



Credit by Non-Transferable Credit Form

First and Last Name: _____ GNTC Student ID Number: _____

Steps and Checklist:

- Request an official transcript to be emailed to GNTC's [Registrar's Office](#).
- Complete Application for Prior Learning Assessment.
- Complete only the following items on the Request for Non-Transferable Credit form:
 - Student's Full Name (this should be the student's name at the time of enrollment at the other institution)
 - Date of Birth
 - Student ID Number or Social Security Number (the student ID number should be from the other institution)
 - Institution Name
 - Courses for Review table
- Submit the Request for Non-Transferable Credit Form and Faculty Credentials Form to the other institution and request that they complete both forms. If the institution has closed (i.e. is no longer in business), contact the Department of Education in the state in which the coursework was completed to locate the records.
- Complete the Credit by Non-Transferable Credit form and attach the following supporting documentation:
 - Course syllabus from each course taken at the other institution.
 - Course description from the other institution's catalog for each course taken for which credit is requested.
 - Title, publisher, and publication date of the required textbook(s) used for each course (if the information is not included on the syllabus).
- Complete the following table for each course(s) for which credit is being sought:

Requested GNTC Course Credit		For Official Use Only	
Course Number	Course Title	Approved	Not Approved
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

- Submit this completed form, PLA application, all additional forms, and supporting documents to the PLA Coordinator's office.

Required Signatures		
	Signature	Date
Student		
Faculty Subject Matter Expert		
Program Dean		
Vice President for Academic Affairs		