

Credit by Non-Transferable Credit Form

First and Last Name: _____

OFTC Student ID Number: _____

Steps and Checklist

- Request an official transcript to be sent to OFTC's Registrar's Office at Registrar@oftc.edu
- Complete *Application for Prior Learning Assessment*.
- Pay PLA processing fee and attach receipt to *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 (where course was taken)
 - Courses for Review table

Submit the *Request for Non-Transferable Credit Form* and *Faculty Credentials Form* to the other institution and request that the institution 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 the appropriate year the course was taken
- Title, publisher, and publication date of the required textbook(s) used for each course

Complete the following table for each course(s) for which credit is being sought.

OFTC Course Number	OFTC Course Title	OFTC Use Only (Approved or Not Approved)

Complete this form, application, and submit all forms, receipt, and supporting documentation to the PLA Coordinator.

- By email: sdbrown@oftc.edu **OR**
- In person at the Sandersville Campus, Dublin Campus, or an OFTC Center.

REQUIRED SIGNATURES		
	Signature	Date
Student		
Faculty Subject Matter Expert		
Program Dean		
Vice President for Academic Affairs		