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.
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.  

_________________________________________  

Date  

Department Chair  

_________________________________________  

Date  

Graduate Dean  

_________________________________________  

Date
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:  

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<thead>
<tr>
<th>CLASS</th>
<th>RESULT</th>
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___________________________________________ ________________________  
Signature of Professor       Date  

___________________________________________ ________________________  
Signature of Chair       Date  

___________________________________________ ________________________  
Signature of Graduate Dean       Date