



Application for Extension of Time – Course Revalidation Plan
Graduate Studies

SECTION 1: Student information

Student's Name _____

Date _____

Email Address _____

MUID _____

Degree Program _____

SECTION 2: Justification

Justification for the request is as follows (attach another page if more space needed):

SECTION 3: Courses

The following courses are outside the time limit and need to be revalidated (attach another page if more space needed):

Course ID Number	Course Title	Cr. Hrs.	Semester and Year Completed	Grade

SECTION 4: Student signature

Student Signature _____

Date _____

SECTION 5: Revalidation Plan

To be completed by the Advisor and faculty members responsible for revalidation---attach another page if needed

The advisor and the student have reviewed this request and the advisor approves the following revalidation plan.
To revalidate course work that has exceeded the time limit, the student will (see last page for revalidation options):

Course ID Number	Option # (see last page) & Specific Requirements for Revalidating the Course	Faculty Member who will approve Revalidation	Fee** Amount to be paid

This **plan** is approved and the revalidation fees have been paid (receipt from the bursar's office must be attached) **:

Advisor signature

Date

Prog. Coord./Director, or Dept./Division Chair Signature

Date

To be completed by the Academic Dean

Extension plan: ☐ Approved or ☐ Rejected (mark one)

Comments:

Dean of Academic Unit signature

Date

****A revalidation fee of \$25.00 per credit hour** (\$75 per 3-hour course, for example) is required for each course being revalidated, except for those courses being re-taken through re-registration in which case the normal registration tuition and fees must be paid through normal registration. The revalidation fee must be paid to the university Bursar to fund number 112405, 2100 Org., DTCD code 4273 before completed course revalidations may be approved by the advisor and the dean. Please make the check payable to "**Marshall University**" and **attach the Bursar's receipt to this form.**

SECTION 6: Revalidated Courses Approved

To be completed after the work for revalidation has been accomplished

The student has completed the necessary requirements according to the plan approved above and the following courses have been revalidated (attach another page if more space needed):

Course ID Number	Signature of faculty member who verified and approved that the course revalidation criteria have been met	Date Verified and Approved

The above work is ☐ Approved or ☐ Rejected

Comments:

Advisor signature

Date

MARSHALL UNIVERSITY
Graduate Studies

REVALIDATION OF CREDIT
Master's Degree Credit

To ensure that a student's knowledge base is current at the time the degree is awarded, all credit that exceeds the time limit must be revalidated. The time limit for the master's degree is seven years from the date of completion of the earliest course applied toward the degree, including transferred courses.

When a student requests an extension of time, the advisor and program director or department chair should review the program of study, identify course work which exceeds the time limit, and make a recommendation for revalidation of expired course work through one or more of the following options:

- Option 1: Examination: A validation exam shall be the equivalent to a comprehensive final exam for the course. In most cases, validation must be done by a written exam. (A fee of \$25/credit hour is required in advance)
- Option 2: Independent Study: The department or program may elect to design an independent study if no course currently exists by which the student may update course content. (Normal tuition and fees must be paid to the registrar for these independent study courses)
- Option 3: The student may repeat expired course work. (Normal tuition and fees must be paid to the registrar for these courses)
- Option 4: Additional Hours: The department or program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas. (Normal tuition and fees must be paid to the registrar for these courses)
- Option 5: Portfolio that revalidates objectives of course(s) and degree objectives (may include work experiences, thesis or final project) (A fee of \$25/credit hour is required in advance)

Decisions about revalidation of credit are forwarded to the graduate dean of the academic unit for approval. When the student has satisfied the conditions imposed for revalidation, the signed plan of study with a memorandum from the chair/program director confirming that the conditions were completed satisfactorily will be forwarded to the graduate dean of the academic unit with the completed application for graduation. The memorandum will include a statement of evidence of completion (e.g., examination, grade report, portfolio). Oversight to ensure policy compliance rests with the dean of the academic unit and the Vice-President for Graduate Studies. Questions related to policy should be directed to the Graduate Council.