**RETROACTIVE ADMISSION POLICY**

The BDIC major requires a commitment of four semesters in which six credits (or more) each semester are devoted to BDIC-related work. Most students are admitted to BDIC the semester in which they take BDIC 396P, the Proposal Writing Class. Allowances are made for transfers and re-entering students who need time to learn of the program and prepare for admission. Summer terms can be counted if at least six credits of BDIC interdepartmental courses, internships or independent study, approved by the faculty sponsor and faculty supervisor, are completed.

Students may be able to count up to four course or twelve credits taken as far back as three semesters before the semester in which they take the Proposal Writing class (this is considered the first BDIC semester). They must, however, complete at least two additional semesters of BDIC course work after the semester in which they take the proposal class.

**Request for Retroactive Admission**

Retroactive admission is not automatic; requests are reviewed on an individual basis. Accordingly, a request for retroactive admission should be justified within the proposal on the following grounds:

1) The retroactive period must be no longer than three semesters prior to the Proposal Writing class.

2) The courses taken in the retroactive period were at the 300-level or above and are clearly related to the student’s concentration.

3) **THE MAXIMUM RETROACTIVE CREDIT ALLOWANCE IS 12 CREDITS OR 4 CLASSES.**

*Note for Peer Advisors: A Clarification of Procedures*

The absolute retroactive credit limit is four courses and each course must have been within three semesters preceding the semester that the student is enrolled in BDIC 396P. The semester that the student is enrolled in 396P is considered the first of the student’s four BDIC semesters. If a student wishes to apply for retroactive credit, he/she should list the courses in question both on the curriculum form in the proposal and provide a longer description of the courses in the Exceptions section. The semester and year the courses were taken should be clearly stated, as should the reason the courses should be accepted.

It should never be assumed that retroactive courses will be accepted and the student should be prepared to use alternate courses if the retroactive courses are not accepted. The decision to accept these courses is ultimately made by that student’s supervisor.

If a student is requesting courses from more than one retroactive semester then the proposal will be reviewed by a committee consisting of the BDIC coordinator, director, and supervisors.