

**REQUEST FOR EXTENSION OF TIME AND REVALIDATION OF OUT-OF-DATE CREDITS
MASTER'S DEGREE PROGRAMS**

Submit completed form to Graduate Study & Lifelong Learning, 520 O'Dowd Hall

Regulations governing graduate programs require that all credit applied toward a graduate degree must be earned within six (6) calendar years of the awarding of the degree. The maximum extension of time is two years.

A request for extension beyond 6 years for the master's degree is also a request to honor the currency of those courses that have been taken beyond the specified period for the degree. Often the knowledge content of those courses is no longer current enough to be considered relevant toward the degree. Graduate courses 8 years and beyond, prior to the date on which the degree is to be granted, may NOT be applied to meet graduation requirements, however out-of-date graduate credit earned at **OU may be revalidated**.

Therefore, it is the **responsibility of the student** submitting the request to document how he or she has brought their knowledge up to date for each **course that will be 8 years and beyond at the time your degree is granted**. This may include documenting the following: relevant work activities, professional development or continuing education credits, conference attendance, and special readings. It is the **responsibility of the student** to supply the adviser with appropriate documentation of these activities.

In those cases where activities have not occurred or where documentation does not exist, it is the **responsibility of the adviser** to specify how the student will update his or her knowledge in the specific course area(s) for each course completed 8 years and beyond. The adviser may propose the student register to repeat OU course(s), pass a competency examination OR be assigned special activities, such as seminars or additional readings in specific course areas. The proposed special activity must include an evaluation of student mastery AND be assigned a grade through competency credits.

To be completed by the Student:

Name: _____ Student Number : _____

Address: _____
(Street) (City) (State) (Zip)

E-Mail Address: _____ Daytime Phone: _____

Present Program: _____

Last Semester in Attendance: SU FA WI Year: _____

Length of Extension requested to completed degree: SU FA WI Year: _____

Has your name, address, or telephone number changed since you last attended? Yes No

If yes, please give previous information: _____

(1) Reason for seeking extension

To be completed by Adviser:

Recommend Extension through: SU FA WI Year: _____

- (1) Indicate if the student has made satisfactory progress toward degree completion to date and your evaluation of the reasons the student gives for the extension request.
- (2) Itemize all course requirements necessary for the student to complete the degree and provide an explicit semester by semester timetable for completing them in a Plan of Study. The timetable must conclude with a proposed graduation date (semester and year).
- (3) (Where Applicable) Provide documentation of methods that **have been** used to update knowledge in those courses completed 8 years and beyond. Where possible, documentation should include some form of evaluation of the level of participation and accomplishment.
- (4) (Where Applicable) Describe the methods that **will be** used to update knowledge in those discipline areas in which remediation has not occurred or in which documentation does not exist. The plan should include some intended evaluation of the level of mastery achieved by the student.

Comments :

Name of Graduate Advisor (print or type): _____

Signature: _____ Date: _____

To be completed by Graduate Study & Lifelong Learning:

Approve Extension through: SU FA WI Year: _____

Comments :

Assistant Dean/Representative of Graduate Study: _____ Date: _____

OU credits earned eight (8) years and beyond, MUST be repeated for credit OR updated by competency credit (exams and/or assigned special activities) as recommended in this request.

Copies: student, department, student file (original)

The student submitting the request must document activities as evidence to how he or she has sustained or updated their knowledge content for each course that will be 8 years and beyond at the time your degree is granted. This may include documenting the following: relevant work activities, professional development or continuing education credits, conference attendance, and special readings. **OU graduate credits earned eight (8) years and beyond, MUST be repeated for credit OR updated by competency credit (exams and/or assigned special activities) as recommended in this request.**

LIST ALL COURSES THAT WILL BE 8 YEARS AND BEYOND AT THE TIME YOUR DEGREE IS GRANTED.

Semester/Year course was completed WI xxxx FA xxxx SP xxxx SU xxxx	Course Rubric & Number ENG 650	Credits	Course Grade	Students must document methods that have been used to update knowledge content for each course that will be 8 years and beyond at the time your degree is granted (3). Examples: relevant work activities, professional development or continuing education credits, conference attendance, special readings, etc. (Use additional sheets if necessary)	Adviser must describe the methods that will be used to update knowledge content in the discipline areas in which remediation has not occurred or in which documentation does not exist. (4)			
					Approve	Deny	Adviser to describe methods to be used to update knowledge content	Timetable (2)

Student Signature

Date