PRE

THE GRADUATE SCHOOL *South Carolina*

PERMIT FOR REVALIDATION EXAMINATION

PLEASE TYPE INFORMATION INTO SECTION 1 OF THIS FORM. YOU MAY SAVE DATA IN ADOBE READER, ACROBAT STANDARD OR PROFESSIONAL.

See Page 2 for procedural information.

Section 1: Student/Course Information:

Last Name: _____ **First Name:** _____ **M.I.** ___ **USC ID:** _____

Street: _____ **City:** _____ **State:** ___ **Zip:** _____

Phone Number: _____ **Email Address:** _____ **Expected Date of Graduation:** _____

School: _____ **Major:** _____ **Degree:** _____

Course Designation and Number: _____

Course Title: _____

	Term	Year	Credits	Grade
Term and Year Course Completed:				

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Section 2: Approval Procedure

If the Department Chair or Graduate Director acknowledged the eligibility of this course for revalidation, print name of authorized examiner.

1. Examiner Name (print): _____

2. Signature of Student's Graduate Advisor: _____Date:_____

3. Pay Validation Fee in Bursar's Office.   Receipt Number: _____
   Take original receipt and form to department and Graduate School for endorsements.

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

- Signature of Graduate Director:_____Date: _____

- Dean of the Graduate School: _____Date: _____

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Section 3: Examiner's Endorsement

Date Examination Administered:_____

Examination Results:_____

Examiner's Initials: _____   Examiner's Signature:_____

EXAMINER RETURNS/MAILS/FAXES COMPLETED FORM TO THE GRADUATE SCHOOL

Mail to: Fax to: 803-777-2972
The Graduate School
1705 College Street, Suite 552
Close-Hipp Building
Columbia, SC 29208

GS 04 Rev. 7/18

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(Out-Of-Date Courses)

Candidates for Graduate Degrees at the University of South Carolina may revalidate out-of-date USC graduate courses over six years old for certificate, master's, and specialist programs: over ten years old for doctoral programs.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) in the Bursar's Office, 1244 Blossom Street, First Floor

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.