3341-3-21 Time Limits for Degree and Revalidation- Graduate.

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(A) Policy Statement and Purpose

This policy describes time limits for degree and revalidation / retake policies.

(B) Policy

The time limit to complete all degree requirements for master’s students is six years from the end of the earliest course used to fulfill degree requirements on the TDP or DARS and eight years for doctoral students.

If a doctoral student has not completed all degree requirements eight years after completing the first course required for the degree, he or she is no longer eligible to continue in the program until successfully taking a new, second preliminary examination. Upon passing this second preliminary examination, the student has four years to complete all degree requirements. Barring a verifiable personal emergency justifying an extension as determined by the dean designate of the Graduate College, a doctoral student shall not be permitted to take more than four additional years to complete the degree.

If a doctoral student has not taken and passed a preliminary examination within eight years after completing the first course required for the degree, she or he shall be dismissed from the program.

Master’s students may apply for an extension of up to one calendar year if the request for an extension is made before the time limit has elapsed. If the extension is approved by the graduate coordinator and the graduate
dean designate, revalidation of outdated courses for the master’s and specialist’s degrees (over six but not more than seven years old) may be necessary.

When necessary, revalidation is accomplished by retaking the course or by special examination determined by the degree program on each outdated course. A charge of twenty-five dollar is assessed for revalidating a course by examination.

Students may not revalidate courses with a grade of C or lower, courses that are internships or other forms of practicum, or courses taken at other institutions.

If the revalidation examination is satisfactory (i.e., passed by a B grade or better), then the original course grade will be retained and the student’s transcript will reflect revalidation. If the examination is failed, then no change will be made to the student’s record. More than one attempt to revalidate a course by examination is permitted if supported by a recommendation from the graduate coordinator of the degree program and approved by the dean designate of the Graduate College. Application forms to be used in revalidating courses by examination are available on the Graduate College website: Documents & Forms.

Courses older than seven years (at the master’s level) and ten years (at the doctoral level) may not be revalidated. Revalidation forms are available on the Graduate College website (see Documents & Forms). Only courses taken on this campus in which the grades of A, B, S, or P were earned may be revalidated.

Registered Date: March 24, 2015