

PERMIT FOR GRADUATE CREDIT-BY-EXAMINATION OR COURSE VALIDATION

Please check the appropriate box: Credit by Examination Course Validation Exam

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

Current Address: _____

Email Address: _____ Phone: _____

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

Department Name & Course No.	Course Title	Hours

FOR COURSE VALIDATION PURPOSES ONLY:

Term and year course was completed at Tennessee Technological University:

Is the requested course still being offered at Tennessee Technological University: Yes No

Major Advisor (Please Print Name)

Major Advisor's Signature

Test Examiner (Please Print Name)

Test Examiner's Signature

Department Chair (Please Print Name)

Department Chair's Signature

Dean (Please Print Name)

Dean's Signature

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

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

Certification of Graduate Credit by Examination/Course Validation

This is to certify that the above-named student successfully completed the prescribed exam for the listed course with a grade of B or better. I, therefore, recommend the issuance of credit for the course listed above.

Department Chair

Date

Return form to Graduate School after certification. (For course validation certification, exam must be returned with form.)

Instructions

1. Fill out the top of the form and obtain the signatures of the major advisor, department chair, and college director of graduate studies.
2. Process permit for examination through the Business Office for assessment and payment of necessary fees.
3. Take the form to the department chair, who will sign it after the exam has been taken and a satisfactory grade earned.
4. When the department chair returns the completed form to the Graduate School, the Associate Vice President for Research and Graduate Studies or designee will authorize the posting of the credit to the student's record.
5. The form of the examination, the method of administering it, and the time of examination are left to the discretion of the colleges and academic units.
6. To receive credit, the student's validation grade should be equivalent to at least a "B" (3.0). Credit is indicated on the student's record as "S" but is not computed in the GPA.

Course Validation Regulations

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 Technological University 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. The necessary form is available at www.tntech.edu/graduatestudies/forms.html

- Only students full admitted to and enrolled in graduate programs and who are in good standing are eligible.
- 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.