

## Earning CLTD Academic Credit as a Non-Degree Seeking Student

To earn academic credit as ***an undergraduate student enrolled in another college or university***, you will:

- Ensure that your school will accept the CLTD program for credit. You must provide a signed letter, on your school's letterhead, to CPE from your academic department head indicating you are a regular full-time student in good academic standing.
- [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 a "letter of good standing" from the registrar or your present institution to the Undergraduate Admissions office 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.**
- The credit will be applied to your transcript.