



# Course Validation Request/Certification Form

**Notice: Non-letter graded courses, transfer courses, and work in which the grade received generated less than 3.00 credit points 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. Applicant must pass the approved validation activity with a grade of "B" (3.00) or better.
4. Validating Examiner completes Section IV and returns form to Graduate School.

## Section I - Applicant and Original Enrollment Information

Student's Name: \_\_\_\_\_ *myWSU ID* \_\_\_\_\_  
 Dept. & Course Number \_\_\_\_\_ Credit Hours \_\_\_\_; Semester/Yr \_\_\_\_; Grade \_\_\_\_  
 Course Title \_\_\_\_\_

## Section II - Departmental Approvals

Faculty Name \_\_\_\_\_, has agreed to serve as the validating examiner who will conduct the following **validation activity**, \_\_\_\_\_, over the course content. The department supports this faculty member as the original instructor or as an approved alternate for conducting the validation activity.

\_\_\_\_\_  
 Advisor Date Chairperson Date

## Section III - Graduate School Action

The validation request is \_\_\_\_\_ Approved \_\_\_\_\_ Denied.\* As a reminder, courses completed ten or more years before the degree is granted, even if previously validated, may not be used to fulfill degree requirements.

For the Graduate School \_\_\_\_\_  
 Date

\*

## Section IV - Validation Certification

This is to certify that \_\_\_\_\_ has satisfactorily validated the  
 Student's Name  
 above course according to the regulations governing validation. The validation activity took the  
 following format \_\_\_\_\_.

\_\_\_\_\_  
 Validation Examiner Signature Exam Date Returned Date

## For Graduate School Use Only:

WSU Course	B or Better Grade	Semester/Year	On Plan of Study