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Out-of-date coursework may be validated only if such work has been previously approved on the Petition of Advancement to Candidacy form.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.
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

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

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