

Course Revalidation Form



Please read the following carefully before completing this form:

UNC Charlotte policy requires that no course listed on a graduate student’s candidacy form be older than six years at the time of graduation for Master’s students and eight years for Doctoral students. This policy is in place because of the University’s interest in a degree being current when it is awarded. Courses that exceed this time limit must be revalidated or retaken, whichever the graduate program decides necessary, if they are to count in a degree program.

Note: You may not revalidate courses with a grade of C or lower, courses that are internships or other forms of practica, or courses taken at other institutions.

If you do not anticipate finishing the program of study within the allotted time, you must meet with your program’s graduate coordinator to determine whether out-of-date courses must be retaken or revalidated. If the graduate program determines that the out-of-date courses can be revalidated, a plan must be prepared and approved by the graduate coordinator that outlines how this will be accomplished. This plan must be submitted to the Dean of the Graduate School for review and approval. The student and program coordinator will be notified if the plan is approved by the Graduate School. Once the plan has been accomplished, the student, through the program coordinator, must notify and document this fact to the Dean of the Graduate School. This notification must also include the term in which the student intends to graduate.

Full Name: _____ 800#: _____
Degree/Major: _____ Term of Graduation: _____
Course to be revalidated: _____ Term/Year Taken: _____

(use a single form for each course requiring revalidation)

Revalidation Plan: The proposed plan must provide an objective basis to show that the student’s knowledge in the course is current. Often course revalidation can be done by taking the final exam; model revalidation plans are available from the Graduate School. Attach additional pages if necessary.

Recommended by:

Course instructor: _____ Date: _____
Graduate Program Director: _____ Date: _____

Disposition of the Graduate School

Approved Not Approved Approved as modified

Signature, Dean of the Graduate School _____ Date: _____

Revalidation Plan Results



1. Did the student complete the course revalidation plan successfully? Yes No
2. How was this conclusion reached? That is, if the student took an exam or wrote a paper in the course of the revalidation plan, what were the results?

Recommended by:

Course instructor: _____ Date: _____

Graduate Program Director: _____ Date: _____

Disposition by the Graduate School

Approved Not Approved Approved as modified

Signature, Dean of the Graduate School _____ Date: _____

Note: If approved, successful revalidation of this course is contingent upon your graduating by the term indicated below. Should you not graduate by this date, you will not be allowed to apply any other course older than six years for graduation in a master's program or eight years for a doctoral program.

Date of Graduation: _____