



Course Validation Request Form

Notice: Non-letter graded courses and transfer courses cannot be validated.

1. Applicant Completes Section I and obtains Departmental approvals in Section II.
2. Department must return form for Graduate School action (Section III) before scheduling validation activity. If approved, Graduate School will send form to validating examiner. The validation must occur after the Graduate Dean has approved the request.
3. Validating Examiner completes Section IV and returns form to Graduate School.

Section I - Applicant and Original Enrollment Information

Student's Name: _____ FHSU ID#: _____
 Course Prefix & Number: _____ Credit Hours: _____ ; Semester/Yr: _____ ; Grade: _____
 Course Title: _____

Section II - Departmental Approvals

Faculty Name: _____, has agreed to serve as the validating examiner. The following procedure: _____
 The department supports this faculty member as the original instructor or as an approved alternate for conducting the validation activity.

Advisor	Date	Chairperson	Date
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Section III - Graduate School Action

The validation request is Approved Denied.

 Dean of the Graduate School Date

Section IV - Validation Certification

This is to certify that _____ has satisfactorily validated the above course according to the regulations governing validation. The validation activity took the following format _____.

Validation Examiner Signature	Exam Date	Returned Date
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