



INSTRUCTIONS TO STUDENT *

- A. After discussion of your plan with your Advisor, secure the approval of (1) your Program Advisor; (2) the department or Division Chairman; and (3) the appropriate Dean(s).
- B. Pay the fee at the Cashier's Office, Room 217, Welcome Center. This fee is subject to change at any time by action of the Board of Governors.
- C. Present the receipted form to the Examiner and take the examination.

INSTRUCTIONS TO EXAMINER *

- A. After the examination results have been determined, indicate the student's grade.
- B. Retain a copy for your records.
- C. Mail a copy to Student Records, 5057 Woodward, 5th Floor. DO NOT TRANSMIT VIA STUDENT.

*NOTE: To receive credit by examination, a student must have enrolled for one semester and completed at least one course. **Also, credit by examination cannot be used to repeat a course.**

Wayne State University		PETITION FOR CREDIT BY EXAMINATION	
STUDENT RECORDS		(Please read instructions)	
Student Name	(Last First)	I.D. Number	Date
HAS PERMISSION TO TAKE SPECIAL EXAMINATIONS COVERING:			
Course(s) and Number(s)	Credit Hours	CREDIT	
		Undergraduate	Graduate
(1) Advisor's Approval		(2) Department Chairperson's Approval	
(3) Dean or Representative's Approval for College in which course is taught		College in which student is registered	
THE EXAMINER RETAINS THE THIRD COPY			
TO THE EXAMINER:		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> CASHIER'S STAMP </div>	
Do not administer the examination(s) unless stamp appears in box at right.			
FEES ASSESSED			
Hrs. @ \$10.00 Per Credit Hr. = \$			
CERTIFICATION OF RESULTS OF EXAMINATION			
Course(s) and Number(s)	Credit hours	Grade	
Signature of Examiner		Date	