

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
THE GRADUATE SCHOOL

POLICIES AND PROCEDURES FOR REVALIDATING GRADUATE COURSES

Courses more than six years old may not be used for a graduate degree unless revalidated with permission of the Dean of the Graduate School. These classes must have been taken at USM. Overage extension classes are not revalidated.

POLICIES

- (1) The course content being revalidated must be current.
- (2) The student must find a Faculty member willing to revalidate the course. This revalidation consists of a special examination on the course.

PROCEDURES

- (1) The Chair of the department requests, by Form One to the Graduate Dean permission to revalidate a certain course.
- (2) If the Graduate Dean permits the revalidation, he/she will sign Form One and send a copy back to the chair of the department, who will then instruct the student to pay the fee.
- (3) The student will then go to the business office and pay a \$50.00 fee per course and bring the receipt to the Graduate School.
- (4) The graduate faculty member will use Form Two to notify the Graduate Office as to whether the student passed or failed the revalidating examination.

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**FORM ONE: REVALIDATING GRADUATE CLASS(ES)**

TO: Graduate Dean  
Box 5024

FROM:

DATE:

The student named below wishes to revalidate a graduate level class taken more than six years ago.

Name of Student: \_\_\_\_\_

SS#: \_\_\_\_\_ EMPL ID #: \_\_\_\_\_

Major: \_\_\_\_\_

Class(es) to be revalidated & dates taken: \_\_\_\_\_  
\_\_\_\_\_

Professor who taught class: \_\_\_\_\_  
\_\_\_\_\_

Professor who will do revalidation: \_\_\_\_\_  
\_\_\_\_\_

Upon obtaining signatures, the student will pay \$50.00 per class (at the USM Business office), and return the receipt to the Graduate School. When the professor notifies the Graduate School as the outcome of the exam, the Graduate School will notify the Registrar of the outcome.

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Dean

\_\_\_\_\_  
Date

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
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**FORM TWO: REVALIDATING GRADUATE CLASS(ES)**

TO: Graduate Dean  
Box 5024

FROM:

DATE:

Name of Student: \_\_\_\_\_

SS#: \_\_\_\_\_ EMPL ID #: \_\_\_\_\_

Major: \_\_\_\_\_

The above student was given a revalidation exam on \_\_\_\_\_  
for the following class(es). The results were:

<u>CLASS</u>	<u>RESULT</u>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature of Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Graduate Dean

\_\_\_\_\_  
Date