

## Guidelines for the Completion of the Course Validation Form

This information is provided to assist you in the completion of the *Recommendation for Course Validation* form. Your first step is to meet with your graduate coordinator who will guide you in this process.

A period of five years is allowed for the completion of all requirements for the graduate degree, beginning with the earliest course listed on the *Petition of Advancement to Candidacy* form. This time limit is indicated for each student on the approved advancement petition. Once a student has been advanced to candidacy, courses completed more than five years before the date for completion of all requirements for the graduate degree cannot be used to meet total unit requirements except through validation.

Out-of-date coursework may be validated only if such work has been previously approved on the *Petition of Advancement to Candidacy* form. If a grade of “C” has been obtained in a course, the student must re-take the course and validation is not an option. Coursework from other institutions may not be validated. A maximum of one-third of the coursework listed on the advancement petition may be validated by the following means:

- Comprehensive Written Examination: A comprehensive written examination would be developed by the course instructor to insure that the student is knowledgeable in all relevant aspects of the course.
- Assigned Written Paper: The course instructor would assign the student a meaningful written assignment relevant to aspects of the course being validated.
- Comprehensive Oral Examination: The course instructor would conduct a comprehensive oral examination related to relevant aspects of the course. Alternatively the course may be met through an oral examination of a fieldwork experience.

The same time limitations and validation procedures noted above also apply to the completion of a Certificate of Advanced Study. The time limit for an advanced certificate is noted on the *Proposed Program for Certificate of Advanced Study* form.

You will receive a written response of the approval or denial from the Division of Graduate Studies within six to eight weeks after the submission of the form.

*NOTE: Doctoral students should consult with the appropriate program for policies on time limitations and related procedures.*

Return to:  
 California State University, Fresno  
 Division of Graduate Studies  
 Henry Madden Library  
 Harold Haak Administrative Center, 4<sup>th</sup> Floor  
 5200 N. Barton Avenue M/S ML51  
 Fresno, CA 93740-8014

## RECOMMENDATION FOR COURSE VALIDATION

This form is intended for graduate students who need to extend their time limit for the completion of all degree requirements as noted on their officially approved *Petition of Advancement to Candidacy*. A maximum of one third of the total units required for the degree may be validated (example: 10 units toward a 30-unit degree). Only units taken at California State University, Fresno may be validated. If a student received a "C" in a course, student must re-take the course; therefore, course validation is not an option.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

### COURSE TO BE VALIDATED:

Dept. Prefix/Course No.	Units	Title	Semester Taken
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### Certification of course validation by means of:

### Date Administered

_____ Comprehensive Written Exam	_____
_____ Comprehensive Oral Exam	_____
_____ Assigned Written Paper	_____
_____ Other (Specify) _____	_____

\_\_\_\_\_  
 Authorized Examiner Date

\_\_\_\_\_  
 Graduate Program Coordinator/Director Date

*(For use by the Division of Graduate Studies Office only)*

Approved  Denied Comments:

\_\_\_\_\_  
 Dean, Division of Graduate Studies Date