

Petition to Validate an Expired Graduate Course



Graduate Studies
University of Southern Indiana
8600 University Blvd. Evansville, IN 47712
Phone: 812-465-7015

No graduate course more than seven (7) years old may satisfy requirements for a graduate degree. At the time of program completion, courses older than seven years are considered expired. **In order for a course that exceeds this time limit to apply toward degree requirements, the student must either validate the expired credit or retake the course.**

The purpose of validation is to establish that the expired course content is still appropriate and relevant to the graduate program and that the student has successfully demonstrated their knowledge of the course content. A faculty member identified by the director of the student's graduate program sets the requirements needed for validation.

PART 1: Request for Validation

Student ID Number: _____ Name: (Last) _____ (First) _____ (MI) _____
Degree Sought: _____ Major/track: _____ Expected Graduation Term/Yr: _____
Course to be validated (Subj, Crs#): _____ Term/Yr Taken: _____ Credit Hrs: _____
Title: _____ Institution (if transfer credit): _____

Part 2: Validation Mechanism

Name of Validator (must be a USI graduate faculty member): _____ College: _____

Check one:

- The student *is* required to perform additional work in order to validate this course, and the student work will be completed by this date: _____. *The parameters of the work must be clearly explained below.*
- The student *is not* required to complete additional work for the purposes of course validation. **Evidence that obviates the need for further student work must be clearly explained below or attached to this form** (e.g., a memorandum from a faculty member attesting to similarities in content and rigor of current courses, comparative syllabi of current versus expired courses, etc.). **A "Petition to Validate an Expired Graduate Course" that does not require additional student work but does not include evidence obviating further work will not be approved for validation.**

Mechanism to Validate Student's Knowledge:

Part 3: Validation Certification

I certify that the student listed above has successfully completed all work or provided sufficient evidence to validate his/her knowledge of the course listed above.

Signature of Validator: _____ Date: _____

Signature of Program Director: _____ Date: _____

Signature of College Dean: _____ Date: _____

Signature of Director of Graduate Studies: _____ Date: _____

Graduate Studies will forward the completed form to the Registrar's Office for processing

Registrar's Office Use Only			
Received date:	PN Grad App Term:	Degree Works exception given by:	Date: