All course work more than seven years old at the time a Ph.D. student defends his/her qualifying paper must be validated before those courses may count toward the required 90 semester hours of course work and the student may be admitted to candidacy for the PhD degree.

A plan for validation of courses must be approved by the Advisory Committee as a part of the "Program of Studies" form.

A Validation of Course Work form must be submitted for each course requiring validation:
  1) signed by a current professor teaching the subject,
  2) signed by the Director of the Doctoral program,
  3) turned in to the ILS PhD Recorder, and
  4) mailed or emailed to the Graduate School by the ILS PhD Recorder.

Per the University Graduate School Ph.D. Recorder (12/12/01), a Ph.D. course validation is good for seven years from the date of validation.

The Graduate School has listed several forms validations might take. ILS faculty have agreed on the options shown on the front of this form for validation. Regardless of the form of validation selected, the original grade remains the same for the validated course.

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