

DEGREE COMPLETION PLAN WITH VALIDATION OF EXPIRED COURSEWORK

Graduate students are generally expected to complete all degree requirements within 5 years of matriculation for a master's program and within 7 years of matriculation for a doctoral program. One extension of these time limits can be requested when mitigating circumstances preclude completion of requirements within the time limit.

This completion plan request should include specific goals and deadlines for meeting those goals, as well as prescribed consequences if the goals are not met within the proposed timelines.

- If the student is required to prepare a thesis or dissertation, the plan should include a stipulation that the student meet with their committee to review progress at each of the proposed deadlines. It is suggested that the time period between proposed committee meetings be no longer than three (3) months.
- If the student is completing a Plan II (non-thesis) master's degree, the courses to be taken and expected performance standards (including the successful completion of a comprehensive exam, if applicable) should be stipulated.

This information should be included on the next page and signed by the student, their advisor or mentor, and the graduate program director. The program director will submit the entire packet to Marla Jones who will verify that all required information has been included before submitting the request to the Graduate School dean for approval.

Graduate courses expire after 5 years for master's students and after 7 years for doctoral students. If any expired courses are required for your degree (based on the curriculum requirements for your catalog year), the validation of expired coursework form in this packet should also be completed by your program director or a faculty member within your department to indicate that the content for expired coursework has not changed significantly enough to justify retaking the course(s) prior to graduation. This determination should be based upon a comparison of syllabi and/or assignments for previous and current courses.

Validation of Expired Coursework

Graduate courses expire after 5 years for master’s students and after 7 years for doctoral students. If appropriate, this form should be completed by your program director or a faculty member within your department to indicate that the content for expired coursework has not changed significantly enough to justify retaking the course(s) prior to graduation. This determination should be based upon a comparison of syllabi and/or assignments for previous and current courses.

Student’s Name: _____ Banner ID (B#): _____

Semester / Year of Expired Course	Previous Course Number and Title	Current Course Number and Title (if different from previous)

Printed Name of Program Director or Departmental Faculty Member

Signature of Program Director or Departmental Faculty Member

Date