|  |
| --- |
| **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 cashierMeets 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 optionIs CNTL an option?Advise student on any associated costs and necessary documentation |
|  **Dean** |  Dean signs and submits form to studentContinue with CNTL option with student? **N****Y**Connect faculty and studentDean meets with student to assess appropriateness of PLA for the student |
|  **Faculty** |  Faculty sign and submits form to DeanFaculty informs studentsFaculty informs students**N****Y**Was student successful?**\* see student** Faculty meets with student to explain the process and determines option Faculty administers CBEFaculty reviews portfolio |
|  **Registration** |  Pay and/or complete and resubmit**Y****N**Is form complete and paid?Registration receives form from student |
|  | NeededCrosswalk A (guidelines exist)Crosswalk B (guidelines don’t exist) |