



POLICY NAME: Validation of Courses for Graduate Students

EFFECTIVE DATE: July 1, 2013

LAST REVIEW:

NEXT REVIEW:

POLICY OWNER: Associate Provost and Dean of Graduate Studies

PROCEDURE CONTACT: School of Graduate Studies

POLICY:

Graduate courses taken at SCSU more than seven years prior to the date of graduation must be validated (approved) if used in meeting degree requirements. Graduate courses more than seven years old taken at other universities may not be validated as explained in the section titled Transfer Credit Policy.

A course in which a student received a grade of C or less cannot be validated for use on the student's graduate program. A maximum of one-half of the total program credits may be validated.

PROCEDURE:

1. A petition requesting validation of specific courses is approved by the advisor and the graduate dean.
2. Once the petition has been approved, a validation form for each course is sent by the School of Graduate Studies to the department chairperson of the department in which the course to be validated was taught.
3. It is the student's responsibility to contact the department to determine if they are willing to consider validating the course(s). If the department is willing, they will assign a professor who will decide what must be done to validate the course.
4. Following contact with the professor, the student completes the assigned work given by the validating professor.
5. The student submits the assigned work to the professor, and if it is determined to be satisfactory, the validation form will be completed by the professor and returned to the School of Graduate Studies.



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6. In the School of Graduate Studies, the professor's recommendation for validation will be reviewed by the graduate dean. The student will be notified of the action taken by the graduate dean, and if the validation is approved, it will be entered on the student's program form.