Earning CLTD Academic Credit as a Degree-Seeking Student

To earn academic credit as a UTC undergraduate student, you will need to complete the following steps:

- [Register](#) for the course through UTC Center for Professional Education.
- Complete the course with a letter grade of C or higher.
- Receive a letter of completion and final letter grade from CPE.
- Verify course completion by presenting the letter of completion to Dr. Nasab and obtaining his signature.
- Submit [credit by exam](#) paperwork to the bursar's office.
  - The Major Department Head will be listed as Ahad Nasab, Ahad-Nasab@utc.edu.
  - The Chair of Special Examination will be listed as Ahad Nasab, Ahad-Nasab@utc.edu.
  - After the paperwork has been evaluated, you will pay an **undergraduate credit by exam fee of $64.**
- The credit will be applied to your transcript.