Validation of Out-of-Date Graduate Credit for Master's Degrees

Policy approved by Graduate Council June 6, 2001

A PSU course more than seven years old at the time of graduation, but no more than ten years old at the time of graduation, may be used toward master's degree requirements after a successful validation exam (for example, a course taken in Fall 2005 may be validated for a graduation term no later than Fall 2015).

- This examination, which must be approved by the student's department (and by the course department, if different) in advance, must be administered and evaluated by the department which originally taught the course. A separate examination must be given for each course. Departments are expected to limit validation examinations to those courses that are current and relevant in the discipline and meet the current requirements of the master's degree program.

- For courses originally requiring a written final examination, paper, or report, the validation exam must be written. For other courses, the validation examination may be written or it may be an oral examination with at least two faculty evaluators. In either case, the validation examination must be a formal, comprehensive assessment of the student's current mastery of the individual course materials, with a B- or higher grade achieved.

  o For written validation exams, the examination and the student's written response must be submitted with the GO-15 form.

  o For oral validation exams, the two faculty evaluators must submit with the GO-15 form a written one-to-two-page report on the content of the examination and the student's performance in the examination.

- Validation is not complete until the GO-15 form, with all required documentation, is approved by the Office of Graduate Studies.

- Validated courses are limited to one-third of the program requirements (i.e., 15 credits total in a 45-credit program).

- Each examination attempted, regardless of result, has a fee of $50.00, which will be credited to the department giving the exam. This fee must be paid before the examination is held, with arrangements made through the Office of Graduate Studies and Cashiers. Please contact the Office of Graduate Studies (184 Parkmill, 503-725-8410) at least two business days in advance to arrange for the payment.

In very unusual cases, with the specific agreement of both the student's department and the department most equivalent to the original course department, a student may validate a graduate course from another accredited institution.

- The course must meet all transfer requirements except for age. It must meet the same age requirement at graduation defined above.

- The original syllabus and course materials must be presented to the examining department and submitted with the GO-15.

- The validation procedure will be otherwise exactly like validation of PSU courses (above).

This validation policy can also be used for courses applied to graduate certificates.

VALIDATION OF OUT-OF-DATE GRADUATE CREDIT FOR MASTER'S DEGREES

All credits to be applied to a master's degree program must be completed within seven years of the date of graduation (e.g., courses taken in Fall 2008 expire at the end of Fall 2015). Credits that will be more than seven years old at the time of graduation, *but no more than ten years old at the time of graduation,* may be validated by separate examination according to the PSU Validation Policy.

Name _____   PSU ID# _____

PSU E-mail (PRINT CLEARLY)_____   Daytime phone _____

Degree _____   Major _____   Adviser _____

REQUEST: This student requests to be examined for validation of out-of-date graduate credit. Departments are expected to limit validation examinations to those courses that are current and relevant in the discipline and meet the current requirements of the master's degree program. Each examination attempted, regardless of result, has a fee of $50.00, which will be credited to the department giving the exam. This fee must be paid before the examination is held, with arrangements made through the Office of Graduate Studies and Cashiers. Contact the Office of Graduate Studies (184 Parkmill, 503-725-8410) at least two business days in advance to arrange for the payment.

Dept	Number	Course Title	Term/Year	Credits	Grade	Institution

Approved / Denied: _____   _____   _____
                   Adviser Signature   Date   Printed Name

Approved / Denied: _____   _____   _____
                   Department Chair Signature   Date   Printed Name

Approved / Denied: _____   _____   _____
                   Course Department Chair Signature (if different than above)   Date   Printed Name

RESULT:

_____   This course originally required a written final examination, paper, or report. The student demonstrated <u>competency at a level of B- or higher</u> by a <u>written</u> examination prepared and evaluated by the appropriate faculty listed below as examiner(s). This course is validated and usable <u>if the course is no more than ten years old when the student graduates with the master's degree.</u> All required documentation must be attached and submitted with this form to the Office of Graduate Studies.

_____   This course originally required a final evaluation which was not a written final exam, paper or report. The student demonstrated <u>competency at a level of B- or higher</u> by a <u>written examination</u> OR <u>oral examination</u> **[circle one]** prepared and evaluated by the appropriate faculty listed below as examiner(s). This course is validated and usable <u>if the course is no more than ten years old when the student graduates with the master's degree.</u> All required documentation must be attached and submitted with this form to the Office of Graduate Studies.

_____   The student <u>did not</u> demonstrate satisfactory competency by a <u>written examination</u> OR <u>oral examination</u> **[circle one]** prepared and evaluated by the appropriate faculty listed below as examiner(s), and graduate credit is <u>not validated</u>**.**

Examiner: _____   _____   _____
          Signature   Date   Printed Name

Examiner: _____   _____   _____
          Signature   Date   Printed Name

Department Chair: _____   _____   _____
(for course)   Signature   Date   Printed Name

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Dean of Graduate Studies _____ Date _____