



HARTWICK COLLEGE

est. 1797

Transfer Credit Appeal/Change

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

For office use only:

Received: _____

Processed: _____

Please complete this form and return it to the Registrar's Office. Allow at least 5 business days for processing.

To view how transfer credit has been applied to your record, please login to your WebAdvisor account and view your Program Evaluation. These course will have the *TE notation to the right of them.

Eligibility:

- Students who have been accepted or are currently enrolled in programs at Hartwick College and who do not agree with Hartwick's decision regarding acceptance or placement of credit earned elsewhere.
- You must receive a grade of C or higher in the course (Note: grade minimum may vary by department if appealing for a course in the major)
- Course must be from an accredited institution and appear on an official transcript showing final letter grade and number of credits earned

What to Include:

- A statement outlining reasons for the appeal/change
- A course description and/or syllabus of the course (Note: both may be required)

Name: _____ Date: _____

Email address: _____ Phone (in case of questions): _____

Hartwick ID #: _____ Graduation date: _____

Courses for your Major

Non-Hartwick Course Information				Proposed Course Equivalency	
Institution Attended	Course/Title (ex. ACCO-101 Accounting)	# of Credits	Grade	Course should equate to (ex. SPAN-101)	# of Credits

Comments: _____

Courses for General Education (LAIp) or Elective

Non-Hartwick Course Information				Proposed Course Equivalency		
Institution Attended	Course/Title (ex. ACCO-101 Accounting)	# of Credits	Grade	Elective/Curriculum (circle one)	Course should equate to (ex. SPAN-101)	# of Credits
				Elective / Curriculum		
				Elective / Curriculum		

Comments: _____

Student's Signature _____

Date _____