

Credit by examination must be requested and approved prior to taking the faculty exam. It is recommended that the student wishing to earn credit by examination take the examination prior to the beginning of the semester in which the course is offered. In order to receive credit by examination the following procedure should be followed:

1. Establish eligibility from the specific program.
2. Complete the credit by examination form with appropriate approvals.
3. Pay the \$25.00 fee at the Bursar's Office.
4. Return the form to the course instructor.
5. Upon administration of the examination, the course instructor needs to submit the form directly to the Registrar's Office. This form will not be accepted from a student due to it containing grade information.

Name _____ Student ID Number _____

Program _____

Student Signature _____

Upstate Medical University Course _____ Credits _____

Instructor _____

APPROVALS:

Course Instructor Approval: _____
Signature _____ Date _____

Department Chair Approval: _____
Signature _____ Date _____

Bursar's Office - Payment Received: _____
Signature _____ Date _____

Date Examination Administered: _____

Grade on Examination: _____ Instructor: _____
Signature _____

Registrar's Office - Credit Recorded: _____
Signature _____ Date _____