

## Earning CLTD Academic Credit as a Non-Degree Seeking Student Not Attending Another University

To earn academic credit as a *non-degree seeking student who is not currently enrolled in another university*, you will:

- Prepare for enrollment. Before you enroll, you must join [ASCM](#) as an ASCM Plus member in order to receive the exam voucher as a part of this course.
- [Register](#) for the course through UTC Center for Professional Education.
- Fill out UTC's [Admissions Application](#). You will pay the **\$30 application fee** and submit proof of high school graduation throughout the application process.
- After you've been accepted, visit the [UTC Enrollment page](#) and complete your next steps.
- 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](mailto:Ahad-Nasab@utc.edu).
  - The Chair of Special Examination will be listed as Ahad Nasab, [Ahad-Nasab@utc.edu](mailto:Ahad-Nasab@utc.edu).
  - After the paperwork has been evaluated, you will pay an **undergraduate credit by exam fee of \$64 per credit hour (totaling \$192)**.
- The credit will be applied to your transcript.