



# Time Limit on Courses Appeal Form

A review of your transcripts has revealed credit that is over the time limit, per university policy on time limitations on applicability of transfer and Excelsior credit. To appeal this policy, complete this form to verify any relevant and current professional and/or academic experience. If the appeal is approved, your academic evaluation will be updated with the appealed courses that satisfy remaining requirements.

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## PERSONAL INFORMATION

NAME

STUDENT ID OR DOB

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## DEGREE INFORMATION

Select the degree you are pursuing:

**Bachelor of Science in Computer Science**

» Relevant subjects older than 5 years from entrance into degree program: major core and concentration courses

**Bachelor of Science in Cybersecurity**

» Relevant subjects older than 5 years from entrance into degree program: everything applied to the Cybersecurity Component

**Bachelor of Science in Electrical Engineering Technology**

» Relevant subjects older than 10 years from entrance into degree program: computers/information technology, electrical (not AC/DC), electronics

**Bachelor of Science in Information Technology**

» Relevant subjects older than 5 years from entrance into degree program: everything applied to the Information Technology Component

**Bachelor of Science in Nuclear Engineering Technology**

» Relevant subjects older than 10 years from entrance into degree program: calculus I, calculus II, natural science, computers/information technology, nuclear engineering technology, electrical (not AC/DC), electronics

**Master of Science in Cybersecurity**

» Relevant subjects older than 5 years from entrance into degree program: everything applied to the degree program

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**EMPLOYMENT EXPERIENCE**

To be considered for this appeal, related employment experience must have taken place within the time limit for your degree program (i.e., within 5 years or 10 years of entrance into your degree program).

**CURRENT JOB INFORMATION**

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**TITLE**

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**DATES IN THIS POSITION****EMPLOYER****FROM****TO**

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**NAME AND PHONE NUMBER OF YOUR IMMEDIATE SUPERVISOR**

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**NAME**

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**ADDRESS**

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**CITY****STATE****ZIP**

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**EMAIL****PHONE**

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Describe your duties and functions as they relate to the subjects listed with your degree program above. Please be specific in giving examples of work you do or experience you have that directly relates to your expired courses.

**PREVIOUS JOB INFORMATION**

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**TITLE**

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**DATES IN THIS POSITION****EMPLOYER****FROM****TO**

---

**NAME AND PHONE NUMBER OF YOUR IMMEDIATE SUPERVISOR**

NAME

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ADDRESS

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CITY

STATE

ZIP

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EMAIL

PHONE

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Describe your duties and functions as they relate to the subjects listed with your degree program above. Please be specific in giving examples of work you do or experience you have that directly relates to your expired courses.

**ADDITIONAL EXPERIENCE**

Describe any other positions you have held that are related to the subjects listed with your degree program above.

**ACADEMIC EXPERIENCE AND PROFESSIONAL DEVELOPMENT/TRAINING**

Describe any professional development or training courses or programs you have completed, either as part of your job, or outside of your job, where you gained knowledge or experience in the degree-related subject areas.

TRAINING/COURSE NAME

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DATE COMPLETED

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DESCRIPTION OF KNOWLEDGE GAINED

**TRAINING/COURSE NAME**

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**DATE COMPLETED**

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**DESCRIPTION OF KNOWLEDGE GAINED**

**TRAINING/COURSE NAME**

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**DATE COMPLETED**

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**DESCRIPTION OF KNOWLEDGE GAINED**

**OTHER RELATED COURSES/TRAINING**

Additional pages may be attached, including resumes or descriptions of training/professional development.

**Submit this form to [evaluation@excelsior.edu](mailto:evaluation@excelsior.edu).**

**FOR EXCELSIOR UNIVERSITY STAFF USE ONLY**

**APPROVED**

**DENIED**

**SUBJECTS APPROVED**

**REVIEWED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_