



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: _____
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: _____	<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".

I certify that this student	<input type="checkbox"/> has	<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 identification, 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 Dr. Vinson Burdette, VP of Student Affairs (706- 754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/ Title I/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to civilrights@gsa.gov. 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, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. 4/13/2022