



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 transferable 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 Code: _____

Phone: _____ NGTC Email: _____

Course # and Title: _____ Credit Hours: _____

For Example: COMP 1000, Introduction to Computers **Credit Hours: 3**

Academic Affairs

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

PLA Appointment: Date: _____ Time: _____ ☐ AM ☐ 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".

I certify that this student ☐ HAS ☐ HAS NOT met the criteria for PLA for the listed course.

Dean's Signature: _____ Date: _____

As set forth in its student catalog, North Georgia Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to manage inquiries regarding the non-discrimination policies: Dr. Vinson Burdette, VP of Student Affairs, Title IX Coordinator, Clegg Center 211, (706) 754-7711, vinson.burdette@northgatech.edu and Kay Carroll, Special Populations and Retention Coordinator (Section 504), Clegg Center 214, (706) 754-7828, kay.carroll@northgatech.edu at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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