



Course Revalidation Policy (Effective Fall 2023)

Time limits on graduate coursework correspond to time limits on [graduate degree programs](#), and expired coursework will not count toward a degree. A student who exceeds the time limit for a degree but successfully petitions for an extension must demonstrate contemporary knowledge of all coursework in the degree program either by revalidating or repeating courses that have expired prior to graduation. The revalidation plan must be developed by the major professor/committee chair and approved by the school director and Dean of the Graduate School. Methods of revalidation may include but are not limited to, the following: 1) a written comprehensive exam; 2) a scholarly paper or annotated bibliography; 3) a portfolio or project. The following stipulations must be met:

- Whenever possible, a course revalidation should be conducted by the original instructor; otherwise, another instructor with appropriate expertise may oversee the course revalidation.
- A maximum of 50% of the credit hours in a degree program may be revalidated with approval of the graduate dean (e.g. 27 hours of a 54 hour curriculum).
- Course revalidations must receive an evaluation of satisfactory on the first attempt. Second attempts are not allowed.
- Expired content courses in excess of the 50% must be repeated, and at least a B- must be earned.
- Any expired course for which a grade of C+ or below was earned must be repeated, not revalidated, and at least B- must be earned. The [Course Retake Policy](#) is unchanged by course expiration.
- Expired transfer courses or courses used to meet competencies in a second, higher graduate degree cannot be used to meet degree requirements, and thus, they cannot be revalidated. (See [policies](#)).

The student must remit a \$50 revalidation fee for each course, not to exceed a maximum of \$400. After completing the course revalidation, the Revalidation Verification [Form](#) must be submitted to the Graduate School by the Graduate Coordinator.