

Saint Louis University
Academic Records Revision
Credit Change Appeal

Form
#45

Section 1
Student & Semester

Student Name

Student ID

Phone #

Email

Semester (fall/winter/spring/summer and year)

Course Reference Number (CRN)

Course Subject/Number/Section

Section 2
Student Justification

State in clear and concise sentences why a Credit Change Appeal is being submitted after the add/drop period.

Section 3
Instructor Justification

State in clear and concise sentences the support for a credit change and academic records revision after the add/drop period.

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Section 4
Acknowledgements

I understand and acknowledge that:

- * Students should have registered for the correct credits at the time of enrollment.
- * A Petition for Academic Revision of Records will only be considered up to one year (12 months) after the end of the term in which the course was taken or up to one year (12 months) after the deadline for an approved Course Extension (Incomplete Grade).

Student Signature

Date

Section 5
Approvals

Current Credits

Requested Revised Credits

Instructor Name

Signature

Date

Form Procedures

1. Student completes sections 1 and 2.
2. Student acknowledges conditions and policies related to a credit change appeal in section 4.
3. Instructor justification for a revision of credits in section 3.
4. Instructor requests revised credit and approves via signature in section 5.
5. Instructor submits petition to the the Office of Academic Affairs along with the [Petition for Revision of Academic Record](#).