

# Revalidation of an Outdated Course

Office of Academic Affairs  
 Graduate College  
 Illinois Institute of Technology  
 10 W. 35th St., Suite 7D7-1  
 Chicago, IL 60616  
 gradcoll@iit.edu

## G504

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.

Last Name	First Name	Student ID/CWID
Number and Street	City and State	Zip

**Revalidation of an outdated course is waived when the M.S. thesis or Ph.D. oral defense is approved. However, revalidation of an outdated course will be required when the course content is substantially changed.**

Course Number	Term/Year Originally Completed	Content is:
		<input type="checkbox"/> A. Substantially unchanged, revalidation not required  <input type="checkbox"/> B. Substantially changed, revalidation required

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 :

Signature approvals (must be in sequence shown below)

**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.

\_\_\_\_\_ Date

\_\_\_\_\_ Date

**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student must pay a special fee and arrange with the examining department to complete the revalidation process in each outdated course.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

\_\_\_\_\_ Date

\_\_\_\_\_ Date  
 (signature needed only if exam is required)

The fee, found at [http://www.iit.edu/bursar/tuition\\_and\\_fees.shtml](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.

\_\_\_\_\_ Date  
 (signature needed only if exam is required)

- [How to insert an electronic signature in a PDF document\(Click here\).](#)
- [Be certain to download the PDF first and save it with the details specific to you in the form, then reopen it on Adobe reader to complete the form.](#)

**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).

Examiner Signature	Examiner Printed Name	Date

**To be completed by Graduate Academic Affairs:**

- Revalidation approved
- Revalidation not required

Associate Dean of Graduate Academic Affairs	Date