

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 _____

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 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 _____