



PETITION FOR VALIDATING OUTDATED COURSEWORK

Section I – To be completed by student

Name _____ Campus Wide ID No. _____
Address: _____ Currently Enrolled: Yes No
Expected Graduation Date: _____
Degree Program: _____

I request validation of the following outdated course (see other side for policy):

Dept. & Course No. _____ Title _____
Units _____ Grade _____ Semester/Year _____ Taken at _____

Reasons for not completing the degree within the five-year limit or if appropriate, the seven-year limit.

Signed _____ Date _____

Section II – To be completed by department (optional)

Reviewed by Department Staff (if required by the department):

Signed _____ Date _____

Section III – To be completed by graduate program adviser

- Validation is recommended and is to be accomplished by written examination in the course.
- Validation is recommended by an equivalent method determined in consultation with the Graduate Studies Office. Please specify: _____
- Validation is NOT recommended. The course must be repeated or an additional course added to study plan. If additional course, please specify: _____

Signed _____ Date _____

Section IV – To be completed by validating authority

Validation has been completed by written examination or alternative method (please specify):

Signed by Instructor _____ Date of Completion _____
Department _____

Section V – Completed by Graduate Studies office (CP-950)

- Petition Approved Petition Denied

Signed _____ Date _____
Associate Vice President, Academic Programs or Designee

TIME LIMIT FOR COMPLETION

Policy Statement

All requirements for the graduate degree, including all course work on the student's study plan, should normally be completed within five years. This time limit commences with the semester of the earliest course used on the student's study plan and consists of a total of ten (10) consecutive semesters. When individual circumstances warrant, this time limit may be extended for up to two years (four additional consecutive semesters). *Approvals for extension must be obtained prior to the expiration of the five-year limit.*

Outdated course work (course work older than the student's approved time limit, i.e. normally five years but with approval may be a maximum of seven years) must be repeated. A maximum of nine (9) units of course work may be exempt from this policy if it can be validated. Validation must be accomplished by passing a written comprehensive test of the materials covered by the course being validated or by some equivalent method with prior approval of both the graduate program adviser and the Associate Vice President, Graduate Studies & Research. Courses completed more than ten years prior to the completion of requirements for the degree are not eligible for validation. Any outdated course work which cannot be validated either because of a denial of the "Petition for Validating Outdated Coursework" or because it is in excess of the nine units allowed for validation, must be repeated or updated through the use of additional study plan course work.

NOTE: Outdated transfer courses cannot be validated.