

Submitted December 5, 2017.

Expired Course Sub-committee: Drena Dobbs, Chair; Sebastian Speer, Graduate Staff; George Weston, Graduate Student.

**The Expired Course sub-committee recommends the following language for 6.3.4 (substantive change emphasized here, with full wording to follow)**

- Ph.D. students may use any number of credits up to ten years old and up to 36 credits that are more than eleven years old at the discretion of their POS committee and the DOGE, so long as no more than twelve of those credits are more than sixteen years old. Credits more than sixteen years old must have been earned in the completion of a previous graduate degree. Coursework that does not meet these stipulations may not be used without documented extenuating circumstances and petition to the Graduate College.

## Proposed 6.3.4 Expired Courses

The age of a course used on a POSC is defined as the time between the year the credits were earned and the year that the student graduates. A course is considered expired when its age is greater than the time limit for the master's or doctoral program. As indicated in [section 4.4.5 of the Graduate College Handbook](#), the Graduate College Time-to-Degree Limit is seven years. Graduate programs may establish more restrictive policies for both time-to-degree limits and expired course limits.

Typically, POSC forms include only age-compliant course credits, no older than seven years. Occasionally, a student and her or his POSC committee members may believe expired credits should be counted toward degree requirements. Recognizing the wide diversity of graduate programs at Iowa State University and the fact that students embark on graduate study under many different circumstances and with varying degrees of prior experience and/or education, the Graduate College offers the following procedure for the review of expired courses for possible inclusion on a POSC:

- Master's degree students may use any number of credits up to seven years old and up to 6 credits that were taken between eight and ten years prior to the graduating semester at the discretion of the POS committee and the DOGE. Master's students may not use more than six credits of courses on the POSC that are eight to ten years old or any credits that are more than 11 years old without documented extenuating circumstances and petition to the Graduate College.
- Ph.D. students may use any number of credits up to ten years old and up to 36 credits that are more than eleven years old at the discretion of their POS committee and the DOGE, so long as no more than twelve of those credits are more than sixteen years old. Credits more than sixteen years old must have been earned in the completion of a previous graduate degree. Coursework that does not meet these stipulations may not

be used without documented extenuating circumstances and petition to the Graduate College.

- Any expired coursework (coursework more than seven years old for master's students and more than ten years old for Ph.D. students) to be used on a POSC must be requested through an Expired Course Petition (<http://www.grad-college.iastate.edu/common/forms/index.php>) at the same time the POSC form is routed. This petition will include:
  - a justification for each course explaining why it is still relevant,
  - an assurance that the student has kept current with the information covered in the expired course, and
  - an explanation of how the student will be evaluated on expired course material. Evaluation could include a written examination (a preliminary, qualifying, or comprehensive examination), evidence of satisfactory performance in course(s) for which the expired courses are prerequisites, or the completion of an audit in one or more current courses in the areas encompassed by the expired 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.
- If the Graduate College approves the use of expired courses, it does so based in part on the year of expected graduation on the POSC. If a student does not graduate by the term indicated on the POSC, the approved use of expired courses is void, and a new petition must be submitted for approval. Students and faculty advisors should plan in advance for the possibility that additional courses will be required due to delays in graduation.

## Current 6.3.4 Expired Courses

The age of a course used on a POSC is defined as the time between when the credits were earned and when the student graduates. A course is considered expired when its age is greater than the time limit for the master's or doctoral program. As indicated in section 4.4.5 of the Graduate College Handbook, the Graduate College Time-to-Degree Limit is seven years. Graduate programs may establish more restrictive policies for both time-to-degree limits and expired course limits.

Typically, POSC forms include only age-compliant course credits, no older than seven years. Occasionally, a student and her or his POSC committee members may believe expired credits should be counted toward degree requirements. Recognizing the wide diversity of graduate programs at Iowa State University, and the fact that students embark on graduate study under many different circumstances and with varying degrees of prior experience and/or education, the Graduate College offers the following procedure for the review of expired courses for possible inclusion on a POSC:

- Although the time-to-degree limit is seven years, graduate courses (those at Iowa State University, or those documented as graduate-level from other appropriately accredited institutions) that are between eight to ten years old may be used toward a graduate degree with the approval of a student’s program of study committee and program DOGE(s). See the chart below for limits on these credits.
- Up to 24 expired graduate credits that are eleven to sixteen years old may be used on a doctoral POSC with approval of the Graduate College. Requests for approval are forwarded to the Graduate College from the student’s major professor(s) according to the following procedure:
  - Prior to approval of a POSC form, a written request for acceptance of the expired courses must be submitted to the program’s Director of Graduate Education for approval. The expired course request must be approved by the student’s program of study committee prior to the submission of the request to the DOGE, and 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.
- Expired courses beyond sixteen years of age are prohibited on all master’s POSC forms, but up to 12 credits from such courses may be included on doctoral POSC forms when the courses were taken in pursuit of an earned graduate degree and the student has been professionally engaged in the discipline continuously since the prior graduate degree was earned. Requests in this category must be directed to the Graduate College for consideration by completing an Expired Course Petition (<http://www.grad-college.iastate.edu/common/forms/index.php>).
- The following guidelines will be followed by the Graduate College for the number and age limits of expired credits allowed in a POSC:

	<b>8 - 10 Years</b>	<b>11 - 16 Years</b>
<b>Master's degrees</b>	6 credits	0 credits
<b>Ph.D.</b>	no limit	24 credits

- If the Graduate College approves the use of expired courses, it does so based in part on the year of expected graduation on the POSC. If a student does not graduate by the term indicated on the POSC, the approved use of expired courses is void. Students and

faculty advisors should plan in advance for the possibility that additional courses will be required due to delays in graduation.