



Guidelines for Major Schools in Evaluating Petitions to Waive the 10-year Rule

Petitions for a waiver of the 10-year rule must be reviewed by the student's major school with the following parameters in mind. The link to the Catalog policy below explains the rule in more detail. The School must either recommend a waiver of the rule to allow the course to be used to meet degree requirements or invalidate the course as over-age and not allow it to count toward degree requirements.

<https://catalog.gatech.edu/rules/13>

1. Determine from the transcript which courses fall under the 10-year rule. This is determined by counting backward from the student's anticipated date of graduation. This should be done at the point of readmission when a student has a gap in enrollment that resulted in coursework 'aging-out' under this rule.
2. The student should be advised that some courses have fallen under the 10-year rule and may have to be validated by the unit that provided the instruction.
3. The student should also be advised that more courses may fall under this rule if their time to graduation is extended further, beyond that is currently anticipated.
4. The major advisor should make an initial assessment of which courses could impact the student's performance in future courses. For the courses that did contain content or skill development that could negatively impact performance in future courses, the academic advisor should discuss more widely with the School leadership and determine if any validation must be required. This might involve consultation with another academic unit.
5. There might be situations in which a student took a course more than 10 years ago, but in the intervening years took courses related to it, worked in an environment where the knowledge and skills would have been put into regular practice, or that the student taught courses with similar material. The academic unit can take this kind of 'validation' into consideration in determining whether the course can continue to count toward the degree.
6. Once the unit's recommendation is made regarding which courses, if any, should be invalidated and, therefore, not applied toward degree requirements, a petition to the faculty must be submitted outlining which courses should be exempted from the 10-year rule, and which should not.
7. If a course is determined to be invalid via the petition process, the academic unit has the option to allow a student to take a different course in its place to achieve similar knowledge or skills. The student may not have to repeat the invalidated course, at the discretion of the academic unit.

8. If the student has decided on their own that they need to repeat courses to ensure currency of content and skills to move forward, as they sometimes do, that should also be noted in the petition to the faculty. The petition would note which courses remain valid, which ones must be repeated or replaced with another course, and which ones the student has decided to repeat.