OVERAGE COURSE POLICY

RELEVANT POLICIES -- GRADUATE COLLEGE HANDBOOK

**6.3.4 Overage Courses**

A course is considered overage if it was taken beyond the time limit for the master’s or doctoral program (see [Chapter 4 for time limit requirements](http://www.grad-college.iastate.edu/handbook/chapter.php?id=4#ttd)) unless there was an exemption for the student’s specific program.

A written request for acceptance of overage courses should be submitted as an attachment to the POSC form. It should include the following:

* a justification for why the courses are still relevant,
* an assurance that the student has kept current with the information covered in the overage, and
* an explanation of how the student will be evaluated on overage material. Evaluation could include a written examination (a preliminary, qualifying, or comprehensive examination), evidence of satisfactory performance in course(s) for which the overage courses are prerequisites, or the completion of an audit in one or more current courses in the areas encompassed by the overage course. The object should be to determine whether the material learned in those courses is still timely and adequate. The evaluation method should be specified by the committee at the time the POSC form is submitted.

### 4.4.5 Time-to-Degree Limit

The Graduate College’s time-to-degree limit for all graduate students, both master's and Ph.D., is seven years**.  Graduate programs may establish more restrictive time-to-degree limits.** For example, at the program’s discretion, a student beginning a Ph.D. degree program at ISU with a master’s degree could be expected to complete the program within three or four or five years, while a student beginning a Ph.D. degree program without the master’s degree could be expected to complete the program within five or six or seven years. This is an option that would be enforced at the department level.  Requests to extend the seven-year time limit will only be considered in the event of rare circumstances involving medical or other extenuating situations.

Cases in which the student leaves ISU during his or her graduate career and later returns are dealt with individually by the POS committee and the Graduate College. The inclusion in the program of study of course work that is beyond the time limit (“over-age” courses) must be justified by the POS committee in a statement accompanying the submission of the program of study.

**Links to Relevant Policies in Graduate College Handbook:**

Chapter 4: http://www.grad-college.iastate.edu/handbook/chapter.php?id=4

Chapter 6: http://www.grad-college.iastate.edu/handbook/chapter.php?id=6