

# Saint Louis University Petition to Exchange Courses After the Registration Period

Form  
**#23D**

<b>Section 1 Student</b>	_____ <b>Student Name</b>	_____ <b>Student ID</b>
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<b>Section 2 Course Information</b>	<p><b>State why an exchange in courses is being requested after the registration period.</b></p>  <p><b>Semester (fall/winter/spring/summer and year)</b> _____</p> <p><b>Section to Exchange:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Current Subject, Number and Section (CRN)</th> <th style="width: 50%; padding: 5px;">New Subject, Number and Section (CRN)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;"><i>SPAN-1020-01 (12345)</i></td> <td style="text-align: center; padding: 5px;"><i>SPAN-1020-02 (12346)</i></td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </tbody> </table>	Current Subject, Number and Section (CRN)	New Subject, Number and Section (CRN)	<i>SPAN-1020-01 (12345)</i>	<i>SPAN-1020-02 (12346)</i>		
Current Subject, Number and Section (CRN)	New Subject, Number and Section (CRN)						
<i>SPAN-1020-01 (12345)</i>	<i>SPAN-1020-02 (12346)</i>						

<b>Section 3 Signature</b>	<p><b>I understand and acknowledge that:</b></p> <p>* The Office of the University Registrar will update my registration on my behalf.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border-top: 1px solid black; padding-top: 5px;">_____</td> <td style="width: 30%; border-top: 1px solid black; padding-top: 5px;">_____</td> </tr> <tr> <td style="padding-top: 5px;"><b>Student Signature</b></td> <td style="padding-top: 5px;"><b>Date</b></td> </tr> </table>	_____	_____	<b>Student Signature</b>	<b>Date</b>
_____	_____				
<b>Student Signature</b>	<b>Date</b>				

<b>Section 4 Approvals</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;">_____</td> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;">_____</td> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;">_____</td> </tr> <tr> <td style="padding-top: 5px;"><b>Instructor Name</b></td> <td style="padding-top: 5px;"><b>Signature</b></td> <td style="padding-top: 5px;"><b>Date</b></td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">_____</td> <td style="border-top: 1px solid black; padding-top: 5px;">_____</td> <td style="border-top: 1px solid black; padding-top: 5px;">_____</td> </tr> <tr> <td style="padding-top: 5px;"><b>Dean/Director Name</b></td> <td style="padding-top: 5px;"><b>Signature</b></td> <td style="padding-top: 5px;"><b>Date</b></td> </tr> </table>	_____	_____	_____	<b>Instructor Name</b>	<b>Signature</b>	<b>Date</b>	_____	_____	_____	<b>Dean/Director Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____											
<b>Instructor Name</b>	<b>Signature</b>	<b>Date</b>											
_____	_____	_____											
<b>Dean/Director Name</b>	<b>Signature</b>	<b>Date</b>											

<p><b>Form Procedures</b></p> <ol style="list-style-type: none"> <li>1. Student completes sections 1 and 2, and acknowledges request in section 3.</li> <li>2. Student requests Instructor and Dean permission in section 4.</li> <li>3. Student submits form to the Office of the University Registrar</li> </ol>
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