**Important Reminders:**

- Credit by examination may be established through such testing programs as Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and Cambridge Assessments (CA).
- Academic semester credit hours awarded through credit by examination become a permanent part of your official UT Dallas transcript and cannot be removed.
- Students should weigh the advantages of accepting college credit through examinations against the possible impact such credit might have on tuition rebate eligibility and their readiness for subsequent courses in an academic sequence.
- Credit is petitioned after admission and credit by examination is not considered as part of an applicant's transferable GPA or transfer hours for admissions.
- UT Dallas does not accept examination credit or scores from other higher education institutions' transcripts. We must receive an official score report from the testing agency that provided the examination.

Step 1) Go to utdallas.edu and select the Galaxy link under the Resources drop down box in the top right-hand corner of the UT Dallas homepage.
Step 2) Select the Orion link in the next Galaxy page to login using your NetID and password.

Step 3) Login to Galaxy with your NetID and password.
   a) If you don’t know your NetID and password or aren’t able to login, please contact the Help Desk using the link on the sign in page.
Step 4) Select the “My Academics” tile.

Step 5) Click on “Test Credit” in the left-hand toolbar; then click on “Petition for Credit”.
Step 6) Before attempting to post any credit, review the different tests’ equivalency options:

- Advanced Placement Program (AP)
- College Level Examination Program (CLEP)
- International Baccalaureate (IB)
- Cambridge Assessments (CA)

Step 7) When you are ready to post credit, use the “Select for Credit” buttons on the right-hand side of the screen.

a. You may select as many courses as you would like from the top section. If you can receive credit for a course from multiple exams, please only select one option.

b. You may only select one Math course for credit at a time. After posting Math credit, the available options will change in accordance with the rules from the Office of Undergraduate Education.

c. Read and agree to the Acknowledgement.

d. Click “Submit my Request for Credit.”

If you do not see your expected credit listed on the Petition for Credit page in Orion, then the credit may not be available for one or more of the following reasons:

1. Test results have not been received in the Office of the Registrar.
2. The appropriate exam was not taken to receive credit.
3. The minimum score requirements were not met to receive credit.
4. Credit has already been received in the form of UT Dallas enrollment or transfer credit.
5. **IB Diploma**
   a. IBD code did not upload electronically into Orion.
   b. Hard copy scores or electronic printout in OnBase does not indicate IB Diploma was earned.

If you believe that the credit does not fall into one of the preceding categories, please email transfercredit@utdallas.edu.
Step 8) If you would like to view your posted test credit, click on “Test Credits Posted” under the Test Credit folder in the left-hand toolbar.