

Benjamin M. Statler College of Engineering and Mineral Resources Policy on Masters Degree Coursework Revalidation

University policy states:

[Masters Degree] Graduate work planned with the student's advisory committee must be satisfactorily completed within a period of eight years immediately preceding the conferring of the degree. A course taken more than eight years previously must be revalidated if it is to be used towards meeting degree requirements. Revalidation can be accomplished by submitting the following information for approval to the Office of Graduate Education and Life:

- *A letter from the course instructor listing the criteria used to revalidate the course material;*
- *A copy of the student's performance on the student's revalidation examination; and*
- *A letter from the college/school graduate coordinator and/or dean supporting the revalidation.*

The College interprets the spirit of the WVU revalidation policy to require the program/college to document that students have current knowledge of the subject area and have maintained a scholastic proficiency in the course materials. Currently the college recognizes two processes by which this assessment can be made. Use of either process is acceptable for course revalidation.

The first process is through a graded (P/F) re-examination on the course materials given by the current instructor of the course for which revalidation is sought. This option can be used anytime, at the discretion of the department/program, but must be used in the case of students that have not been making timely academic progress in their program of study for whatever reason or if it has been one year or less¹ since they were registered as a full time student in engineering.

The second process is based on evaluation of the individual's work experience and or continuing education credits since completing the academic course work.

This option can be used, at the discretion of the department/program, in place of an examination when an individual has not been registered as a full time student in engineering for more than a year. In this procedure the individual must, for each course to be revalidated, provide a dossier of written evidence/examples from her/his work experience and/or continuing education activities that illustrate:

- How the student's knowledge of the subject area has been kept current; and
- How the student has maintained a basic academic proficiency in the course materials.

If possible, syllabi of the historical course and the current course should be provided with annotation of those subject areas not covered in the historical course. Specific attention should be paid to these areas when providing the revalidation evidence. Furthermore, at the discretion of the department/program, an individual may revalidate a total of two courses by satisfactorily completing independent studies in place of preparing a dossier.

Copies of the revalidation materials for each course must be provided to the Associate Dean for Academic Affairs. That office will then prepare and submit to the Office of Graduate Education and Life a letter of support for the revalidation.

¹ Counted from the end of the last semester of attendance