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# Prior Learning Assessment (PLA)

## HANDBOOK

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# Introduction

**Prior Learning Assessment (PLA)** is a pathway for assessing learning gained outside of a traditional academic environment. This could be learning acquired through military training, employment, volunteer experience, corporate training, independent study, non-transferable credit courses, or other relevant experience. Through PLA, faculty subject matter experts evaluate how prior experiences might translate to college-level knowledge, and how that knowledge might equate to college credit. PLA can save students time and money because they may not be required to take classes for material that has already been mastered. This manual provides instructions on how students may apply for PLA and provides an overview of the responsibilities of all parties in awarding academic course credit through PLA.

## Ways to Earn PLA Credit at Athens Technical College (ATC)

### **Military Training**

Athens Technical College is committed to ensuring military service members and veterans receive credit for college-level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit.

### **Standardized National Exemption Exam**

Athens Technical College may accept scores from nationally-standardized Exams such as the College-Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB).

### **Institutional Exemption Exam**

Athens Technical College may accept scores for select courses. Please refer to the list of approved Institutional Exemption Exams.

### **Documented Learning**

Athens Technical College recognizes that many professionals have college-level learning experiences via industry certifications, professional licensing boards, and continuing education credit.

### **Work Experience**

Athens Technical College recognizes that college-level learning can take place outside the confines of the traditional academic environment, including life learning acquired through employment experiences, training, and/or volunteer work.

### **Non-Transferable Credit**

Non-transferable course work completed at post-secondary institutions that are NOT accredited by a regional or national accreditation agency recognized by the U.S. Department of Education is not eligible for transfer credit but may be eligible for course exemption credit.

## Required steps to apply for college credit for prior learning

- Complete all admissions requirements to be accepted into a program at ATC.
- Attach supporting documentation for the course(s) for which credit is being requested to the *Application for Prior Learning Assessment*; course documentation should include the course title, course number, curriculum description, and total credit hours. This information is available in the Student Catalog at the course description may be printed from the online catalog.
- If applicable, some prior learning criteria may require a processing fee. See Cashier for current fees. The processing fee is non-refundable and non-transferable. The Cashier will provide a receipt for the payment and note payment on the *Application for Prior Learning Assessment*.
- Attach the receipt to the *Application for Prior Learning Assessment*.
- Demonstrate college-level learning in the courses(s) requested via one or more of the following categories: military training, standardized national exam, institutional exemption exam, documented learning, work experience, non-transferable academic credit.
- Submit the appropriate forms and/or supporting documentation for review. The Instructions, appropriate form(s) required for submission, and the procedure for how to submit the information are included in the section for each category.

## Other notes about PLA

- Some credit earned through PLA is considered exemption/transfer credit and, as such, is assigned credit rather than a course grade. Competitive selection programs require course grades as part of the selection process. Credit earned through PLA that is assigned credit rather than a course grade will be calculated in the competitive selection process as a letter grade of C.
- PLA credit is not considered current course work to meet financial aid requirements.
- PLA credit does not fulfill any part of ATC's residency credit requirements. In order to graduate from a program, at least 25% of a student's program credit hours must be completed at ATC. Reference the Student Catalog for more detailed information on residency requirements.
- Not all experiences and learning will be at the college level and are not guaranteed to receive credit. Reviewing the Student Catalog may help identify where knowledge overlaps course material.
- The final decision in all matters relating to the granting of academic credit rests with the Registrar and/or Vice President for Academic Affairs.

## Important Contacts

### Point of Contact

**Dr. Kristen Douglas, Vice President**

Academic Affairs

p: 706.227.5375

e: [kdouglas@athenstech.edu](mailto:kdouglas@athenstech.edu)

### Records and Registration Office

**Jennifer Minish, *Director of Registration and Records***

Student Affairs

p: 706.583.2543

e: [jminish@athendtech.edu](mailto:jminish@athendtech.edu)

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### Non-Discriminatory/Equity Statement

As set forth in the ATC Student Catalog, Athens Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

### Accessibility Services

In accordance with the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation Act of 1973, the College ensures that admissions, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities. Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations through the Accessibility Services Program:

# Application for Prior Learning Assessment

First and Last Name: \_\_\_\_\_ ATC Student ID Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt/Lot/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Student Email Address: \_\_\_\_\_@student.athenstech.edu

Program of Study: \_\_\_\_\_

**Please select the Prior Learning Assessment Credit options requested (check all that apply):**

- Military training
- Standardized National Exemption exam
- Institutional Exemption Exam
- Documented learning
- Work experience
- Non-transferable credit

If applicable, some prior learning criteria may require a processing fee. See Cashier for current fees.

- Pay PLA processing fee at the cashier's window. All fees are non-refundable and non-transferable.

Cashier's or designee's initials: \_\_\_\_\_

- Attach payment receipt and supporting course documentation.

PLA Request for Credit Table: To Be Completed by Student, Advisor, or Cashier		
Course Number	Course Title	Credit Hours

I certify that the information provided on this form and all supporting documentation is true and correct. I understand that I am not guaranteed a credit award and that the final decision in all matters relating to the granting of academic credit rests with the Registrar and/or the Vice President for Academic Affairs.

FOR OFFICIAL USE ONLY	
Date Received: _____	Printed Name of ATC Official Receiving PLA Packet: _____
Signature of ATC Official Receiving PLA Packet: _____	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Military Training

Athens Technical College is committed to ensuring military service members and veterans receive credit for college-level knowledge gained through service to our country. American Council on Education (ACE) recommendations are used to evaluate military training experiences for college credit. Credit will be given when training experience meets the required competencies of the courses offered at the College.

## Procedure

### Air Force

- Request an official transcript from the Community College of the Air Force online at [www.au.af.mil/au/cf/auregistrar/registrar](http://www.au.af.mil/au/cf/auregistrar/registrar).
- Have the transcript sent to ATC's Record and Registration Office at [Registration@athenstech.edu](mailto:Registration@athenstech.edu). Credits earned through the Community College of the Air Force will be processed using the Transfer Student procedure. Please refer to Student Catalog for details.

### Army, Coast Guard, Marine Corps, and Navy

- Complete the *Application for Prior Learning Assessment*.
- Complete all steps on the *Credit by Military Training Form*.
- Attach the *Credit by Military Training Form* and supporting documentation to the *Application for Prior Learning Assessment*.

Review the [Credit by Military Training Table](#) online to determine if your credit by military training is classified as standard or non-standard. Check the box for standard or non-standard below; follow the steps for the appropriate classification:

### Standard

- Submit the completed form and supporting documentation to the Registrar's Office:
  - By email: [registration@athenstech.edu](mailto:registration@athenstech.edu) OR
  - Any campus enrollment center.

### Non-Standard

- Attach the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested. Missing descriptions may result in credit not being granted.
- Complete and sign the *Credit by Military Training Form*
- Attach the *Credit by Military Training Form* and ACE Course Exhibit(s) to the completed *Application for Prior Learning Assessment* and submit all to the Registrar's Office.
- Submit the completed forms and supporting documentation to the Registrar's Office.
  - By email: [Registration@athenstech.edu](mailto:Registration@athenstech.edu)
  - OR
  - Any campus enrollment center.

## Information and Next Steps

- Faculty Subject Matter Experts will review non-standard Credit by Military Training requests. Please allow four weeks for review after receipt of Joint Services Transcript; student may be contacted for additional information or skills demonstration during the evaluation process.

- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the *Course Expiration* section of the Student Catalog.
- Upon completion of review, students will receive notification via their student email account. If credit is approved, the credit will be entered on the student record as TRM.



# Credit by Military Training Form

(Army, Coast Guard, Marine Corps, and Navy Only)

First and Last Name: \_\_\_\_\_ ATC Student ID Number: \_\_\_\_\_

## Steps and Checklist

- Request an official transcript from Joint Services Transcript at <https://jst.doded.mil>. Have the transcript sent to ATC's Registrar's Office at [Registration@athenstech.edu](mailto:Registration@athenstech.edu).
- Review the [Credit by Military Training Table](#) online to determine if your credit by military Training is classified as standard or non-standard. Check the box for standard or non-standard below; follow the steps for the appropriate classification:
  - Standard (found in the *Credit by Military Training Table*)
    - Complete and sign this form.
    - Attach the *Credit by Military Training Form* to the *Application for Prior Learning Assessment* and submit both to the Registrar's Office.
  - Non-Standard (NOT found in the *Credit by Military Training Table*)
    - Complete the following table; search for courses using the ACE Military Guide at [www.acenet.edu/militaryguide](http://www.acenet.edu/militaryguide).

Military Transcript			Requested ATC Course Credit			For Official Use Only	
ACE ID Number	Military Course Number/Title	Credit	Course Number	Course Title	Credit	Approved	Not Approved
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

- Attach the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested. Missing descriptions may result in credit not being granted.
- Complete and sign the *Credit by Military Training Form*.
- Attach the *Credit by Military Training Form* and ACE Course Exhibit(s) to the completed *Application for Prior Learning Assessment* and submit all to the Registrar's Office.

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

# Credit by Standardized National Examination

Athens Technical College may accept scores from nationally-standardized Exams such as the College-Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB).

## Standardized National Exemption Exams

- **CLEP (College-Level Examination Program):** Accepted with a score of 50 or higher.
- **AP (Advanced Placement):** Accepted with a score of “3” or higher.
- **IB (International Baccalaureate).**

### Procedure

- Review the [Standardized National Exemption Exam Table](#) online for a list of accepted exams.
- If student has already completed an Exemption Exam, request scores from the College Board online at [www.apscore.collegeboard.org](http://www.apscore.collegeboard.org). Scores should be sent directly to the Registrar’s office (student-delivered copies will not be accepted).

### Information and Next Steps

- Credit earned through an exemption Exam will be entered on the student’s record as TR.

# Credit by Institutional Exemption Examination

Athens Technical College administers institutional exemption exams for certain courses to determine if the student has already gained mastery of the course competencies. A score of 80 or higher must be achieved in order to receive credit. Please note that Credit by Institutional Exemption Exam credits may not be transferrable to other post- secondary institutions.

## Procedure

- Review the [Institutional Exam Table](#) online for a list of accepted exams.
- Complete the *Application for Prior Learning Assessment*
- Complete all steps on the *Credit by Institutional Exemption Exam Form*
- Pay PLA processing fee and attach receipt to the *Application for Prior Learning Assessment*
- Contact advisor to schedule exam
- Attempt Exam

## Information and Next Steps

- Students may NOT take a Credit by Institutional Exemption Exam for previously attempted courses at ATC that are within the ATC course expiration guidelines as listed in the Student catalog. Expired courses are eligible.
- Students may NOT take a Credit by Institutional Exemption Exam while currently enrolled in that given course.
- Exams are scheduled during the Final Exam period of the semester in which the Application for Prior Learning Assessment was submitted.
- Students are allowed one exam attempt per course. If a given course has a prerequisite course requirement, the prerequisite must be satisfied by either exemption or successful completion of the course before exemption may be attempted.
- Earn a score of 80 or higher on the exam to receive course credit. If the student scores below 80, he/she should register for the course.
- Results of exams may not be transferrable to any other institutions.
- Upon successful completion of exam and processing by the Registrar's office, the credit will be entered on the student's record as EXE.
- Registrar's office notifies student and advisement center coordinator/advisor of exam results.
  - Transcript sent to student and advisor if exam is passed
  - Credit denial letter sent to student and copied to advisor if exam is failed
  - Original to student file

# Credit by Institutional Exemption Exam Form

First and Last Name: \_\_\_\_\_ ATC Student ID Number: \_\_\_\_\_

## Steps and Checklist

- Complete the *Application for Prior Learning Assessment*
- Attach receipt for PLA processing fee to the *Application for Prior Learning Assessment*
- Enter first and last name and ATC student ID Number above.
- Contact the program advisor to schedule the exemption exam. The program advisor will let the student know where the Exam will be administered.
- Present the *Application for Prior Learning Assessment, Credit by Institutional Exemption Exam Form*, receipt for PLA processing fee, and valid photo ID to the Exam administrator at the time of Exam. The Exam administrator will submit the completed forms and graded exam to the Dean and Registrar's Office.

To Be Completed Exam Administrator			
Course Number	Course Title	Credit Hours	Grade

REQUIRED SIGNATURES		
	Signature	Date
Exam Administrator/Instructor		
Academic Dean		
Registrar		

- Registrar notifies student and advisement center coordinator/advisor of Exam results.
  - Transcript sent to student and advisor if exam is passed
  - Credit denial letter sent to student and copied to advisor if exam is failed
  - Original to student file

# Documented Learning

Athens Technical College recognizes that many professionals have college-level documented learning experiences such as industry certifications, professional licensing boards, and continuing education credit.

## Procedure

- Review the [Documented Learning Table](#) online to determine if the college-level documented learning experience is classified as standard or non-standard, and then follow the applicable steps below.

### **Standard** (Found in the *Documented Learning Table*)

- Complete the *Application for Prior Learning Assessment*.
- Complete all steps on the *Credit by Documented Learning Form*.
- Submit the completed forms and supporting documentation to the Registrar's Office:
  - By email: [Registration@athenstech.edu](mailto:Registration@athenstech.edu)
  - OR
  - Any campus enrollment center.

### **Non-Standard** (NOT Found in the *Documented Learning Table*)

If credit for continuing education, apprenticeship, and/or industry training is being requested, **STOP HERE** and follow the steps in the Work Experience section of the PLA Handbook.

### **All other non-standard documented learning experiences:**

- Complete the *Application for Prior Learning Assessment*.
- Complete all steps on the *Credit by Documented Learning Form*.
- Submit the completed forms and supporting documentation to the Registrar:
  - By email: [Registration@athenstech.edu](mailto:Registration@athenstech.edu)
  - OR
  - Any campus enrollment center.

## Information and Next Steps

- Faculty Subject Matter Experts will review non-standard Documented Learning requests. Please allow four weeks for review; student may be contacted for additional information or skills demonstration during the evaluation process.
- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the *Course Expiration* section of the Student Catalog.
- Upon completion of review, students will receive notification via their student email account. If credit is approved, the credit will be entered on the student's record as EXP.

# Credit by Documented Learning Form

First and Last Name: \_\_\_\_\_ ATC Student ID Number: \_\_\_\_\_

## Steps and Checklist

Review the [Documented Learning Table](#) online to determine if the documented learning experience is classified as standard or non-standard. Check the box for standard or non-standard below; follow the steps for the appropriate classification:

- Standard** (found in the *Documented Learning Table*)
  - Complete the *Application for Prior Learning Assessment*.
  - Complete and sign the *Credit by Documented Learning Form*, including the table below.
  - Attach a copy of the current certification, licensure, or other documentation.
  - Submit the completed forms and supporting documentation to the **Registrar's Office**.
  
- Non-Standard** (NOT found in the *Documented Learning Table*)
  - Complete the *Application for Prior Learning Assessment*.
  - Complete and sign the *Credit by Documented Learning Form*, including the table below.
  - Attach a copy of the current certification, licensure, or other documentation.
  - Using the supporting documentation attached to the *Application for Prior Learning Assessment* write a brief explanation stating how certification, licensure, or other documentation applies to the course for which credit is being requested.
  - Submit the completed forms and supporting documentation to the Registrar's Office.

Requested ATC 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"/>

\* Please contact program advisor if unsure how to equate certification and/or licensure to course credit.

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

# Work Experience

Athens Technical College recognizes that college-level learning can take place outside the confines of the traditional academic environment, including life learning acquired through employment experiences, training, and/or volunteer work. There are several ways to determine how a student’s skills and knowledge might relate to a college-level course. An example is provided below. If help is needed to identify the college-level learning that has grown from life experiences, please contact the program faculty advisor.

## Example

Jane is an administrative assistant and pursuing a Business Technology associate degree at ATC. One of the required classes for that program is **COMP 1000 | Introduction to Computer Literacy**. She looks up the course description for COMP 1000 in the Student Catalog.

### COMP 1000 | INTRODUCTION TO COMPUTER LITERACY (25-40-3)

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

Jane uses a computer every day in her job as an administrative assistant. She believes that she has the skills taught in COMP 1000. She contacts her advisor for a copy of the course standards which she needs to relate her on-the-job experience to the material covered in COMP 1000. One way that she can do this is to brainstorm and make a list of what she does at work and identify how those skills compare to the concepts taught in COMP 1000:

<i>What I Do at Work</i>		<i>Competencies of COMP 1000</i>
<i>Use a computer</i>	→	<i>Computer and digital terminology and usage</i>
<i>Use email daily</i>	→	<i>Internet and digital communication</i>
<i>Type letters using Microsoft Word</i>	→	<i>Word processing applications</i>
<i>Use Excel to keep track of inventory</i>	→	<i>Spreadsheet applications</i>
<i>Enter client information in an Access database</i>	→	<i>Database applications</i>
<i>Create presentations using PowerPoint</i>	→	<i>Presentation applications</i>

## Procedure

- If needed, contact program advisor for help determining how work experience could equate to the concepts taught in the class for which college-level credit is being requested.
- Request course standards from the program advisor.
- Review the specific course standards and competencies for which credit is being requested.
- Complete a work experience portfolio.
- Complete the *Application for Prior Learning Assessment*.

- Complete all steps on the *Credit by Work Experience Form*.
- Submit the completed forms and portfolio of supporting documentation to the Registrar:
  - By email: [Registration@athenstech.edu](mailto:Registration@athenstech.edu)
  - OR
  - Any campus enrollment center.

## Information and Next Steps

- Faculty Subject Matter Experts will review Work Experience requests. Competencies must be met in order to receive PLA credit for course
- Please allow four weeks for review; Student may be contacted for additional information or skills demonstration during the evaluation process.
- If a demonstration is required, the instructor will use the grading rubric based on the assignment or exam that the student would be given in the actual class. Courses must meet the same requirements as outlined in the *Course Expiration* section of the Student Catalog.
- Student will be notified via email if revisions are needed for the portfolio. The portfolio must be revised and resubmitted within 30 days of the notification date in order to be considered. Once the submission deadline has passed, student may no longer be granted credit for the portfolio.
- If credit is approved, the credit will be entered on the student's record as EXP.



# Credit by Work Experience Form

First and Last Name: \_\_\_\_\_ ATC Student ID Number: \_\_\_\_\_

## Steps and Checklist

- If needed, contact program advisor for help determining how work experience could equate to the concepts taught in the class for which credit is being sought.
- Request course standards from the program advisor.
- Review the specific course standards and competencies for which credit is being requested.
- Complete the *Credit by Work Experience Form*, including the table below.
- Prepare a portfolio that includes
  - Completed and signed *Application for Prior Learning Assessment*
  - Completed *Credit by Work Experience Form*
  - Current resume
  - Focused autobiography
  - Employer Letter of Verification, if applicable
  - Sample of Work
  - Supporting documentation to demonstrate prior college-level learning
  - Copy of course standards
- Submit portfolio and all required documentation to the Registrar's Office.
  - By email: [Registration@athenstech.edu](mailto:Registration@athenstech.edu)
  - OR
  - Any campus enrollment center.

Requested ATC 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"/>

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

# Non-Transferable Credit

Athens Technical College (ATC) recognizes credit from other institutions if the institution has met the accrediting standards of the appropriate national or regional accreditation association. ATC adheres to TCSG policy 5.1.8 for accepting transfer credit from post-secondary institutions accredited by a regional or national accreditation agency recognized by the U.S. Department of Education. The policy is available online at [https://tcsge.edu/tcspolicy/tcsp\\_policy\\_manual.pdf](https://tcsge.edu/tcspolicy/tcsp_policy_manual.pdf).

A list of recognized accrediting agencies is available online at the [Regionally and Nationally Recognized Accreditation Agencies Table](#). Course work completed at post-secondary institutions accredited by agencies not recognized by TCSG under policy 5.1.8 may be eligible for course exemption credit based on the procedures outlined below:

## Procedure

- Complete the *Application for Prior Learning Assessment*
- Request an official transcript to be sent to the Registrar's office at [Registration@athenstech.edu](mailto:Registration@athenstech.edu)
- Complete all steps on the *Credit by Non-Transferable Credit Form*
  - Submit the *Request for Non-Transferable Credit* and *Faculty Credentials Forms* to the other institution.
- Submit the completed forms and supporting documentation to the **Registrar**.
  - By email: [Registration@athenstech.edu](mailto:Registration@athenstech.edu)
  - OR
  - Any campus enrollment center.

## Information and Next Steps

- Faculty Subject Matter Experts will review the information provided. Please allow four weeks for review after receipt of *Faculty Credentials Form* from the other institution.
- Upon completion of review, students will receive notification via their student email account. If credit is approved, the credit will be entered on the student record as EXP.

# Credit by Non-Transferable Credit Form

First and Last Name: \_\_\_\_\_ ATC Student ID Number: \_\_\_\_\_

## Steps and Checklist

- Request an official transcript to be sent to the Registrar’s office at [Registration@athenstech.edu](mailto:Registration@athenstech.edu).
- 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 ATC Course Credit		For ATC Use Only	
Course Number	Course Title	Approved	Not Approved
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

- Complete this form, application, submit all forms, and supporting documentation to the Registrar.
  - By email: [Registration@athenstech.edu](mailto:Registration@athenstech.edu)
  - OR
  - Any campus enrollment center.

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

# 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 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			West Georgia Technical College
Original Course Number and Title	Instructor of Record*	Credit Hours	Requested 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 Athens Technical College via email at [Registration@athenstech.edu](mailto:Registration@athenstech.edu) or via mail at:

Athens Technical College ATTN:  
 Registrations and Records  
 800 US Highway 29<sup>th</sup> North  
 Athens, Georgia 30601-1500

# Faculty Credentials Form

The *Faculty Credentials Form* is required for a request for course exemption credit from a non-transferable credit institution. This form must be completed by an **official representative** (academic supervisor such as an Academic Dean, Program Chair or Director, the Registrar, or a human resources designee) from the institution and then attached to the *Request for Non-Transferable Credit Form*.

Name of Institution: \_\_\_\_\_

Name of Instructor of Record: \_\_\_\_\_

Requested Course Number and Title: \_\_\_\_\_

Faculty Credentials			
Instructor's Degree*	Discipline	College/University Awarded	Year Awarded

Related Work Experience		
Instructor's Degree	Description of Work Experience	Duration/Time of Experience

*\*Faculty who receive degrees from international institutions must have their course work/credentials validated by an evaluation service.*

My signature certifies that all information provided on this form is correct and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Official Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Official Representative

\_\_\_\_\_  
Title

**For Official Use Only**

**Completed by ATC Dean:** Faculty credentials meet the faculty credentialing criteria for the course for which credit is being requested. Please check approved or not approved once credential has been verified.

**APPROVED** \_\_\_\_\_ **NOT APPROVED** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Acronyms and Abbreviations List

This list can be used to explain the meaning of the acronyms used throughout this document.

Item	Meaning
ACE	American Council on Education
ADA	Americans with Disabilities Act
AP	Advanced Placement
CBE	Credit by Competency Exam
CDA	Child Development Associate
CLEP	College Level Examination Program
COMP	Introduction to Computers
CPR	Cardiopulmonary Resuscitation
DD214	Certificate of Release or Discharge from Active Duty
ECCE	Early Childhood Care and Education
EXE	Credit by Exemption (Exam) Code issued for Competency Exams
EXP	Credit by Exemption (Portfolio) Code issued for Documented Learning, Work Experience, and Non-Transferable Credit
IB	International Baccalaureate
ID	Identification
JST	Joint Services Transcript
KMS	Knowledge Management System
NACES	National Association of Credential Evaluation Services, Inc.
PLA	Prior Learning Assessment
SME	Faculty Subject Matter Expert
TCSG	Technical College System of Georgia
TR	Transfer Credit for Exemption Exam Code
TRM	Transfer Credit for Military Training Code
TTY/TDD	Teletype/ Telecommunications Device for the Deaf
VPAA	Vice President for Academic Affairs