

UNDERGRADUATE RECEIVING GRADUATE CREDIT: TRANSCRIPT NOTATION PETITION

Name: _____ B-Number: _____

Local Address: _____ Email: _____

I am an undergraduate student within **eight (8) credits** of completing my undergraduate degree. I request the following graduate course(s) be noted as graduate credit on my transcripts:

Semester _____

Course Name _____ Number _____ Credit Hours _____

Course Name _____ Number _____ Credit Hours _____

Student Signature _____ Date (mm/dd/yyyy) _____

Student Accounts (Student Wing, Room 117)

Students who are state financial aid recipients NYS TAP etc. must see a Student Account representative.

I have discussed the ramifications of this petition on the student's state financial aid with the above named student.

Student Accounts Representative _____ Date _____

Financial Aid (Student Wing, Room 119)

Students who are federal financial aid recipients must see a financial aid counselor.

I have discussed the ramifications of this petition on the student's federal financial aid with the above named student.

Financial Aid Counselor _____ Date _____

Student Records (Student Wing, Room 119)

According to the DARS report dated _____, the above named student is within eight credits of graduation and does not need the course(s) listed to complete his/her undergraduate degree.

Student Records Representative _____ Date _____