

# NON-TRADITIONAL CREDIT

## CREDIT BY EXAM

For questions regarding on-traditional credit, the student should contact the Director of Testing. Students must complete 6 hours at CCCCD before non-traditional credit is awarded. A maximum of 18 hours of non-traditional will be posted.

1. Student request Institutional Credit by Exam/Portfolio review from Director of Testing.
2. Student takes Credit by Exam form to the Admissions & Records Office for verification of current enrollment.
3. Student pays fee at Cashier's office. The cashier will note fee payment on Credit by Exam form.
4. Student takes exam
5. Credit by Exam form is given to Director of Testing who notes course(s) approved and forward to CPC for processing.
6. The Data management assistant reviews form for required signatures and check student's record at CCCC to ensure student has not already received credit for that course or is not currently enrolled in course. Discrepancies are reported to the Director of Testing.
  - a. To award credit once record is reviewed, go to screen XXX under the student's SS number.

\*\*\*\*Security Sensitive information. Complete documentation on file in Admissions and Records Office.