Application for Prior Learning Assessment (PLA)

NORTH GEORGIA TECHNICAL COLLEGE

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: _____