### 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, Suite 1100, Academic Administrative Bldg. 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.*

854 (8/09)