What are Not Counted Courses?

Tell Me

Courses in the Not Counted section may be there for one of three reasons:

1. **The course is too old.** It has exceeded the 9 year time limit for doctoral programs, or the 6 year time limit for masters programs, or the 4 year time limit for certificate programs. These courses must be revalidated or retaken before they can be counted toward the degree.

2. **The course was taken before being admitted to the program.** If courses in this section have been approved to be counted, an academic petition for transfer of credit is needed.
   a. Courses taken as a post-bac.
   b. Courses taken for a certificate or masters program where they have been approved to count toward a higher degree.

3. **The grade for the course exceeds the number of “C” grades allowed for a graduate program.** For example, if the program allows 2 grades of “C” to apply, the third grade of “C” will appear in the Not Counted section.

Courses will remain in this section until an academic petition has been approved and processed.

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Petitions for graduating students are given priority. Other petitions are processed in the following order:

1. Late Add / Late Withdrawals
2. Leave of Absence
3. Course Substitutions
4. Transfer of Credit
5. Catalog / Concentration Changes
6. Other

Please have patience as we work to process your petition as quickly as possible.

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Related Articles

- Who should I contact if the requirements on DegreeWorks don't match the catalog?
- Why doesn't my concentration or emphasis display on the audit in DegreeWorks?
- Who can use DegreeWorks?
- Who can correct if my transfer work is not showing or in the wrong place in DegreeWorks?
- When should I look at my degree audit in DegreeWorks?