Please complete this form and return it to the Registrar’s Office.

To receive credit by proficiency examination (administered by a department), you must first consult the department in which you wish to receive credit to determine if an examination is available for the desired course. An evaluation fee of $175 per course (up to 4 credits) will be charged. This fee must be submitted to Student Accounts prior to taking the exam.

Under certain conditions, Hartwick College will grant a maximum of 30 credits toward graduation based on College Proficiency Examinations administered by the New York State Education Department College-Level Program Examinations, the Independent Study Programs of the State University of New York, or College Level Examination Program.

Name: ___________________________________________ Date: __________________________

Student ID: ______________________________________ Phone #: _______________________

Department in which credit is being awarded: ___________________________________________

# of credit being awarded: _________________________________________________________

Date of Exam: ___________________________ Exam Grade: ____________________________

Exam Administered by: _____________________________________________________________

Comments:

By signing this form you verify that all of the above information is true and you have read and understand any all policies related to this request.

_________________________________________ Date

Student’s Signature

By signing below you indicate that you approve of the awarding of exam credit as indicated above.

_________________________________________ Date

Department Chair Signature

Registrar’s Signature

Office Use Only

Date Processed: ____________ Comments: