

School of Graduate Studies
University of Missouri-Kansas City
Procedure for Validation of Course Work More than Seven Years Old

1. Using the PETITION FOR VALIDATION form, the student submits a formal written petition to his or her Adviser or Supervisory Committee Chair, requesting validation of the course or courses that are more than seven years old.
2. If the student's Adviser or Supervisory Committee Chair Committee feels the petition is justified, the adviser or committee chair will sign the petition and forward it to the Graduate Officer for review.
3. The Graduate Officer will review the petition, the approved Program of Study and the student's transcript.
4. If the petition includes all course work on the Planned Program that is (or will be) more than seven years old when the student plans to graduate, and the total number of hours to be validated represent no more than 30% of the student's Planned Program, the Graduate Officer or Department Chair will:
 - a) Prepare affidavit forms for each course listed on the petition and forward to the instructor currently teaching the course, requesting validation. (Make copies of affidavit form as needed)
 - b) Notify the student and the student's adviser that the petition to request validation has been approved and instruct the student to contact the instructor (s) to whom affidavits have been sent to arrange for validation.
 - c) Retain the PETITION FOR VALIDATION in file pending return of completed affidavit forms from the appropriate instructors. (If the petition does not include all course work on the Planned Program that is (or will be) more than seven years old when the student plans to graduate, the Graduate Officer will return the petition to the student's adviser/committee chair for revision)
5. When the student has satisfied the professor currently teaching the course that his or her knowledge in that field is still valid, the professor will enter a statement indicating the mode of assessment on the affidavit, sign and date the form and send it to the Graduate Officer for further processing.
6. The Graduate Officer or Department Chair will review the completed Affidavit forms. When the affidavits for all courses listed on the petition have been submitted, and the Graduate Officer is satisfied that they meet the standards of UMKC for graduate credit, the Graduate Officer will sign off in the approval section of the PETITION FOR VALIDATION form, forward it with all affidavits, transcripts, a copy of the Planned Program of Study to the Academic Dean for approval.
7. PETITIONS FOR VALIDATION approved by the ACADEMIC DEAN or will be forwarded, with all necessary supporting documentation, to the SCHOOL OF GRADUATE STUDIES for final review and disposition.

SPECIAL CASES: If the total number of hours to be validated represent more than 30% of the student's Planned Program, and the Graduate Officer feels there are extenuating circumstances that would warrant special consideration, the Graduate Officer may submit a petition to the Dean of the School of Graduate Studies for an exception to the 30% limitation.

TO: Professor _____ Date: _____

_____, a graduate student in _____
Student's Name (School/Department)

has petitioned my office for validation of graduate course work more than seven years old. I have received the student's justification and hereby request that you, as the instructor now teaching the course listed below, evaluate the student's current knowledge in this field. If you feel the student's present level of competence meets the standards of UMKC for graduate credit in this area, please indicate in the space provided and return this Affidavit to my office. Be specific as to the mode of assessment utilized.

Graduate Officer



**AFFIDAVIT OF
VALIDATION OF GRADUATE COURSE**

Course #	Title	Hours	Semester Enrolled	Instructor
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Statement by Professor:

I affirm that I have examined _____ on the current content of the course indicated and find the student to meet the standards of UMKC for graduate credit in this body of knowledge. I recommend validation of the course.

I used the following mode of assessment to gauge the student's current level of knowledge in this field.

Date _____

Signature of Professor