

Instructions

Do not hand write - Must be typed

A course expires exactly seven years after the posting of the grade. Once the seven-year time limit has elapsed for a course, the student should immediately contact his/her master's committee chair or the department graduate advisor. The revalidation exam should be administered by the original course instructor or another instructor in the same course. If these instructors are no longer available, revalidation should not be requested. The knowledge of the course material can be tested either by an oral or written exam. Note that changes in course content and the student performance in the course must be considered when selecting this option. If the student performed at lower than a "B" level in the original course or if the original course is no longer current, this option is not permitted.

There is a 9-unit limit on revalidations per student in a 30-unit degree program (30% of total allowed). Should additional courses expire, those courses must be retaken to graduate. Substitution of another course for an expired one is not permitted, as once a course appearing on the candidacy form is graded it cannot be removed from the form. An additional course might be acceptable to add with permission from the Associate Dean of Graduate Studies if the original course is no longer available; restrictions do, however, apply.

This completed form must be submitted directly by the department to the Associate Dean of Graduate Studies for final approval. Once all required signatures are obtained, this form should be emailed to the appropriate GAPE evaluator (see www.sjsu.edu/gape/about_us/staff), submitted to Window G in the Student Services Center, or sent through interoffice mail to extended zip 0017.

Student Information

Last Name	First Name, M.I.		
Student ID	Previous Name (if any)		
Current Address	City	State	Zip
Daytime Phone	Email Address		

Course Information

Course Prefix & Catalog No. (e.g., ARTH 201)	Course Title		
Semester and Year Taken	Units	Grade	
Instructor (print)	Instructor (signature)		Date

To be completed by course instructor only

Select one option for the method of revalidation	Oral Exam	Written Exam
Select one option	Required course	Elective course

Required Signatures

Department Graduate Advisor (print)	Approved	Denied
Department Graduate Advisor (signature)	Date	
Associate Dean of Graduate Studies (print)	Approved	Denied
Associate Dean of Graduate Studies (signature)	Date	