



# Request for Non-Hartwick Course Approval

**Office of Advising & Registration**  
 4<sup>th</sup> Floor, Dewar Union  
 Hartwick College  
 Oneonta, NY 13820  
 Tel: 607-431-4460; Fax: 607-431-4260

**Incomplete forms will not be accepted. Please attach course descriptions.**

Name: \_\_\_\_\_ ID No.: \_\_\_\_\_

Box Number: \_\_\_\_\_ Major(s): \_\_\_\_\_

Class Year (check one):  Freshman  Sophomore  Junior  Senior

Term and Year You Plan To Enroll (check one):  Fall  January  Spring  Summer Year: \_\_\_\_\_

**Answer the following questions:**

1. The maximum number of credits a student may transfer is 60. Juniors and Seniors who seek to transfer more than 8 semester hours from a community college must petition the Committee on Academic Standards. Include this form with your petition.

Have you been awarded transfer credit at Hartwick for courses completed at another institution or for courses completed by examination?  YES  NO

- a. If so, how many credits did you receive? \_\_\_\_\_
- b. How many credits were from a community college? \_\_\_\_\_

2. Have you completed 90 credits worth of coursework (including transfer credit)?  YES  NO  
 If so, you must petition the committee on Academic Standards for a waiver of the residency requirement. Include this form with your petition.

All Courses must receive a grade of "C" or better to be eligible for transfer.

Name of Institution You Plan to Attend\*: \_\_\_\_\_

*\* Submit one approval form for each institution you plan to attend per term. Do NOT submit multiple forms for each course.*

**Course(s)**

Dept./Title (ex. ACCO141 Accounting I)	# of Credits	Major/Elective/Curriculum*	Approved? Y/N	Course will equate to (ex. SPAN 101)

\* Indicate what you would like the course to count towards (Dept. Chair approval required for courses in Major)

Department Chair Signature (Required for Courses in Major): \_\_\_\_\_

Comments: \_\_\_\_\_

Registrar Signature (Required for ALL Courses): \_\_\_\_\_

Comments: \_\_\_\_\_