

You are eligible to apply for this credit if:

1. You are currently enrolled as a matriculated undergraduate student at UB.
2. You are not in your final semester before graduation.
3. You have an overall GPA of 2.0 or higher.
4. You have not completed advanced coursework beyond the level covered by the exam.
5. You have not previously received credit for the course covered by the exam.

If you meet the above eligibility criteria, you must:

1. Take this form to your advisor who must sign it verifying you are eligible for credit by examination.
2. Talk to the academic department about the potential availability of the examination.
3. If the exam is available, obtain the signed approval of the chair of the department offering the course/exam.
4. Present this form at the Student Response Center and pay the fee (\$12.50 per credit hour); attach your payment to this form.
5. Carry this form to the examination room you previously arranged with the department/instructor, and present the form to the instructor.
6. The instructor will assign a P or F grade and submit this form to the Office of the Registrar.

**Student: Complete this Section**

Last Name  First Name  Person Num.   
UB Email  Plan (Major)  Semester

**I would like to complete the following course by credit through examination:**

Dept. Abbreviation  Course Number  Credits   
Course Title   
Student Signature  Date

**Advisor: Complete this Section**

**I verify that this student meets all eligibility criteria described at the top of this form and may apply for credit by examination.**

Advisor Signature  Date

**Department Chair: Complete this Section**

**I agree that this course may be examined for credit.**

Dept. Chair Signature  Date

**Instructor: Complete this Section**

Department  Course Number  Credits  Grade (P or F)   
Instructor Name   
Instructor Signature  Date

Return this form to: Registrar at 1Capen, Grading Department, Capen Hall

For Office Use Only

Registrar's Office Action  Completed by  Date