

Section: Combined Clinical/Counseling Student Policies

Policy Number: 713.3

Subject: Combined Clinical/Counseling Policy on Time Limits and Course Revalidation

### **Combined Clinical/Counseling Policy on Time Limits and Course Revalidation**

The [School of Graduate Studies](#) outlines time limits for degree completion (6 years from date of enrollment for Master's degree and eight years for doctoral degree), and requirements for "revalidating" courses after eight years from enrollment. The psychology department imposes an additional criterion: students may not revalidate courses older than ten years, and these courses must be retaken. Courses no longer offered can be revalidated following the Psychology Department's policy on Independent Research and Independent Study. It is important to note that, per the School of Graduate Studies: "Work experience cannot be substituted for out-of-date coursework or used for revalidation, except where that work experience can be documented to have involved the use of current knowledge and application of material currently covered in the coursework."

#### **Process**

Graduate students must have a complete supervisory committee to revalidate courses. To request the revalidation of courses, students must follow a formal process outlined below:

- Working with the Program's Graduate Program Coordinator, the student compiles a list of courses requiring revalidation and collaborates with the committee to create a revalidation plan. Courses can be revalidated in many ways, such as an examination or required reading/writing. A review of current syllabi for the course to be revalidated and consultation with the current instructor is expected.
- Once the plan is finalized, it is submitted for approval: first to the student's Program/Specialization, then to the department head, and finally to the Vice Provost of Graduate Studies.
- The supervisory committee evaluates the outcome of the approved revalidation plan, which must be completed before the degree is awarded.