

Instructions

1. Fill out the form with student's information and course validation information.
2. Submit payment for the examination to the Business Office for all necessary fees **prior** to administering the exam.
3. Obtain the signatures of the major advisor, test examiner, department chair, and college dean **after** the exam has been administered with a satisfactory grade.
4. Then return the completed form to the College of Graduate Studies for approval.
5. The form of the examination, the method of administering it, and the time of examination are left to the discretion of the college and academic units.
6. To receive credit, the student's validation grade should be listed on the Course Validation form and must be equivalent to at least a "B" (3.0).

Course Validation

The University sets time limits on students to ensure that they have reasonably current knowledge in those courses that comprise the graduate program and for which a graduate degree is awarded. When coursework taken at Tennessee Tech has expired according to the established time limits for completing a graduate program, the academic unit may allow the student to validate that coursework by examination, subject to the following regulations.

- Only students fully admitted to and enrolled in a graduate program and who are in good standing are eligible.
- The grade on the original course must be an "A" or "B".
- Not more than 12 hours of total credits in a master's program may be validated. Not more than one-third of the total credits in a doctoral degree program may be validated.
- Only courses with fixed content are eligible for validation. (Independent study, research, and workshops are ineligible.)
- Only courses comparable to those still being taught are eligible for validation.

PERMIT FOR GRADUATE CREDIT BY COURSE VALIDATION
Certification of Graduate Credit by Course Validation

Name: _____ Student ID/ "T" No: _____

Permission is requested to take an examination for credit in the graduate course listed below:

Course Prefix & Course No.	Course Title	Hours

COURSE HISTORY :

Semester _____ and year _____, course was completed at Tennessee Tech University.

Is the requested course or a comparable course still being offered at Tennessee Tech University:

Yes No

Student Advisor (Please Print Name)

Student Advisor's Signature

Test Examiner (Please Print Name)

Test Examiner's Signature

Department Chair (Please Print Name)

Department Chair's Signature

College Dean (Please Print Name)

College Dean's Signature

The fee for taking an examination is \$20.00 per credit hour. These fees are nonrefundable and must be paid **prior** to the examination.

Fee Assessed: _____ Fee Receipt No: _____ Date Fee Paid: _____

This is to certify that the above-named student successfully completed a written oral exam for the above listed course with a grade of _____ .

The above signers therefore, recommend the issuance of credit for the course listed above.

College of Graduate Studies Designee

Date