Experiential Learning Credit Request

In order to be granted credit for experiential learning, this form must be completed along with the appropriate departmental and student signatures, and returned to the Registrar’s Office.

Name: ___________________________ Student ID: ___________________________

Date: ___________________________ Phone # where you can be reached: ___________________________

The cost of receiving academic credit for prior experiential learning is $175 per course, not to exceed 4 credit hours. For experiential credit, the experience for which credit is sought must differ substantially from any course(s) taken at Hartwick College or elsewhere. The Chair of the academic department where you would like the credit applied and the Registrar must approve your request before it can be added to your educational record.

Please attach a written statement describing the experience you would like evaluated for credit. Include duration of the experience with dates as well as the reason(s) you think the experience should be considered for Hartwick College credit. Please indicate the number of credits you are seeking. The department reviewing the request and/or Registrar may ask for additional information. Use additional sheets of paper as needed.

Student Signature and Date
By signing here I confirm I have read and understand all policies and procedures related to this request:

Name ___________________________ Date __________

Department Chair Signature and Date
By signing below you indicate that you support the awarding of credit for prior experiential learning.

Signature ___________________________ Date __________ # of credits awarded __________

Registrar Signature and Date
By signing below you indicate that you support the awarding of credit for prior experiential learning.

Signature ___________________________ Date __________ # of credits awarded __________

Office Use Only (P):
Processed by: _____________ Date processed: _________ Student Accounts notified/date: _____________
Comments: _______________________________