

# 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 \_\_\_\_\_

***\*\*Must be submitted prior to the start or during the semester student is taking the course\*\****

Student Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

***\*\*Students who are federal and state financial aid recipients must see a financial aid counselor first.\*\****

**Financial Aid** (Admissions Center, Room 112)

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** (Admissions Center, Room 112)

According to the DARS or Degree Works Audit 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 \_\_\_\_\_