Finance Program – Retention for FALL 2014
Instructions for Transcript Review Form
College of Business at Northern Illinois University

The Department of Finance Transcript Review Form should be submitted during the semester a student is enrolled in UBUS 310 (or the semester prior to enrolling in the finance core). All NIU students are eligible to declare a major in Finance; however, students must meet the following criteria to be retained in the upper-level Finance program:

1. Complete and return the Transcript Review Form (on reverse side) to the Department of Finance, Barsema Hall 236, by **Friday, March 7, 2014**.

2. Meet the Overall Cumulative GPA requirement set by the Department of Finance. **The minimum GPA requirement is 2.75*, however space is limited in the upper-level finance program and a more competitive GPA may be necessary.**

   * Based on TOTAL hours from ALL schools attended (NIU & Transfer GPA), not including this semester.

3. Complete both UBUS 310 and ACCY 306 with a C or better.

4. If a C or better is not earned in UBUS 310 and ACCY 306, the student will be required to repeat and submit a new Transcript Review Form for the following semester.

Students may not enroll in any 300- or 400- level FINA courses without first meeting the above requirements. Once these requirements are met, it is not necessary to go through this application process again.

Submitting the Transcript Review Form:
Students submitting this form to the Department of Finance will be notified of the results by email the week of March 17, 2013. Be sure that all college transcripts are on file with the NIU Office of Registration and Records. It is the student’s responsibility to provide all transcript information.

Return completed form to: Department of Finance (Front Desk Receptionist)
Northern Illinois University
Barsema Hall 236
DeKalb, IL 60115
Fax: (815) 753-0504
Phone: (815) 753-1114

*NOTE: Submission of this form does **NOT** declare your major. **Major declarations** are completed in the Undergraduate Studies in Business Office, Barsema Hall 201.
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Print CLEARLY!

Date: ______________________

Mr. or Ms. ______ Name: ____________________________ Z ID # ____________________________

Mailing Address: _________________________________________________________________
Street
City ____________________________ State ____________________________ Zip _________________

Phone: ____________________________

E-mail: __________________________________________ Receiving messages from FINA E-Mail Group? YES NO

Transfer School(s): _________________________________________________________________

Attempted Transfer Hours: _________________ Transfer Cumulative GPA: _________________
(Ex.: 3.2/4.0)

Total NIU Hours: _________________ NIU Cumulative GPA: _____________________________

http://www.niu.edu/myniu/ *Overall Cumulative GPA: _____________________________

* The GPA requirement is based on TOTAL hours from ALL schools attended. It is the students’
responsibility to provide all transcript information. Use another sheet of paper if necessary.

Please check ALL of the following that apply:

[ ] Presently enrolled in UBUS 310 [ ] Presently enrolled in ACCY 306
[ ] Already completed UBUS 310 [ ] Already completed ACCY 306
   with a C or better with a C or better

Please sign below indicating that you have read the instructions on the reverse side of this sheet.

Student Signature: _________________________________

For Office Use Only:

UBUS 310 _______
ACCY 306 _______

Application Rec’d: _______________ Letter Sent: _______________ [ ] Retain [ ] Deny [ ] Wait List

NOTES: