|  |  |
| --- | --- |
| **Credit for Non-Traditional Learning (CNTL): Focus on Credit by Exam (CBE) and Portfolio** | |
|  | |
| **Student** | **N**  **Y**  Can student pay?  **Y**  **N**  Student arrives/ inquires  \* Fills out form and pays CNTL fee to cashier  Meets with an Advisor |
| **Advisor** | Continues with registration  Can student get necessary documentation?  Refer student to dean  **Y**  **N**  Discuss and determine if CNTL is an option  Is CNTL an option?  Advise student on any associated costs and necessary documentation |
| **Dean** | Dean signs and submits form to student  Continue with CNTL option with student?  **N**  **Y**  Connect faculty and student  Dean meets with student to assess appropriateness of PLA for the student |
| **Faculty** | Faculty sign and submits form to Dean  Faculty informs students  Faculty informs students  **N**  **Y**  Was student successful?  **\* see student**  Faculty meets with student to explain the process and determines option  Faculty administers CBE  Faculty reviews portfolio |
| **Registration** | Pay and/or complete and resubmit  **Y**  **N**  Is form complete and paid?  Registration receives form from student |
|  | Needed  Crosswalk A (guidelines exist)  Crosswalk B (guidelines don’t exist) |