

PROCEDURES FOR OUTDATED COURSEWORK

A master's degree student who has applied for graduation and has courses taken more than seven years before the completion of their degree **must** have an approved validation form on file with the Graduate School in order to process the award of the master's degree. The validation of course work is effective for one year from the date of instructor approval.

The validation contract form is to be submitted to the instructor by the student and must be completed by the instructor of record (or designee) for the subject course(s). The contract requirements for revalidation of the expired course work are at the discretion of the instructor and may include written examinations, oral examinations, or research papers that reflect the course content. When the validation has been completed and approved the form must be submitted to the Graduate School. **Students cannot be cleared for graduation without an approved Validation of Outdated Coursework form on file.**

The University policy on validation for student competency in outdated course content is listed below for your convenience:

Credits earned at CSU Stanislaus more than seven years before completion of the degree may be used to meet degree requirements only under the following conditions:

- (a) The student must demonstrate a current proficiency in the subject matter of the course in an examination administered by the original instructor of record or, if unavailable, a qualified substitute appointed by the departmental Graduate Committee, and*
- (b) Validation is available only on the approval of the Department, and final inclusion of validated course work in a degree program requires departmental recommendation, including appropriate documentation used to determine currency, and approval of the College Dean.*

Please note:

- A maximum of one third of all courses used to satisfy program degree requirements are eligible for validation;*
- Only courses completed at CSU Stanislaus are eligible for validation. Courses transferred from other universities are never validated;*
- Courses completed ten years prior to the completions of the requirements for the degree are not eligible for validation.*

California State University, Stanislaus
Graduate School

VALIDATION OF OUTDATED COURSEWORK

Student: _____ Student ID#: _____
Program: _____ Course: _____ Semester: _____
Telephone _____ E-Mail: _____

DEPARTMENT APPROVAL OF VALIDATION

Instructor's Signature Date Department Chair's Signature Date

Disclaimer: _____

METHOD FOR REVALIDATION

Instructor's Signature Student's Signature

INSTRUCTOR'S ASSESSMENT OF THE COURSE:

Previous Relevancy: _____

Current Relevancy: _____

Student Continued Command of Content (breadth and depth): _____

Instructor's Signature Date

ACTION:

Graduate Program Director (signature) Approve _____ Deny _____ Date: _____

Department Chair (signature) Approve _____ Deny _____ Date: _____

College Dean (signature) Approve _____ Deny _____ Date: _____