



## TO THE STUDENT: PLEASE READ

In order to qualify for the Credit by Assessment Program offered by the City Colleges of Chicago, you must be a City Colleges of Chicago student.

- (1) Complete all items of the application form on the reverse side. BE SURE TO INDICATE YOUR SOCIAL SECURITY NUMBER. If all information is not completed, the application will be returned to you for completion.
- (2) Enclose MONEY ORDER only, payable to City Colleges of Chicago for all fees required. Personal checks are not accepted.
- (3) An individual who is not yet enrolled but plans to become a City Colleges of Chicago student next semester may participate in this program. Credit by assessment cannot be forwarded to another school until it appears on your record.
- (4) Acceptance into the program does not guarantee that credit will be awarded.
- (5) Mail completed application form and fees to:

Office of Student Development  
City Colleges of Chicago  
226 West Jackson Blvd. 9th Floor  
Chicago, Illinois 60606

- This application will not be accepted without the signature of the program Advisor.
- You may not initiate or submit a completed portfolio the same semester you intend to graduate.
- Credit by Portfolio cannot be requested for courses taken elsewhere for which a passing grade was not received.
- Every receiving school has its own policy regarding acceptance of transfer credits. It is the student's responsibility to determine which credits may be accepted if he or she wishes to transfer to another institution at a later date.