Master's Level Course Revalidation Policy

Graduate Council Revised and Approved October 21, 2026

Master's level courses included in the graduate plan of study must be no more than six years old at the time of graduation to ensure alignment with current academic and professional standards. If a course exceeds this timeframe, it may be revalidated through a standardized process.

Revalidation Process

1. **Submission of Evidence:** The program director submits a formal request to the Graduate School, providing evidence of the student's current knowledge in the subject. Acceptable evidence includes:
    - Successful completion of a written or oral examination covering the course material.
    - Completion of a more advanced course in the same subject area.
    - Employment-related experience demonstrating contemporary expertise.
    - Attainment of a relevant professional certification or credential.
    - Other substantial documentation verifying current knowledge.
2. **Approval Determination:** The Graduate School reviews the submitted evidence and either approves or denies the revalidation request. If approved, the course is immediately recognized as valid toward the degree without additional conditions.

Revalidation Limits

- The number of credit hours eligible for revalidation is at the program's discretion.
- Only courses originally completed at Texas Woman's University are eligible for revalidation.

Please see attached form.

TEXAS WOMAN'S UNIVERSITY

Request to Validate Outdated Master's Coursework

Student Name Jackie Karlsson Student ID# 1025698

Academic Program Family Studies

COURSE CONTENT TO BE VALIDATED

HDFS	6903	Fall	2025
Course Title	Course #	Term Taken	Year

Student Signature Date

REVALIDATION TYPE

- [x] Student has taken an Oral Exam [ ] or Written Exam [ ] and passed with 80% or higher.
- [ ] Student has completed a more recent advanced course in the same subject area.*
- [ ] Student has employment-related experience demonstrating current expertise
- [ ] Student has a relevant professional certification or credential
- [ ] Other evidence

* Specify course and semester taken below

Please provide an explanation of the revalidation process used to establish currency in the outdated course:

Program Coordinator Department Chair/ACA

Dean of the College

ACCEPTED BY THE GRADUATE SCHOOL

Dean of the Graduate School or Designate Date

Please email this form to the Graduate School email, gradschool@twu.edu.