



**HARTWICK  
COLLEGE**  
est. 1797

# Request for Non-Hartwick Course Approval/Transfer 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. All courses must receive a grade of "C" to be eligible for transfer. A student may transfer up to 75 credits.

**Attach course descriptions to this request. Allow 3-5 business days for processing.**

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

Date of Request: \_\_\_\_\_ Phone#/Email: \_\_\_\_\_

Class Year (check one):  Freshman  Sophomore  Junior  Senior

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

**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.

## LIST COURSES BELOW

### Courses for your Major

To be completed by Student		TO BE COMPLETED BY THE DEPARTMENT CHAIR			
Course/Title (ex. ACCO-141 Accounting I)	# of Credits	Approved? (circle one)	Course will equate to (ex. SPAN 101)	# of Credits	Minimum Grade for Major
		Y / N			
		Y / N			

Dept. Chair Signature (required for courses in *major only*): \_\_\_\_\_ Date: \_\_\_\_\_

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

### Courses for General Education (LAIp) or Electives

To be completed by Student		TO BE COMPLETED BY REGISTRAR			
Course/Title (ex. ACCO-141 Accounting I)	# of Credits	Elective/Curriculum (circle one)	Approved? (circle one)	Course will equate to (ex. SPAN 101)	# of Credits
		Elective / Curriculum	Y / N		
		Elective / Curriculum	Y / N		
		Elective / Curriculum	Y / N		

Registrar signature (required for *all courses*): \_\_\_\_\_ Date: \_\_\_\_\_

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

### Office Use Only

\_\_\_\_ Processed \_\_\_\_\_ Processed Date \_\_\_\_\_ Processed By \_\_\_\_\_ Transcript Received \_\_\_\_\_ Transcript Received Date