

**San José State University
Graduate Admissions and
Program Evaluations
(GAPE)**

Last Name

First Name, M.I

Student ID

Previous Name, if any

Home Street Address

City, State, Zip Code

Daytime Phone

Email Address

Required Signatures

Approved

Denied

**Master's Committee Chair
or Graduate Advisor (print)**

**Master's Committee Chair
or Graduate Advisor (signature)**

Date

Approved

Denied

**Associate Dean
of Graduate Studies & Research**

Date

Request for Revalidation of Course that Has Exceeded the Seven-Year Time Limit

INSTRUCTIONS

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 chair and advisor are responsible for determining the procedure that best applies. The three options are as follows:

1. **Course Substitution:** submit a Request for Course Substitution in Master's Degree Program, available at <http://www.sjsu.edu/gape/forms>.
2. **Course Repeat:** enroll in and complete the course, which will not count for credit.
3. **Course Revalidation:** the committee chair or advisor, in consultation with the original course instructor, must test the student's knowledge of the course material. That knowledge 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 If the student performed at lower than a "B" level in the original course or if the original course is no longer current, this option is not permitted.

Submit this form to the Office of Graduate Studies & Research or to the appropriate GAPE evaluator.

Dept and Course Number

Course Title

Semester and Year Taken

Units

Grade

Instructor (print)

Instructor (signature)

Date

TO BE COMPLETED BY COURSE INSTRUCTOR ONLY

Select one option below

Substitution

Repeat

Revalidation

Method of revalidation

Oral Exam

Written Exam

NOTE: This is now a one-step process such that signatures on this form indicate that the courses have been successfully revalidated. No other communication with GAPE or Graduate Studies & Research is necessary.