

# 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 \_\_\_\_\_