

Subject: Revalidation of Courses

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POLICY

All SLIS courses are eligible to be considered for revalidation in accordance with the Graduate School Course Revalidation Policy and Procedure (PRE/GS04 Form). However, no course in the SLIS master's or specialist degree programs may be revalidated after ten years.

A faculty member currently teaching the course in question will be designated by the Student Services Manager to determine if the course may be revalidated and to determine the appropriate revaluation activity (e.g., examination or portfolio). In deciding whether a course may be revalidated, the faculty member should take into account the stability of course content and student content retention. If the course content has substantially changed since the student's enrollment, revalidation should not be undertaken. The revalidation activity should confirm that the student's retention of course content is comparable to that of current students who have just completed the course. Decisions of the designated faculty member regarding eligibility of a course for revalidation and evaluation of the revalidation activity are final.

PROCEDURE

1. A student requesting revalidation for a SLIS course contacts the Student Services Manager.
2. The Student Services Manager designates an appropriate faculty member to determine whether the course may be revalidated.
3. If the course is eligible for revalidation, the student follows the procedure outlined on the Graduate School Form PRE/GS04.
4. The designated SLIS faculty member administers and evaluates the necessary revalidation activity.
5. The designated faculty member (examiner) returns the completed and signed Form PRE/GS04 to the Student Services Manager, who sends it on to the Graduate School reporting the revalidation results.
6. The student requesting revalidation is informed by the Student Services Manager of the results of the revalidation activity.
7. If the student does not satisfactorily complete the revalidation activity the current version of the course must be taken for credit.