

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

S17-7, University Policy, Graduate Course Revalidation

Legislative History:

At its meeting of April 10, 2017, the Academic Senate approved the following policy recommendation presented by Senator Miller for the Instruction and Student Affairs Committee. SJSU does not currently have a policy on the expiration of graduate coursework. This policy creates procedures for revalidation of graduate coursework over 7-years old in accordance with Title 5 requirements.

**Approved and signed by
President Mary A. Papazian
on April 13, 2017.**

**University Policy
Graduate Course Revalidation**

Whereas: SJSU does not have policy on expiration or revalidation of graduate coursework; and

Whereas: the University Graduate Studies & Research Committee endorsed this policy unanimously; therefore be it,

Resolved: That the following policy be enacted.

Approved: March 6, 2017

Vote: 13-0-0

Present: Bruck (non-voting), Campsey, Kaufman, Khan, Nash, Ng (non-voting), Saran, Sen, Simpson, Spica, Torres, Trousdale, Walters, Wilson, Yao

Financial Impact: None

Workload impact: Slight increase for faculty supervising the revalidation process, though this is already university practice.

Graduate Student Revalidation of Courses that Exceed the 7-Year Limit

1. Courses taken by graduate students at SJSU expire 7 years from the point of grade posting, in compliance with California Code of Regulations, Title 5, Article 7, Section 40510. Any one student may revalidate a maximum of 9 units for a 30-unit program, or 12 units for a program with more than 30 units, of expired courses. Programs have the option of setting stricter policy limits on revalidation, such as allowing no units or fewer units to be revalidated. The student must have earned at least a “B” grade in a course to revalidate it. The department that offered the class must administer an examination of the student’s knowledge. The examination could be an oral exam, written exam, research paper, or of any other kind of format approved by the department. The examination must be graded by the faculty member who taught the original course, by one who has taught the course at another time, or by one who has reasonable knowledge of the course content. If there are no faculty members with the requisite knowledge in the discipline, the course cannot be revalidated. The examination must be appropriately rigorous.
2. Because the course material is considered outdated after 7 years, the goal must be to determine if the student’s knowledge is up to date. That is, simply knowing the original content of an outdated course is inadequate. Students may be presented with a list of relevant books or other materials that would help bring them up to speed with respect to current knowledge in the field. The exam should reflect and test their understanding of that more current material; thus, administering an exam similar to the original final exam would not necessarily be warranted. Testing the current knowledge of the field should be the goal even if the course has changed little or the field has not progressed past the point of the original class.
3. Unless a department makes an exception, independent study, research, project, thesis, or comprehensive exam preparatory courses cannot be revalidated. Graduate courses taken as a senior undergraduate at SJSU to be used for graduate credit are eligible for revalidation (with departmental consent), but those taken at other institutions are not. If these courses expire, they must be repeated or replaced. Expiration of projects and theses is an extremely rare event given that they usually occur at the end of the curricular program. If they were to expire, they would have to be replaced by entirely new ones that did not repeat any material in the original one. Theses previously published would remain in the SJSU repository as legitimate contributions. Comprehensive exams would need to be retaken in their entirety to reflect the more current state of material in the field. Credential courses can be revalidated at the discretion of the department.

4. If students can present a compelling case that their progress through the program was delayed unnecessarily by department advisors, unavailability of required courses, or other departmental circumstances beyond their control, they can appeal to the Associate Dean of Graduate Studies for an extension of the limit. Extensions should very rarely be awarded.
5. Approval of the revalidation will be by the examining professor and the program's graduate advisor, and affirmed by the Associate Dean of Graduate Studies.