

# GRADUATE COURSE CURRENCY FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: [www.usf.edu/graduate-studies/about/contactus.aspx](http://www.usf.edu/graduate-studies/about/contactus.aspx)

## PURPOSE

This form is used for those students seeking to include coursework taken since enrolling in their current USF Graduate Program over the University time limit (see Graduate catalog for [Academic Policies](#)). This does not include courses from previously completed degrees applied to a USF PhD or those that were officially transferred into the Degree Program from USF or other institutions.

## REQUIREMENTS

Documentation accompanying this request must demonstrate that the course previously taken contains content and learning outcomes that closely resemble those of the equivalent USF course taught within the last two academic years. Courses that are listed in the course inventory, but not taught in the past two years, are not eligible for course currency.

## CHECKLIST

Documentation for this request must include:

- A Time Limit Extension Request/Graduate Transfer of Course form.
- A copy of the Course Currency form for each course for which currency is requested.
- The syllabus from the original course in which the student was enrolled or a syllabus for the same course taught within two years of the course taken by the student.
- The syllabus from the current course taught within the past two years

If the documentation supports course currency, the instructor should approve the request and comment how the currency is demonstrated