

PROCEDURE

Number: 51-15
Title: Time Limits on Academic Credits
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 7/8/2025
Last Revision: 7/8/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-15 Time Limits on Academic Credits

Other:

Procedure Description

Purpose

To establish and implement a process through which academic departments may define, apply, and revise time limits on course credits to ensure students' knowledge remains current and aligned with program requirements and industry standards.

Procedure

1. Determination of Time Limits on Course Credits

Academic departments will review courses to determine whether the content or learning outcomes have a limited period of relevancy due to advancements in the discipline, changes in technology, or regulatory requirements.

- This determination must be supported by documented academic or industry standards, best practices, or credentialing/licensure criteria.
- Faculty within the discipline will lead the review and provide a written rationale for any proposed time limit.
- Recommendations will be submitted to the Vice President for Academic Affairs (VPAA) for review and final approval.

- Approved time limits will be documented and utilized by the Registrar's Office when evaluating graduation eligibility and transfer credit decisions.

2. Proposals for New Time Limits or Changes to Existing Time Limits

A faculty member or appropriate academic administrator may initiate a proposal to introduce a new time limit or modify an existing one.

The initiator is responsible for gathering departmental input and completing all procedural steps as outlined below:

Step 1: Proposal Development

- In consultation with the VPAA, the initiator drafts a formal proposal detailing the recommended time limit and the supporting rationale (e.g., accreditation guidelines, current industry standards, course relevance).
- **For courses with an existing time limit:** The initiator must include documentation to justify the proposed change.
- **For courses without an existing time limit:** The initiator must collaborate with program faculty to develop and document the need for establishing a time limit.

Step 2: Departmental Review

- The proposal must be reviewed and endorsed by the faculty within the academic department prior to submission.

Step 3: Curriculum Review

- The initiator submits the proposal to the Curriculum and Instruction Committee (CIC) for evaluation and recommendation.

Step 4: Administrative Approval

- CIC submits its recommendation to the VPAA.
- Upon approval, the VPAA will notify the CIC, the Registrar's Office, and all impacted academic units of the change.

- **For new time limits:** Notification includes the effective date and any transition considerations for current students.
- **For changes to existing time limits:** Notification includes justification, effective date, and applicable student cohorts.

Documentation and Implementation

- The Registrar will maintain an up-to-date record of course time limits for use in graduation audits and transfer evaluations.
- Academic advisors and program coordinators will be informed of all approved time limits and changes to ensure consistent application.