Proficiency Exam Credit

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

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, or the Independent Study Programs of the State University of New York, or College Level Examination Program.

Student Name: ____________________________________________________________

Student ID: ___________________________ Date of request: ______________________

Department in which credit is being awarded: _________________________________

Amount of credit being awarded: ____________________________

Date of exam: __________ Exam grade: __________

Exam Administered By: ______________________________________________________

Comments:

**By signing below you indicate that you understand all policies and procedures associated with the awarding of exam credit.**

__________________________________________  Date

Student Signature

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

__________________________________________  Date

Department Chair Signature

__________________________________________  Date

Registrar Signature