NORTHWESTERN STATE UNIVERSITY of LOUISIANA
REVALIDATION OF EXPIRED COURSE FORM

Revised June 2007

All academic coursework applied toward a graduate degree must have been earned in the six (6) years immediately preceding the completion of the graduate program. In special cases, upon approval of the Dean of Graduate Studies and Research, expired credits may be revalidated. **Transferred credits may not be revalidated**. The examination must be a written test, must measure those topics currently taught in the course, and must be evaluated as if the student had just completed the course. The student's written examination paper must be filed in the Graduate School Office. Test construction of the test and evaluation will be done by the instructor who is currently teaching the course or who has most recently taught the course.

Course revalidation will be on a satisfactory/unsatisfactory basis. For grade point average purposes, the initial course grade will be utilized. Requests for revalidation must be initiated in writing by the student's Major Professor and submitted to the Graduate Dean for approval. The cost of the revalidation is $35.00 a course and must be paid and the receipt on file in the Graduate Dean's office prior to taking the test.

Please Complete and Submit to the Graduate School for Approval:

Student Name _____ **SSN** _____
Last First Middle **or Student ID**

Address _____
Number and Street

Address _____
City State Zip Code

Major with Concentration Area (if applicable) _____
Code: _____

Major Professor: _____ **Department/College**_____

Course Prefix & Number to be revalidated: _____ **Title of Course** _____

Date Course was completed: _____ **Date Course Expired:** _____

Revalidation Fee Paid: ___ **Yes** ___ **No** **Receipt Attached:** ___ **Yes** ___ **No**

Submitted by: _____ _____
Signature of Major Professor **(Date)**

_____
Dean of Graduate School **(Date)**

White Copy – Graduate School Pink Copy – Student Goldenrod – Major Professor