All graduate courses completed six years prior to the intended graduation date are subject to a course revalidation review and possible revalidation process, at the discretion of the academic unit that conducts the course. The student will receive an email of the final revalidation outcome.

If the starting dates of all courses in a Program of Study (Form #401) are not within six years before the date of intended graduation then the student must do the following before completion of the program can be certified:

A. The student must first petition the academic unit for a revalidation review to determine if the course content is substantially changed. If not substantially changed, proceed with filing the form with Graduate Academic Affairs.

B. If substantially changed, revalidation is required, the student must pay a special fee and arrange with the examining department to complete the revalidation process in each outdated course. A copy of this form will be returned after approval, for exam scheduling.

The fee, found at http://www.iit.edu/bursar/ tuition_and_fees.shtml, is payable in advance. Online payments are accepted through the myIIT portal. A copy of the receipt must be stapled to this form after the Associate Dean of Graduate Academic Affairs approves the petition and before the examining instructor gives the examination.

Revalidation of an outdated course is waived when the M.S. thesis or Ph.D. oral defense is approved. However, revalidation of an outdated course will be required when the course content is substantially changed.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Term/Year Originally Completed</th>
<th>Content is:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A. Substantially unchanged, revalidation not required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Substantially changed, revalidation required</td>
</tr>
</tbody>
</table>

Signature approvals (must be in sequence shown below)

A. Student Date
B. Adviser Date
C. Department Chairman Date
D. Chair of Examining Department Date
E. Associate Dean of Graduate Academic Affairs Date

If the starting dates of all courses in a Program of Study (Form #401) are not within six years before the date of intended graduation then the student must do the following before completion of the program can be certified

To be completed by the examining department and returned within 72 hours of the administration of the exam.

Examiner:
I certify that on ________________ the above named student fulfilled the revalidation requirement in the subject matter currently embodied in the course indicated above, with the resulting grade of _____ (P or F).

To be completed by Graduate Academic Affairs:

- [ ] Revalidation approved
- [ ] Revalidation not required

Updated 4/29/2013