

COURSE REVALIDATION

Student Information

Name _____ ID Number _____
Email _____
Major _____ Degree _____

Course Information

Institution (please attach copy of transcript) _____

Semester/Year	Course Number & Title	Credit Hours	Grade
_____	_____	_____	_____

PLAN FOR REVALIDATION

Describe below or in an attachment the plan or procedure to establish current knowledge of this course material.

Student's signature: _____

Date: _____

Instructor's signature: _____

Date: _____

Advisor's signature: _____

Date: _____

COMPLETION OF REVALIDATION

The student has successfully completed all the requirements set out in the above/attached plan and receives a grade of _____.

Instructor's signature: _____

Date: _____

Title: _____

Campus/School: _____

Advisor's signature

Date

Associate Dean for Graduate Studies's signature

Date

**Coursework over seven years old must be revalidated. (For more details see the current Graduate Bulletin).*

COURSE REVALIDATION PROCEDURE

For doctoral programs, courses completed seven or more years prior to the date of passing the oral qualifying examination are considered "out-of-date" and must be revalidated. For Ed.S. programs, seven years are counted from the approval date of the program of studies. For M.S. programs, seven years are counted from the completion of degree requirements.

The following methods of revalidation are acceptable:

- a. passing an **examination specifically covering the course material**
- b. passing a **qualifying examination** which includes the course content
- c. passing a **more advanced course** in the same area
- d. **teaching** a comparable course
- e. **scholarly publication** which demonstrates knowledge of course content

For Ph.D. programs, only two courses may be revalidated by the qualifying examination. For Ed.D. programs, all courses taken in the major and minor areas may be revalidated through the qualifying examination if the course material is covered in these examinations. This includes courses which are transferred from other universities. It does not include courses taken in other departments but listed in the major, unless it can be specifically demonstrated that the content of these courses was tested in a qualifying examination.

For Ed.D., Ed.S., and M.S. programs, **professional experience** may also be used to revalidate courses. It is the student's responsibility to "make the case" that particular job duties have required the application of material studied in a particular course. It must be demonstrated that the course content is specifically applied "on the job."

Course revalidation must be done on a course-by-course basis. Each course revalidation must be approved by a full-time IU faculty member who teaches the course. **The faculty member who signs the course revalidation form must be personally convinced that the student has the required knowledge -- not by assumption, but by demonstration.** If the course instructor is not available, a faculty member in the same program specialization area may be substituted. Permission to use a part-time faculty member or a faculty member at another university for course revalidation must be secured from the associate dean for graduate studies.