



Request to Consider Out of Date Courses for Currency of Credit

All courses applied towards a degree must be taken within:

7 years of degree completion for a Master's degree

9 years of degree completion for a Doctoral degree

5 years of completion for a Certificate

Students wishing to apply for readmission to a program after deactivation OR for admission to a new program whose courses are no longer current may write a request demonstrating their currency of knowledge for the courses. This request must be approved by the department or program that offered the course, the graduate program director or department chairperson of the student's current program (to which they are applying for readmission- or for new admission), and the Graduate College. The request must show that:

1. The course is foundational: the topics covered in the course are still relevant and the course content and discipline has not changed significantly in the time since the student took it. This requires approval from the faculty member who taught the course or the current department chairperson/director of the department that offered the course.

or

2. The student has been engaged in documented professional work related to the course for a significant period of time and thus their knowledge of course content is current. This must be approved by the department chairperson/director of the department that offered the course and by the student's current graduate program.

This form must be completed for each course for which currency of credit is being requested.

Please submit with appropriate signatures and back up material to the Graduate College for approval.

Student Name (please print)

Course Number and Title

**Faculty Director or Chair of dept. where
course was offered- Print Name**

Signature

Date

Faculty for course- Print Name

Signature

Date

**Program Director or Chairperson of
student's current program- Print Name**

Signature

Date

Graduate College Approval

Date