**Tracking Students**

The semester a student is admitted to the combined degree program, CCAS will place a level comment (Admitted BA/MA program Fall 2009) on the student’s graduate and undergraduate transcripts.

Once a student has been admitted to the combined degree program, he or she may take graduate level courses that will double count for both undergraduate and graduate degrees. No permission will be given to retroactively count courses taken prior to admission to the graduate portion of the program. No more than 25% of graduate credits can be double counted.

The Department must complete and submit a combined degree form. The plan of study outlined on this form cannot be revised.

Dual degree course work (those hours counting toward both programs) must have grades of "B" or better and will be counted towards both the student's CCAS undergraduate and graduate grade point averages.

In some cases, a student may have completed all undergraduate credit requirements (including double counted graduate level course work) as a result of AP or transfer credits. If such a student wants to take additional graduate level course work towards the graduate degree while still an undergraduate, a petition must be submitted to the Dean **before** enrolling in the additional graduate courses; no requests for retroactive credit will be approved. Please be aware that taking graduate level course work at the undergraduate level may affect the student’s financial aid - student should address questions to OSFA.

CCAS will verify that a student has completed the undergraduate degree before the student is permitted to take a full load of graduate course work.