



# Request for Non-Transferable Credit

The Request for Non-Transferable Credit Form is required for a request for course exemption credit from a non-transferable institution. This form must be completed by the student and an official representative (academic supervisor such as a dean, program chair or director, the Registrar, or a human resource’s designee) from the other institution. A Faculty Credentials Form must be completed by the other institution and attached for each instructor of record.

Student’s Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student ID Number or Social Security Number (used at other institution): \_\_\_\_\_

**Institution Information:**

Institution Name		
Street Address		
City	State	Zip Code

Name of Official Representative		Title
Phone Number	Fax Number	Email Address

**Courses for Review:**

Original Institution			Georgia Northwestern Technical College
Original Course Number and Title	Instructor of Record*	Credit Hours	Requested Course Number and Title

\*A separate completed Faculty Credential Form is required for each instructor of record.

Please return this form and a Faculty Credentials Form for each instructor of record to Georgia Northwestern Technical College via email to [Tom Bojo](mailto:Tom.Bojo@gnwc.edu) or via mail to:

Georgia Northwestern Technical College  
 ATTN: Tom Bojo, PLA Coordinator  
 One Maurice Culberson Drive  
 Rome, GA 30161

Questions? Please contact Tom Bojo, PLA Coordinator at (706) 295-6955.