G504-SSB
Stuart School of Business

Course Revalidation Form

Stuart School of Business
Office of Academic Advising
565 W Adams Street
Chicago, IL 60661
advising@stuart.iit.edu

All Stuart 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 Program Director.

Last Name	First Name	Student ID/CWID
Address Number and Street	City, State, Zip Code	Email Address

Revalidation of an outdated course will be required when the course content has substantially changed.

Course Number	Term/Year Originally Completed	Content is:
		___ A: Substantially unchanged; revalidation not required ___ B: Substantially changed; revalidation required

If the starting dates of all courses in a Program of Study 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 Program Director to determine if the course content has substantially changed. If not substantially changed, proceed with filing the form with Stuart's Office of Academic Advising.

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the student must pay a special fee and arrange with the Program Director to complete the revalidation process for each outdated course.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

The Revalidation of an Outdated Course Fee is payable online via myIIT. A copy of the receipt must be stapled to this form after the Assistant Dean of IIT Stuart School of Business approves the petition and before the examining instructor gives the examination.

Signature Approvals (must be in sequence shown):

A. Student _____ Date

B. Academic Advisor _____ Date

C. Program Director _____ Date

D. Assistant Dean _____ Date

To be completed by the examining program and returned to the Stuart Office of Academic Advising within 72 hours of the administration of the revalidation procedure:

Type of Revalidation: ___Oral exam/discussion ___Course summary ___Exam ___Paper ___Other

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).

Examiner Signature	Examiner Printed Name	Date

To be completed by Stuart Office of Academic Advising:

- ☐ Revalidation approved
- ☐ Revalidation not required

_____
Assistant Dean of Stuart Date