

Request for Non-Transferable Credit Form

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 resources designee) from the other institution. A *Faculty Credentials Form* must also 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

Course Number and Title from other institution	Instructor of Record at other institution	Credit Hours of Course at other institution	Requested OFTC Course Number and Title

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

Please return this form and a *Faculty Credentials Form* for each instructor of record to Oconee Fall Line Technical College via email at sdbrown@oftc.edu or via mail at:

Oconee Fall Line Technical College
ATTN: Saketta Brown, PLA Coordinator
560 Pinehill Road
Dublin, GA 31021

Questions? Please contact Saketta Brown, PLA Coordinator, at (478) 274-7643 or sdbrown@oftc.edu