint Louis University – Madrid Campus

Petition for Course Audit

Form #3

Section 1 Student

Student Name	Student ID	Student Email
Primary Program/Major	Total Earned Hours	Student Phone #

Section 2 Course

Semester (fall/spring/summer and year) _____

Course (subject, number and section) _____

Section 3 Student Justification

State in clear and concise sentences why a Petition for Course Audit is being submitted.

Section 4 Instructor Conditions

If instructor agrees to the course audit state in clear and concise sentences the conditions to be met by the student auditing this course.

Saint Louis University – Madrid Campus

Petition for Course Audit

Form #3

Section 5 Acknowledgements

I understand and acknowledge that:

- Students will not receive academic credit for a course taken on an audit basis and therefore the course will not count toward attempted credits, earned credits or graduation requirements.
- Enrollment in audit courses will be indicated on academic transcripts as a grade of 'AU'.
- If the conditions authorized in the Petition for Course Audit are not met, the instructor may request an authorized withdrawal of the student.
- A course registered for credit may be changed to audit **only** through the last day of the add/drop period. A course registered for audit may be changed to credit **only** through the last day of the add/drop period.

Student Signature _____ **Date** _____

Section 6 Approvals

Instructor Name _____ **Signature** _____ **Date** _____

Advisor/Department Name _____ **Signature** _____ **Date** _____

Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student meets with course Instructor to establish conditions of the audit and records them in section 4 and Instructor approves via signature in section 6. If not approved, instructor retains.
3. Student acknowledges audit conditions and policies related to a course audit in section 5.
4. Student meets with Advisor (Undergraduate) or Department (Graduate) to discuss Petition for Course Audit and receives approval via signature in section 6.
5. Advisor/Department submits approved Petition for Course Audit to the Office of the University Registrar.
6. Advisor/Department notifies student of approval.
7. Office of the University Registrar records the approved Audit on the student's record.