



# Validation of Out-Of-Date Graduate Credit By Examination

1. Request for Permission to Validate Out-of-date Credit.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Requests permission to validate out-of-date credit for:

\_\_\_\_\_ completed \_\_\_\_\_  
(course, number, and title) (semester and year)

at \_\_\_\_\_  
(name of university if other than ODU)

The equivalent ODU course (if this course represents transfer credit) is

\_\_\_\_\_ (course, number, and title)

Approved: \_\_\_\_\_ (Date) \_\_\_\_\_ (Date)  
Graduate Program Director Department/School Chair  
\_\_\_\_\_  
Faculty Examiner (Date)

2. This is to certify that \_\_\_\_\_ appeared before  
(student's name)  
the undersigned on \_\_\_\_\_ and was examined on the course  
(date)  
specified above. Validation of credit for degree purposes \_\_\_\_\_ is/ \_\_\_\_\_ is not approved  
on the basis of the examination.

Signed: \_\_\_\_\_  
Faculty Examiner(s) (Date)  
\_\_\_\_\_  
(Date)

3. The above transactions satisfy the requirement of the policy on the validation of out-of-date credit for the course and student specified above.

Signed: \_\_\_\_\_ (Date)  
(Dean) (College)

Original: Office of the Registrar  
Copies: Student  
Graduate Program Director  
Department/School Chair  
Faculty Examiner

## POLICY ON VALIDATION OF OUT-OF-DATE GRADUATE CREDIT

Academic credit granted outside the time limit established for graduate degree or certificates must be validated by an examination before the work can be applied toward the requirements of a degree program. To be validated, the work must have been completed at Old Dominion University or be acceptable as transfer credit in lieu of an Old Dominion University course.

The following procedure shall be used to validate out-of-date work:

1. The student must receive the permission of his or her graduate program director and the chair of the department/school or dean of the college in which the course is offered to validate the course credit. The form for validation of out-of-date credit shall be used to record all transactions.
2. The graduate program director, department/school chair or dean shall make appropriate referrals to faculty member(s) (an individual or a committee) teaching the course to request that an examination be prepared and evaluated. Before the examination, the faculty member(s) shall inform the student of the area of knowledge or course content on which he or she is to be examined.
3. After the examination has been completed, the validation form shall be filled out, signed by the examining faculty member(s), and forwarded to the dean of the academic college offering the graduate degree program for approval.
4. Upon receipt of the completed form, the dean shall enter credit for the validated course of the student's form. Copies of the completed form shall be sent to the student, the graduate program director, the department/school chair, and the university registrar.
5. Validation for any given course can be sought only once.