

Validation of Out-of-Date Graduate Credit for Master's Degrees

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 towards master's degree requirements after a successful validation exam (for example, a course taken in Fall 1995 may be validated for a graduation term *no later than* Fall 2005).

- 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.
 - For written validation exams, the examination and the student's written response must be submitted with the GO-15 form.
 - 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 exam is given, with a form available in the Office of Graduate Studies. Please contact the Office of Graduate Studies (Unitus Building, 6th floor 503-725-8410) at least two business days in advance to arrange for this.

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 policy will take effect Fall term 2001, with previous validation exams honored for the time of their previous approval (no more than seven years after the date of the examination).

Policy approved by Graduate Council June 6, 2001

**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 1998 expire at the end of Fall 2005). 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.

Student _____ Student ID # _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ other _____ student _____
(_____) _____ phone (_____) _____ email (PRINT CLEARLY) _____

Degree _____ Major _____ Department, _____
if different from Major _____ Adviser _____

REQUEST: This student requests the permission of his/her adviser and the chair of his/her department (as well as the chair of the course department, if different) 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 a form available in the Office of Graduate Studies; contact the Office of Graduate Studies (600 Unitus Bldg., 503-725-8410) at least two business days in advance to arrange for this.

Department	Number	Course title	Term/Year	Number of Credits	Grade	Institution
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Approved / Denied: _____
 Advisor Signature _____ Date _____ printed or typed Name _____

Approved / Denied: _____
 Department Chair Signature _____ Date _____ printed or typed Name _____

Approved / Denied: _____
 Course Department Chair Signature (if different from above) _____ Date _____ printed or typed Name _____

RESULT:

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

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

Examiner: _____
 Signature _____ Date _____ printed or typed Name _____

Examiner: _____
 Signature _____ Date _____ printed or typed Name _____

Department Chair: _____
 (for course) Signature _____ Date _____ printed or typed Name _____

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

Dean of Graduate Studies _____ Date _____