Dear Advisors,

 We would like to provide more clarification regarding the previous email related to Undergrads taking Graduate courses:

There has been some confusion about the placement in the student record of graduate courses taken by undergraduates.  As of summer 2015, if a student does not specify whether the course is to be used for undergraduate or graduate credit, it will be placed in the student’s undergraduate record.  A petition will continue to be required for an undergraduate student to have a 400 or 500 level course placed in the post baccalaureate record, and senior status and minimum GPA requirement will continue.  **A petition will no longer be required if the student wishes to have the class placed in the undergraduate record.**

In addition, to avoid the situation of undergraduate students enrolling in graduate courses without permission, requesting the permission retroactively and that permission being denied, **we will be adding a prerequisite to all graduate classes that the students be in post baccalaureate standing**.  This is consistent with the definition of 500 level courses posted in the university catalog, "Courses open only to graduate and post-baccalaureate students, or seniors with prior approval.”

Please let us know if you have any questions about these procedures.

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