UNDERGRADUATE RECEIVING GRADUATE CREDIT: TRANSCRIPT NOTATION PETITION

Name: ____________________________ B-Number: ______________

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 ____________________________

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<th>Course Name</th>
<th>Number</th>
<th>Credit Hours</th>
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**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 or 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 financial aid with the above named student.

Financial Aid Counselor ____________________________ Date ________

Student Records (Admissions Center, Room 112)

According to the 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 ________