



**HARTWICK  
COLLEGE**

est. 1797

# Experiential Learning Credit Request

**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 with all appropriate signatures.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone (in case of questions): \_\_\_\_\_

Hartwick ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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 the Registrar may ask for additional information. Use additional sheets of paper as needed.

## Student Signature

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

\_\_\_\_\_  
**Student's Signature** **Date**

## Department Chair Signature

By signing below you indicate that you support the awarding of credit prior to experiential learning

\_\_\_\_\_  
**Department Chair's Signature** **Date** **# of credits awarded**

## Registrar Signature

By signing below you indicate that you support the awarding of credit for prior experiential learning

\_\_\_\_\_  
**Registrar's Signature** **Date** **# of credits awarded**

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**Office Use Only**

**Processed by:** \_\_\_\_\_ **Date Processed:** \_\_\_\_\_ **Student Accounts Notified/Date:** \_\_\_\_\_

**Comments:**