Validation of credit/time to degree extension

The following three situations explain how older credit needs to be validation and the validation procedure.

1. All coursework toward the degree is from EMU and student has been continuously enrolled at EMU.
   1) Only a Time to Degree extension is required.
      a. Petition should be submitted at the time the student has passed the applicable time limits for the award.
         i. Students have seven years to complete the requirements for the doctoral degree from the date of first enrollment in the doctoral program at EMU.
         ii. Specialist’s degree requirements must be completed within six years of degree admission if entering with a master’s degree or eight years if entering with a bachelor’s degree.
         iii. Master’s degree requirements must be completed within six years of first enrollment in the master’s degree program.
         iv. Graduate certificate requirements must be completed within three years of first enrollment in a course applicable to the certificate.
      b. Final semester of enrollment must be indicated on the petition. Final semester may be no longer than 10 years from first course used on program of study.
      c. No limit on the number of credits which can be approved.

2) Student is transferring credit from another institution, but not required to reenroll.
   a. Transfer of Credit form required.
      i. Program coordinator must indicate the semester through which the transfer credit will be allowed.
   b. If transfer of credit is still valid at time of degree completion, but student does not complete program within appropriate time limits for the award, petition must be completed as above.
   c. If transfer of credit is no longer valid at time of degree completion, but student is completing program within appropriate time limits for the award, a new transfer of credit form must be completed with a new “valid through” semester indicated.
   d. If transfer of credit is no longer valid at time of degree completion, and student is not completing program within appropriate time limits for the award, a new transfer of credit form must be completed with a new “valid through” semester indicated.

3) Student was required to reenroll at some time in their program, regardless of whether all coursework toward the degree is from EMU or includes transfer credit.
a. **Only a Time to Degree extension is required.**
   i. Petition should be submitted at the time the student is reenrolled into the program.
   ii. Program coordinator must confirm that coursework taken prior to reenrollment is still valid and able to be used on the program.
   iii. Final semester of enrollment must be indicated…may be no longer than 10 years from first course used on program of study.

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