

### Validation of Courses

Louisiana State University requires students to complete all course work for a master's degree within five years after commencing the program. Subject to the final approval of the Graduate School, a student may validate course work taken more than five years before graduating from the program through an examination held by the student's graduate committee. Validation procedures may apply to all courses offered by the School. The Graduate School will not accept validation of more than 50% of the student's course work.

#### Procedures

1. Validation of courses must occur after the student has completed nine (9) semester hours, but prior to the semester in which the student expects to graduate.
2. Interview with the SLIS Director as to reasons validation should be considered. If the Director deems the request for validation to be appropriate, the Director will convene an examination committee.
3. The examination committee will consist of three members of the faculty, including the student's advisor, the faculty member currently responsible for the course and, if possible, the faculty member responsible for the course when it was originally taken by the student. The faculty member currently responsible for the course shall serve as chair of the examination committee. The committee will determine whether validation of the course is appropriate.
4. The committee shall communicate with the student seeking validation and outline procedures for an examination to assess that the student's mastery of the course **as currently taught**.
5. A written examination shall be designed and administered by the committee.
6. Upon approval of the chair and the examining committee, the attached form should be completed, signed by the candidate seeking validation and members of the examination committee, and submitted to the SLIS Director for approval. If the Director's approval is obtained, a copy of the document will be placed in the student's folder.
7. If the Director recommends that the committee's decision be accepted, the Director will send the appropriate documentation to the Graduate School for review. By university policy, the ultimate decision to approve validation rests with the Graduate School.

8. A copy of the documentation as approved by the Graduate School will be placed in the student's folder.

Approved by the LIS faculty January 29, 1993

Revised September 2001

Revised April 16, 2004

Revised May 20, 2004 to conform to Graduate School Policy of May 11, 2004

**COURSE VALIDATION FORM**

NAME \_\_\_\_\_ LSU I.D.# \_\_\_\_\_

COURSE NUMBER AND TITLE \_\_\_\_\_

SEMESTER ORIGINALLY TAKEN \_\_\_\_\_ ORIGINAL GRADE \_\_\_\_\_

ORIGINAL COURSE INSTRUCTOR \_\_\_\_\_

CURRENT NUMBER AND NAME OF COURSE (if different from original) \_\_\_\_\_

\_\_\_\_\_

DATE OF EXAMINATION \_\_\_\_\_

EVALUATION OF EXAMINATION

COURSE VALIDATED GRADE \_\_\_\_\_

SIGNATURES OF EXAMINING COMMITTEE:

CHAIR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

DIRECTOR'S SIGNATURE \_\_\_\_\_