

# PRE



# THE GRADUATE SCHOOL

## THE GRADSCHOOL PREFERS TYPED DOCUMENTS. ENTER (TYPE) INFORMATION INTO FORM AND THEN PRINT DOCUMENT PERMIT FOR REVALIDATION EXAMINATION

YOU MAY SAVE DATA IN ADOBE READER, ACROBAT STANDARD OR PROFESSIONAL.

### Section 1: Student/Course Information: See Page 2 for information:

Last Name:  First Name:  M.I.  USC ID:

Street:  City:  State:  Zip:

Phone Number:  Email Address:  Expected Year of Graduation:

School:  Major:  Degree:

Course Designation and Number:

Course Title:

	Term	Year	Credits	Grade
Term and Year Course Completed:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 2: Approval Procedure (If the Department Chair or Graduate Director Acknowledges the eligibility of this course for revalidation, list name of authorized examiner)

Examiner: \_\_\_\_\_ Fee Receipt Number: \_\_\_\_\_

#### Endorsements:

Signature of Student's Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Graduate Director: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of the Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

The above named graduate student is herewith authorized to take the appropriate examination for purposes of revalidating credit hours for the above named course:

### Section 3: Examiner's Endorsement

Date Examination Administered: \_\_\_\_\_

Examination Results: \_\_\_\_\_

Examiner's Initials: \_\_\_\_\_ Examiner's Signature: \_\_\_\_\_

Mail to:  
The Graduate School  
901 Sumter St. #301  
Columbia, SC 29208

**EXAMINER RETURNS/MAIL/FAXES COMPLETED FORM TO THE GRADUATE SCHOOL**

Fax to:  
803-777-2972

# Course Revalidation Policy and Procedure:

(Out-Of-Date Courses)

Candidates for Graduate Degrees at the University of South Carolina may revalidate out-of-date USC graduate courses over six years old for certificate, master's, and specialist programs; over ten years old for doctoral programs. Each academic unit will determine which of its graduate courses are appropriate for the revalidation process. The Graduate School's "Permit for Revalidation Examination" (PRE) /GS 04 must be completed for the revalidation process:

Courses transferred from other institutions may not be revalidated:

## **Procedure:**

1. Verify with the Department Chair or Graduate Director of the department offering the course that the requested course may be revalidated. If so, a regular Graduate School Faculty member who currently teaches this course will be assigned as the authorized examiner.
2. Complete section one of the "Permit for Revalidation Examination" (PRE) /GS 04.
3. Obtain advisor's approval signature.
4. Pay course revalidation fee (\$25.00 per credit hour) at Financial Services, 516 Main St.
5. Present fee receipt and Permit for Revalidation Examination form to the Graduate Director for approval signature.
6. Present fee receipt and Permit for Revalidation Examination form to the Dean of the Graduate School for approval signature.
7. Present the approved form to the course examiner to schedule the revalidation examination.
8. The authorized examiner, after administering and grading the revalidation examination, endorses the Permit for Revalidation Examination Form and returns the form to the Dean of the Graduate School.