

## ***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- c. If transfer of credit is no longer valid at time of degree completion, but student is completing program within appropriate time limits for the award, a new transfer of credit form must be completed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- d. If transfer of credit is no longer valid at time of degree completion, and student is not completing program within appropriate time limits for the award, a new transfer of credit form must be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.

*Updated October 6, 2014*