

Dakota County Technical College
Petition to Use Expired Technical Course Credit

Technical coursework completed *more than five years prior to a student's anticipated graduation date* is considered expired, and needs to be evaluated and approved for use in meeting degree requirements by a subject matter expert faculty in the specific program or discipline related to the desired award.

Student Name: _____ Student or Star ID: _____

Expired Course Subject, Number, and Title	Term and Year Taken	Credits

Criteria Used in Approving Use of Expired Credits

Please indicate the criteria used to determine that credits from the above expired coursework should be used to complete the requirements of the award being sought by the student. Check all that apply.

____ A. The student has provided evidence that the knowledge, skills and competencies gained in the expired coursework have been used in subsequent employment settings or other relevant experiences.

____ B. The expired coursework was theory-based, comprised of lecture credits only, and did not include a lab component.

____ C. Higher level coursework was subsequently and successfully completed that built upon and required the knowledge, skills or competencies initially mastered in the expired coursework.

____ D. The expired coursework will only be used to fulfill the elective credit requirements of the student's declared major..

____ D. Other (Please describe): _____

Subject Matter Expert Review and Approval

By signing below, I verify that I have conducted a review of all related documentation needed to approve this petition, and if requested, can provide copies of such materials to Academic Affairs.

Name of Subject Matter Expert (Please Print): _____

Subject Matter Expert Signature : _____ Date: _____

Administrative Approval

Note: The appropriate Dean will indicate final approval before forwarding the petition to the Registrar's Office, which will reactivate or enter the expired course credits in the DARS audit report system.

Dean Signature: _____ Date: _____

Registrar Signature: _____ Date: _____