

**Finance Program – Retention for FALL 2009**  
**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 **Wednesday, March 4, 2009**.
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 UBUS 310 with a C or better.
4. If a C or better is not earned in UBUS 310, the student will be required to repeat UBUS 310 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 and letter (please allow a minimum of 7 working days AFTER the Transcript Review deadline)**. 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)  
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: \_\_\_\_\_

Name: \_\_\_\_\_ Z ID # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

\_\_\_\_\_ Phone: \_\_\_\_\_

City

State

Zip

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  
with a C or better

Already completed ACCY 306  
with a C or better

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

Student Signature: \_\_\_\_\_

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**For Office Use Only:**

UBUS 310 \_\_\_\_\_

ACCY 306 \_\_\_\_\_

Application Rec'd: \_\_\_\_\_ Letter Sent: \_\_\_\_\_  Retain  Deny  Wait List

NOTES: