



# Application for Prior Learning Assessment (PLA)

Print clearly or type.

**STUDENT:** If credit is granted, it will appear on your transcript with a grade of "EXP." PLA credit is not used to calculate GPA but does satisfy graduation requirements. PLA credit is **not** typically transferrable to other institutions. You may **not** apply for PLA credit if you are enrolled in the course or if you have previously attempted an exemption test. You may apply for PLA credit to request an exception to the established time limits for a course or courses you have successfully completed outside the course validity periods set forth in the NGTC College Catalog. The burden of proof lies with the student to demonstrate prior learning through appropriate documentation, such as transcripts, course descriptions, syllabi, and certifications.

## APPLICATION PROCEDURE: (A separate application is required for each PLA request)

1. Complete the top section of this application and submit the form to the receptionist on any NGTC campus.
2. Monitor NGTC student email account for notification of the PLA review date, location, and any required materials.

**Student completes this section and returns to the receptionist on any NGTC campus.**

Date: _____	NGTC Student ID #: _____
Name: _____	_____
Last	First Middle or Maiden
Mailing Address: _____	
City: _____	State: _____ Zip: _____
Phone: (____) _____	NGTC Email: _____
Course # and Title: _____	Credit Hours: _____
<b>For Example:</b> <u>COMP 1000, Introduction to Computers</u>	<b>Credit Hours:</b> <u>3</u>

**Academic Affairs completes this section and sends a copy to the student's NGTC email account prior to the PLA.**

PLA Appointment: _____	Date: _____	Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
PLA Location: _____	Building: _____	Room: _____		

**Academic Dean completes this section after the PLA and submits the signed form to the Registrar's office. If criteria have been met, the Registrar's office enters the credit which will appear on the student's transcript as a grade of "EXP".**

<input type="checkbox"/> has	
I certify that this student <input type="checkbox"/> has not met the criteria for PLA for the listed course.	
Dean's Signature: _____	Date: _____

As set forth in the student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Mike King, VP of Student Affairs (706-754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title II/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

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