



## **Directions for Course Currency**

The university sets time limits on students to earn the degree, credential, and/or certificate to ensure that students have reasonably current knowledge in those courses that comprise the graduate program for which a graduate degree, credential, and/or certificate is awarded.

When coursework taken at California State University, Sacramento has expired currency for inclusion in a graduate, credential, or certificate program, the academic unit **may allow** the student to validate that coursework by examination, subject to the following:

- Student must be fully classified in a graduate program OR accepted as a credential or certificate student
- Student must be in good standing in order to be eligible.

The following restrictions apply to the extension of course currency validation:

- Not more than 6 hours of the total credits in a master's program may be validated. Not more than 9 of the total credit units in a doctoral program may be validated.
- Only courses with a fixed content are eligible for validation (Independent study, research, field study, special topics courses, and workshops are ineligible.)
- Only those courses currently being taught by the department (offered in the course schedule in the last 4 years or 8 semesters) are eligible for validation. Courses taken at another university are not eligible for validation.
- To receive credit for currency, the student's course grade shall be equivalent to at least a "B" (3.0).
- Currency is extended for only one term. If the degree is not completed in the one term, then the course must be repeated for validation.

The only option available to students for an unsuccessful validation is to repeat the course.

### **Procedures**

Once the time limit for currency has elapsed for a course, the student should immediately contact his/her graduate committee chair or the department graduate, credential, or certificate advisor.

### **Student Instructions:**

1. Provide an explanation of how currency was maintained in the content area of each course that is now (or will be at time of graduation) beyond the time requirement.
  - Do not explain how you are using the knowledge learned in the courses, **but** how you have remained current in the subject area and built upon that knowledge (i.e., seminars, conferences, professional development courses, tutorials, subsequent coursework). Provide support documentation (i.e., CEU transcript, conference program(s), evidence of completion certification).
2. Please briefly describe why you were unable to complete your degree program within the time limit (e.g., 5 years for Ed.D., 7 years for master's degree).
3. Complete the course currency form and submit the form and all documentation to the department graduate coordinator or department chair.

Recognizing that departmental processes differ across campus, it is important that students contact the department advisor and/or graduate coordinator concerning currency validation. Please be advised that many departments only validate currency by repeat of a course. The deadline for submission of these documents is October 1 for the Fall term and February 1 for the Spring/Summer terms.



# Graduate Course Currency Certification Form

**SECTION ONE**

**STUDENTS MUST COMPLETE THIS SECTION FIRST\***

**DUE DATES - Fall Term: October 1 / Spring Term: February 1**

\* Attach items required by the instructions

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Currency Certification requested for (list only one course): \_\_\_\_\_

Instructor Of Record: \_\_\_\_\_ Grade: \_\_\_\_\_

Semester Course Completed:  Spring  Summer  Fall  Winter Year: \_\_\_\_\_

Plan to complete Culminating Experience work: \_\_\_\_\_ (list term)

**This is the only course for which I am seeking currency certification**  Yes  No

**NOTE: ONE (1) course per form**

**SECTION TWO**

**CERTIFYING FACULTY TO COMPLETE THIS SECTION**

Faculty Name: \_\_\_\_\_

If you are **NOT** the Instructor of Record for this course, **PLEASE CHECK ONE** of the following boxes and complete as appropriate:

I last taught this course in:  Spring  Summer  Fall  Winter Year: \_\_\_\_\_

I have never taught this course, but I am competent to certify the student's currency in this course for the following reasons: \_\_\_\_\_  
\_\_\_\_\_

**\* MUST ATTACH EXAM QUESTIONS / WRITTEN EXAM RESPONSES AND / OR PROFESSIONAL DOCUMENTS**

I have tested\* this student for currency in the above course on \_\_\_\_\_ by:

Review of professional documents and oral exam  written exam and interview

On the basis of this testing, I certify that this student is:

**current** in the course content (**Attach written letter with rationale for granting currency**)

**NOT** current (**Attach written rationale for not granting currency**)

This currency will remain effective until \_\_\_\_\_ (limited to one (1) term)  
Date

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION THREE**

**FOR DEPARTMENT APPROVAL \*\***

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Graduate Coordinator (Faculty) \_\_\_\_\_ Date \_\_\_\_\_

\*\* Graduate Coordinator must be a tenured / tenure-track faculty member

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**Must have signatures from at least two (2) faculty.**

**OFFICE OF GRADUATE STUDIES ONLY**

Petition:  Granted  Denied Comments: \_\_\_\_\_

\_\_\_\_\_  
Date

Dean, Graduate Studies

Date