



Graduate Credit by Examination/Course Validation

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

Full Legal Name: Banner ID: U

Current Mailing Address: Street City Zip Code

Email Address: Phone No.

Table with 3 columns: Department Name & Course Number, Course Title, Credit Hours

FOR COURSE VALIDATION PURPOSES ONLY:

Term and year course was completed at the University of Memphis:

Is this course still being taught at The University of Memphis: Yes No

APPROVALS:

Major Advisor (Please Print) Major Advisor's Signature

Test Examiner (Please Print) Text Examiner's Signature

Department Chair (Please Print) Department Chair's Signature

College Director of Graduate Studies (Please Print) College Director's Signature

The fee for taking an examination is \$60.00 minimum and an additional \$15.00 for each hour over three (3) per course. These fees are non-refundable and must be paid prior to the examination.

Fee Assessed: Banner Receipt Number: Date Fee Paid:

Certification of Graduate Credit by Examination/Course Validation

This is to certify that the above-named student successfully completed the prescribed examination 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 completed form to Graduate School after certification by department chair.

Instructions

- Complete the upper portion of the form and secure signatures of the major advisor, test examiner, the department chair in the department in which credit is being sought, and the College Director of Graduate Studies (*this is not the Graduate School office*).
- Process permit for examination through the Bursar's Office for assessment and payment of necessary fees.
- Keep a copy for your personal records.
- Return completed and signed form to the department chair in the department in which credit is being sought.
- Student takes prescribed examination.
- Upon satisfactory completion of the prescribed examination, the "Certification" portion of the permit is to be completed by the department chair in the academic department offering the course and returned to the Graduate School for posting of credit.

Credit by Examination Regulations

- In cases where a student has current knowledge but has not earned credit for an appropriate course, an academic department may offer the student graduate credit by examination. ***Students must be currently enrolled in a degree program (full-time or part-time) and be in good academic standing.*** The form of examination, the method of administering it, and the time of examination are left to the discretion of colleges or academic units.
- Mode 1 courses and only those mode 8 courses with "fixed content" areas are eligible for credit by examination. Contact the department offering the course for additional information.
- A maximum of six (6) semester hours of Credit by Examination may be applied to a degree program.
- To pass a Credit by Examination, a student must earn at least a "B" (3.0). Credit is indicated on the student's record as an "S" but is not calculated in the GPA.

Course Validation Regulations

- When coursework earned at The University is too old to be included in a graduate program, students may be allowed to validate the coursework by examination. Students must be currently enrolled in a degree program (full-time or part-time) and be in good academic standing. The form of examination, the method of administering it, and the time of the examination are left to the discretion of colleges or academic units.
- 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.
- Mode 1 courses and only those mode 8 courses with fixed content areas are eligible for course validation. Contact the department offering the course for additional information. Coursework validated must still be currently taught at the University of Memphis.
- To pass a Course Validation examination, a student must earn at least a "B" (3.0). Credit is indicated on the student's record as an "S" but is not calculated in the GPA.

