



Proficiency Exam Credit

Office of the Registrar
101 Bresee Hall
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

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.

Student's Signature

Date

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

Department Chair Signature

Date

Registrar's Signature

Date

Office Use Only

Date Processed: _____ Comments: _____