Statement of Educational Objectives

The following statement of educational objectives has been adopted by the Hartwick College faculty and approved by the Board of Trustees:

Hartwick College is a four-year, independent, coeducational liberal arts college, which accepts students as candidates for the Bachelor of Arts and Bachelor of Science degrees, regardless of age, race, sex, creed or physical handicap. It provides instruction in, and stresses the relatedness of, the humanities, the social and behavioral sciences and the natural sciences; it emphasizes intellectual excellence, ethical values and effective and responsible participation in a democratic society.

Hartwick provides opportunities for students:
1. To expand their awareness of the world by exposure to intellectual perspectives of a variety of disciplines and to the content and historical roots of their own and other cultures.
2. To acquire depth of knowledge in one or more areas of specialization.
3. To learn the disciplined and discriminating use of evidence in making decisions and solving problems.
4. To gain an appreciation of creative processes in the arts and sciences, and to develop their own creative abilities and give expression to them.
5. To achieve self-reliance and to develop their personal styles, values and beliefs in a manner consistent with becoming responsible and productive individuals.

These goals are among the objectives of all of the educational activities of the College, both curricular and extracurricular. They are sought by various means with varying emphases, and in ways which are appropriate to the individual specializations of the students. The faculty and staff of Hartwick College assist students in identifying and achieving these goals through instruction, advice, guidance and example.

Accreditation and Affiliations

Hartwick is an independent college operating under a charter granted by the Regents of the University of the State of New York. Control of the College is vested in its Board of Trustees, and its academic programs are registered with the New York State Department of Education, Office of Higher Education, Room 979, Education Building Annex, Albany, NY 12230, 518-474-5851.

The College is accredited by the Middle States Association of Colleges and Schools. The degree programs in art and art history are accredited by the National Association of Schools of Art and Design. The bachelor of science degree program in chemistry is approved by the American Chemical Society. The degree programs in music and music education are accredited by the National Association of Schools of Music and the music department has an active chapter of Pi Kappa Lambda, a national music honor society. The baccalaureate program in nursing is accredited by the National League for Nursing.

Hartwick is an institutional member of the Association of American Colleges and Universities, the American Council on Education, the Association of Colleges and Universities of the State of New York, the Commission on Independent Colleges and Universities, the College Entrance Examination Board, the Council for Advancement and Support of Education, the Department of Baccalaureate and Higher Degree Programs of the National League for Nursing, the American Chemical Society, the American Association of University Women, the Independent College Fund of New York, the National Association of Independent Colleges and Universities, the Council on International Educational Exchange, and the Higher Education Data Sharing Consortium, EduCAUSE.

Registered Degree Programs

Enrollment in other than registered or otherwise approved programs may jeopardize a student’s eligibility for financial aid awards.

B.A. Degree Titles & Hegis Codes

<table>
<thead>
<tr>
<th>Degree Title</th>
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<td>.2204</td>
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Policies and Procedures

Students at Hartwick are expected to familiarize themselves with the graduation criteria, major requirements and other applicable academic guidelines as they plan their programs.

Academic Honesty

The principles of honesty and integrity govern all academic work at Hartwick College. Violation of these principles by plagiarism or other forms of academic dishonesty will lead to serious penalties, up to and including dismissal from the College. For details of this policy, see Student Manual of College Policies.

Full- and Part-Time Matriculated Student Status

For students receiving financial aid from New York State, see “Standards of NYS Student Aid Eligibility” under Educational Policies and Procedures.

A matriculated student is one accepted by the College to work full- or part-time toward a degree.

A full-time matriculated student is expected to complete at least eight courses per year. All matriculated students must abide by the regulations established by the faculty and enforced by the Dean and the Committee on Academic Standards. Since Hartwick is designed primarily as a residential institution for full-time students, exceptions to the full-time status will be granted only in cases falling within the following categories:

1. Students admitted as part-time matriculated students because of unusual student needs. An example would be a student who, because of financial problems, cannot afford full-time status. Students in these or similar circumstances may be admitted as part-time students.

2. Full-time students who wish to change to part-time matriculated status for one or more terms after enrollment at the College. Exceptions to the full-time status will be granted only to those who can satisfy the Committee on Academic Standards that they meet one or more of the following criteria:
   a. Continuation of study at the College past the normal four year period.
   b. Special, validated health problems permitting part-time but not full-time study.
   c. Unforeseeable financial emergency.
   d. Strong academic justification to meet special student needs.

Visiting Students at Hartwick

Hartwick also admits visiting students. These are matriculated students in good standing at other campuses who wish to pursue course work at Hartwick that is uniquely relevant to their educational programs. A Hartwick program abroad would be an example of such a program. Visiting students may enroll in a normal course load at Hartwick, so long as they have explicit permission from their home colleges.

Special Students

In special cases students who are not matriculated at Hartwick or other institutions may be admitted as part-time students (taking no more than two courses). The standards for admission for special students are
comparable to those which govern those who apply for matriculated status.

Students desiring special student status should contact the admission office for an application and further information. Special students will be required to provide official collegiate transcripts and may be requested to provide official secondary school transcripts with test scores prior to admission. Upon acceptance, students may register in classes on a space-available basis, assuming they have satisfied course prerequisites.

Classification of Students
Students are classified as follows:
Freshman—less than 9 course units completed
Sophomore—9 through 17 course units completed
Junior—18 through 26 course units completed
Senior—minimum of 27 course units completed

Grades
Physical education courses are graded on a Passed-Not Passed basis. The work of students in all other courses is graded by letter and by number of quality points as follows:

A: indicates original or independent thinking, a command of the interrelationships within the subject, the ability to apply the principles learned, a mastery of the subject matter and clarity of expression. Quality points per course unit: A = 4.0, A- = 3.7.

B: indicates a mastery of the subject matter, an understanding of the fundamentals and their interrelationships, the ability to apply that knowledge and to express it clearly. Quality points per course unit: B+ = 3.3, B = 3.0, B- = 2.7.

C: indicates an acceptable knowledge of the course content, an understanding of the fundamental principles and a reasonable ability to apply them. Quality points per course unit: C+ = 2.3, C = 2.0, C- = 1.7.

D: indicates minimal knowledge and understanding of the course content, with a limited ability to apply the principles learned. Quality points per course unit: D+ = 1.3, D = 1.0, D- = 0.7.

F: indicates that the work was not satisfactorily completed. Quality points per course unit: F = 0.0.

I: indicates that the course work was incomplete at the end of the term and that the instructor granted additional time to complete the work or additional time was required for grading practices. It should be understood that incompletes are issued for a number of reasons and do not necessarily indicate negligence on the part of the student. For the student to receive credit for the course, all work must be completed by one of the following dates, or by an earlier date as set by the instructor: Spring and Summer Term courses—October 30. Fall and January Term courses—March 30. If a grade is not submitted by the appropriate date, an automatic “F” will be recorded.

Additional markings regarding grades:
X: indicates non-attendance in a course. The student must show to the satisfaction of the Committee on Academic Standards that he or she never attended the course or stopped attending the course and failed to withdraw with proper administrative processing. “X” does not count in the total courses attempted.

W: indicates that the student withdrew from the course by the end of the ninth week of the term for a fall or spring term course, by the end of the third week for a January Term course. Each instructor must provide every student with an evaluation of progress in the course so that the student may evaluate his or her status prior to the deadline for withdrawal. Withdrawals after the deadline are not permitted unless approved by the Committee on Academic Standards. “W” does not count in the total of courses attempted.

Occasionally there may be no symbol, which indicates that a grade has not yet been submitted, or that the work is in progress.

In addition to the grades and quality points referred to above, a faculty member may write a commentary concerning the student’s work in a class. Such statements must be typed on the proper form obtained from the registrar’s office; only then will they be incorporated as part of the transcript.

Grade reports are issued at the end of each grading period. Those issued at the end of fall and spring terms are sent to the student’s home address. January Term reports are distributed to students upon their return to the College for spring term.

College policy permits the withholding of a transcript until a student’s debts have been paid, including library and traffic fines.

Auditing Courses
A student in good academic standing and with the permission of the instructor may audit a course. The student and the instructor must agree in advance on what the auditor is expected to do. At the end of the
course, the instructor shall certify that the student met these obligations. If the obligations are not met, the student will be dropped from the course roster. A decision to change from credit to audit must be made by the end of the first week of the term in which the course is given. Not all courses are available for audits; for example, studio arts courses, physical education courses and computer laboratory courses are excluded.

**Repeating of Courses**

A student may retake any course for the purpose of gaining additional knowledge and improving the grade. Retaking a course for which the student has credit (the course was passed) will not add to the student's total number of course units completed for graduation. For courses repeated at Hartwick, the higher grade will be used to calculate the grade point average. For courses repeated elsewhere, if the course is allowed to transfer in, and if the Hartwick grade in the earlier attempt was D+ or lower, the Hartwick grade will not be included in the student's grade point average. The transfer grade will not be used in the grade point average either; the student will just have credit for the transfer course rather than the Hartwick course.

It is the student's responsibility to notify the Registrar's Office when a course is being repeated.

**Deletion of Courses from Final Grade Point Average**

In order to meet the minimum 2.00 required for graduation, a senior may elect during his or her final term to exclude from the final cumulative grade point average any course not needed to meet graduation requirements (including total number of course units). Such grades will still be shown on the transcript but will not be calculated within the final cumulative grade point average.

**Waiver of Academic Requirements**

Requests for waivers of academic requirements must be addressed to the Committee on Academic Standards which includes faculty and student members. Petitions should be addressed to the committee and submitted to the Registrar who serves as executive secretary to the committee. Requests for waiver of Curriculum XXI requirements should be addressed to the Dean of Academic Affairs.

**Honors at Commencement**

**College Honors**

To complete the Honors Program, and to be recommended by the Honors Program Committee for College Honors upon graduation, a student must be admitted to the program and successfully complete (1) the requirements for Departmental Distinction in the major (2) the interdisciplinary Honors Seminar and (3) five Honors Options. Each student must graduate with at least a 3.50 grade point average to receive College Honors at Commencement. For a further description of the College Honors Program, see “Honors Program” under Academic Opportunities.

**Overall Average Honors**

Senior students at commencement are awarded degrees with honor as follows:

- cum laude—3.40 - 3.64 grade point average
- magna cum laude—3.65 - 3.84 grade point average
- summa cum laude—3.85 - 4.00 grade point average

A student who has transferred credit to Hartwick College is eligible to graduate with honors only if the grade point average for the student’s entire college career falls into one of the categories above.

**Departmental Distinction**

Students will be awarded Departmental Distinction if they have met all the following requirements:

1. Earned an overall grade average of at least 3.00,
2. Earned a grade average of at least 3.50 in the major,
3. Completed a senior thesis or project with a grade of at least A- and
4. Met any other requirements as specified in the College Catalog by individual departments.

Each department will indicate in the College Catalog which courses either within or outside the department count towards requirement two.

Suitable notice of Departmental Distinction is to be entered on a student’s permanent record and also on an appropriate certificate.

**Individual Program Distinction**

A student who, at the time of graduation, has met the following standards may be awarded a degree with Individual Program Distinction upon recommendation of the Committee on Individual Student Programs and with the approval of the Committee on Academic Standards:

1. Has the approval of the Program Advisor and Advisory Committee; and
2. Has earned an overall average of 3.50 or higher in the courses constituting the area of concentration, has a grade of A or A- on the senior project and a cumulative average of at least 3.00.
Commencement Participation

Students may participate in the ceremony if they are registered in spring term of their senior year for an approved program of studies which, if completed with suitable grades, will fulfill all degree requirements.

Dean’s List

Effective Fall 1996 to be eligible for a term Dean’s List, a student must complete four academic courses or the equivalent during the term and achieve a grade point average of at least 3.50. Work completed at other colleges is not included unless the student is in an affiliated program. Dean’s List is issued only at the end of Fall and Spring Terms (not for summer sessions or January Term).

Academic Standards

A student is admitted to Hartwick College with the understanding that continuance in the College, and receipt of academic credits and any certificate, depend upon compliance with all College regulations.

All students are expected to maintain cumulative grade point averages of at least 2.0 and make reasonable progress toward a degree. All student records are evaluated at the end of Fall and Spring Terms. Students whose cumulative grade point averages are less than 2.0 or who are failing to make adequate academic progress are on academic probation and liable to be dismissed from the College by the Committee on Academic Standards. Students on academic probation are required to sign an agreement with the committee which demonstrates their seriousness of purpose and provides a specific plan for repairing their deficiencies in a mutually agreeable time. Failure to comply with the probation agreement may result in dismissal.

Dismissal

Three situations may lead to dismissal:
1. Whenever the student, in the judgment of the Committee on Academic Standards, fails to meet the standards governing scholarship or fails to perform to the stipulations of a probation contract
2. By action of the president of the College based on appropriate recommendation from the campus judicial body whenever the student has failed to meet the standards governing personal conduct
3. Whenever a student has attended another college before applying for admission to Hartwick College and does not so state on his or her application for admission.

A student who meets the standards, but who either withdraws from all courses for insufficient reason, or fails all courses in a term, may be dismissed from the College. Furthermore, a student may be placed on academic probation or dismissed any time there is grave doubt concerning either seriousness of purpose or completion of a degree program.

The Committee on Academic Standards will notify in writing each student on academic probation as to future status at the College. A student who is dismissed may appeal to the Committee on Academic Standards which will then consider any extenuating circumstances in the student’s case.

Students whose appeal has been granted and probationary students who have come to the Committee’s attention will often be required to meet special conditions if they are to be allowed to continue at the College. Some of the conditions specified in recent years are the following:
1. Student must complete a full load of courses with specified minimum grade average or
2. Student must restrict the number of courses to be taken and plan on taking more than the normal time to complete a degree.
3. Student must change majors.
4. Student must consult or report to specified advisors and counselors.
5. Student must give up or reduce time-consuming activities such as athletics, fraternity or sorority offices, Hilltops, jobs off campus, theatre or WRHO.

Questions concerning probation and dismissal should be directed to the Registrar or the chair of the Committee on Academic Standards. Appeal of a decision to dismiss should be directed to the Dean of Academic Affairs.

Athletic Eligibility

In order to maintain continuous athletic eligibility beyond the first year, a student-athlete must register for and pass a minimum of eight units prior to the beginning of each academic year or have passed eight units during the two semesters previous to competition. January Term courses and courses taken during summer sessions may be counted toward the compilation of courses needed to fulfill this requirement. A student athlete must also remain a full-time student and maintain good academic standing. The Committee on Academic Standards may curtail or suspend athletics participation for student-athletes with a cumulative GPA below 2.0. Dismissal or suspension from the institution for academic or disciplinary reasons may result in an interruption of continuous athletic eligibility per institutional and NCAA regulations.
Standards of NYS Student Aid Eligibility

Academic Eligibility for NYS Student Aid (including scholarships and TAP): The following academic eligibility requirements apply for the granting of New York state student aid:

Enrollment Requirements

Awards are only granted to full-time matriculated students. According to state guidelines, full-time students must enroll for a minimum of 4 academic course units for the Fall Term and 4 academic course units for the January/Spring Terms. Repeating a course does not count toward the required number of courses for that term. The State Education Department permits the January Term to be used with the Spring Term only and it cannot be used to make up a Fall Term deficiency. Every recipient must have a major declared or an ISP approved by the end of the sophomore year. Failure to meet enrollment requirements results in loss of the award for that term.

Program Pursuit

Satisfactory program pursuit is defined as receiving a passing or failing grade in a certain percentage of a full-time course load in each term for which an award is received. The percentage increases from 50% of the minimum full-time course load in each term of study in the first year for which an award is received, to 75% of the minimum full-time course load in each term of study in the second year for which an award is received, to 100% of the minimum full-time course load in each term thereafter.

Students must complete (with a grade of A, B, C, D or F) a minimum number of courses each term as follows:

2 courses per term in the first year an award is received;
3 courses per term in the second year an award is received;
4 courses per term each term thereafter.

Incompletes are permitted if the course is finished prior to the end of the next term.

Satisfactory Academic Progress

In addition, a certain number of course units must be accrued (successfully completed with grades of A, B, C or D) and a minimum cumulative GPA attained each term as follows:

Before being certified for this payment

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<th>Minimum # of course units accrued</th>
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<th>2nd</th>
<th>3rd</th>
<th>4th</th>
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</thead>
<tbody>
<tr>
<td>Minimum GPA</td>
<td>0.00</td>
<td>1.00</td>
<td>1.20</td>
<td>1.30</td>
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</table>

Failure to meet program pursuit or satisfactory academic progress requirements results in the loss of the award for the subsequent term. A student may request a waiver of the above standards ONLY ONE TIME as an undergraduate. Requests will be considered on an individual basis and granted only for exceptional or extraordinary circumstances as determined by the certifying officer and the registrar.

For information regarding New York State Awards, contact the Higher Education Services Corporation, Office of Grants and Awards, Tower Building, Empire State Plaza, Albany New York 12223 or your high school guidance counselor.

Change of Grades

Once a student’s grade has been submitted to the Registrar’s Office it cannot be changed without authorization by the Committee on Academic Standards. Normally students are expected to initiate grade changes within a 15-day period.

A student should have protection against prejudicial and capricious grading. The following policy is established for reviewing complaints about end-of-term grades: the student shall first consult the professor and department chair; if no agreement is reached, the student may then bring the case to the Committee on Academic Standards. The committee shall serve as a review board and, if a change seems justified, the committee shall be empowered to recommend a change of grade to the professor.

Course Load

A normal course load for a full-time student is nine courses per year: four courses in the Fall Term, one course in the January Term, four courses in the Spring Term. This excludes physical education skill courses and music performance half-unit courses. With the advisor’s approval, students who have no incompletes and are above a 2.3 cumulative grade point average may enroll for an additional course during either Fall or Spring Term. With the advisor’s approval, students who have no incompletes and a 3.40 or better cumulative grade point average may enroll for up to six academic course units during either fall or spring term. These rules will be waived if a specific departmental
program dictates overloads as part of the total planned student program. An eight-course load for the academic year is the minimum required of all full-time matriculated students as they work toward the total of 36 courses required for graduation.

For students who receive financial aid from New York state, see “Standards of NYS Student Aid Eligibility” under Educational Policies and Procedures.

Adding and Dropping Courses

Forms on which to add or drop course selections may be obtained in the Registrar’s Office and must be approved by the student’s advisor. Classes may not be added after the first week of the Fall or Spring Term and the second day of the January Term, unless the instructor grants permission. Independent, directed studies and internships must be registered before the term begins.

Withdrawal from Courses

A student who wishes to withdraw from a course should obtain a withdrawal form from the Registrar’s Office, where an explanation of current withdrawal procedures is available. Provision may be made for a student to withdraw at any time without penalty in the event of serious illness or emergency. A student who withdraws from one or more courses may have to repay any state financial aid received. See “Standards of NYS Student Aid Eligibility” under Educational Policies and Procedures.

Attendance

The student is responsible for regular class attendance in courses in which he or she is registered. A student is accountable for all work missed because of class absence. The instructor may request a student to provide reasons for absence and is under no obligation to make special arrangements for students who are absent.

Independent and Directed Studies

Students wishing to engage in a one-unit study for which no course exists but in an area in which an instructor is qualified, may pursue either an independent or directed study pursuant to the following restrictions.

Independent Studies permit junior and senior students with a G.P.A. of 2.3 or higher to examine specialized topics with minimal supervision. To qualify for an independent study, a student must have prior academic experience (either a completed course or directed study with at least a C for each course) in the general field or fields in which the study is to be undertaken. Departmental approval shall come only after a formal departmental review and concurrence that the proposal has sound academic merit. To assist in this process, the student must provide a list of the courses that qualify the student for pursuing such a project, a detailed explanation of the goals of the project and a detailed listing of available resources. Justified exceptions to this policy can be brought to the Committee on Academic Standards for decision.

The following course numbers will be used to indicate independent studies:

- 398 for Junior Independent Studies
- 498 for Senior Independent Studies

Directed Studies are open to all students above the freshman level and in good academic standing. In such projects the student works closely with the instructor on an individual basis. The instructor will provide evaluations and guidance at least one hour per week during the tenure of the project. Departmental approval shall follow the same formula as that for independent studies.

The following course numbers will be used to indicate directed studies:

- 299 for Sophomore Directed Studies
- 399 for Junior Directed Studies
- 499 for Senior Directed Studies

Registration for either independent or directed studies must be completed before the beginning of the term in which the study will commence. Forms and information on procedures are available from the registrar. Completed forms, including departmental approval, must be on file in the registrar’s office before the term starts.

A student may take no more than two independent and four directed studies during a four-year career and no more than two independent and two directed studies during a two-year career. No more than four studies of any combination with the above guidelines may be taken with the same instructor unless the Committee on Academic Standards grants special permission.

Completion of an independent or directed study will result in the student preparing a one-page abstract which the faculty member must file with the registrar’s office in order to submit the student’s grade. The abstract becomes a permanent part of the student’s transcript.

Internships

Internships are academic experiences supervised primarily by a Hartwick faculty member in cooperation with an on-site work supervisor. They are open to seniors, juniors and sophomores, although some departments limit them to juniors and seniors. Each department retains its own specific requirements for students wishing to undertake internships. However,
the following requirements govern overall:

1. After conferring with his or her academic advisor, each student (except as indicated in point 4 below) shall write an Internship Agreement in consultation with a faculty supervisor and work supervisor. The Agreement:
   a) provides the student with a sound foundation for pursuing the on-site experience,
   b) articulates the educational merit of the internship as it enriches and expands the student’s knowledge and/or skills in a specific field,
   c) reflects the relationship between the student’s goals and objectives for the internship and his or her total academic program,
   d) establishes how often and by what means the faculty supervisor will communicate with the work supervisor and the student during the internship,
   e) outlines the basis upon which the intern will be evaluated and graded by the faculty supervisor.

2. The Internship Agreement requires the approval of the faculty supervisor, department chair, work supervisor, internship coordinator, Bursar’s Office, Financial Aid and the Registrar’s Office.

3. The signed Internship Agreement must be submitted to the coordinator on or before a specified date during the semester preceding the proposed internship. The internship coordinator will send a copy of the agreement to the registrar’s office, whereupon the student will be officially registered for the internship. In addition, a copy will be sent to the student, the faculty supervisor and the work supervisor.

4. The only exceptions to the use of the Internship Agreement will be for those students officially registered in the following Hartwick affiliated internship programs: The Washington Center and American University in Washington, DC, the Philadelphia Center (GLCA), The Boston Semester, Educational Programmes Abroad and the nursing department’s senior independent study during January.

5. A one month January internship shall receive no more than one course unit of credit. With the exception of internships arranged through affiliated internship programs listed above, internships outside of the January Term normally receive one or two course units of credit.

6. The maximum limit for internship credit over a student’s four year academic program is four course units.

The following course numbers will be used for internships:
295 Sophomore
395 Junior
495 Senior

Registration for an internship establishes the same commitment as registering for a course. Withdrawals must be initiated by the end of the ninth week for Fall or Spring Terms, the end of the third week of January Term and by July 25 for summer or summer-for-fall registrations.

Testing, Proficiency Examinations and College-Level Examinations

Freshman testing is conducted as a part of the orientation program. Hartwick College offers individual testing programs for other students.

To receive credit by proficiency examination (administered by a department), consult the department to determine if an examination is available for the desired course. An evaluation fee of $175.00 per course unit will be charged.

Under certain conditions, Hartwick College will grant a maximum of 9 course units 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.

Normally credit will be granted only to students who meet the entrance requirements and who matriculate for a program of study leading to a degree. The granting of credit will not by itself guarantee that all prerequisites for advanced study have been met. Students who have completed work in elementary courses by examination are urged to consult a departmental advisor before registering for advanced work in a subject.

A full-time matriculated student may be eligible to earn credits under any of the previously mentioned programs upon approval by the Committee on Academic Standards. Acceptability of a particular program should be confirmed, in writing, by the registrar.

Credit for Prior Experiential Learning

Prior experiential learning is learning acquired outside of a formal academic setting. It provides knowledge, understanding or intellectual skills expected of students who pursue a baccalaureate degree at a liberal arts college and takes place prior to admission. Prior experiential learning usually results from independent
else where are included when determining a student's specific permission has been granted as part of an interview and whatever form of demonstration necessary to determine whether academic credit (without grades) should be awarded. Details of this procedure and the fee charged for processing and assessing applications are available through the registrar's office.

No more than 9 course units for prior experiential learning may be included in course units required for graduation.

No more than 18 course units earned through the combination of transfer credit, equivalency examinations and prior experiential learning may be applied toward a Hartwick degree.

Courses Taken Elsewhere During Regular School Year

Such study must be approved by the director of off-campus programs and/or the Registrar. Courses cannot be transferred to Hartwick from a two-year college after achieving 18 course units at Hartwick (unless specific permission has been granted as part of an Individual Student Program). Grades for courses taken elsewhere are included when determining a student’s eligibility for honors at commencement. See “Overall Average Honors” under Educational Policies and Procedures.

Summer School Courses

A Hartwick student may request permission from the Registrar to attend summer school at another accredited college or university. Courses at a two-year college are not permitted after two-years work (18 course units or more) at Hartwick (unless specific permission has been granted as part of an Individual Student Program). Grades for courses taken in summer school are included when determining a student’s eligibility for honors at commencement. See “Overall Average Honors” under Educational Policies and Procedures. Credit hours convert to course units as follows: 3 semester hours = .9 course unit, 4 semester hours = 1.2 course unit, 4 quarter hours = .8 course unit, 5 quarter hours = 1.0 course unit.

Leave of Absence

A leave of absence may be granted to a student for a period of not more than one year nor less than one term. There are three kinds of leaves: general, academic and medical.

General leaves are granted to students who need to take time away from their studies for personal or family reasons. A student desiring a general leave should consult with his or her advisor and then apply to the registrar’s office. A student returning from a general leave should notify the registrar’s office at least one month prior to the beginning of the term in which he or she wishes to return. For extension of leave past the originally specified leave period, the student should contact the registrar’s office.

Academic leaves are granted to students who wish to study at another college for a specified period of time. A student desiring an academic leave should contact the off-campus programs office for approval of the leave and the course of study. The student will be notified of approval in writing.

Two categories of medical leaves are granted:

1. for those students whose physical conditions require a more intensive form of treatment than the health center can reasonably provide or
2. for those students whose emotional or psychological well-being would be better served by taking a term or more away from Hartwick for a more intensive form of treatment than the counseling center staff can reasonably provide.

Both categories of medical leave are granted upon approval of the Hartwick College medical director. A student in the first category should contact the health center to help him or her determine if a medical leave is appropriate. A student in the second category should contact the counseling center staff to help him or her determine if a medical leave is appropriate. A student wishing to return from a medical leave must have his or her attending physician or mental health professional write a letter attesting to the appropriateness of returning and any follow-up treatment that will be required once reinstated. See the health center or counseling center staff for further information.

Official Withdrawal

A student who wishes to leave Hartwick and has no plans to return must complete and submit a withdrawal form to the Registrar’s Office. Students may officially withdraw from the college up to the last day
Educational Policies and Procedures

of classes for the term; however, to receive a grade of “W” a Course Change Form must be submitted to the Registrar’s Office by the regular term deadline for withdrawal with a “W.” Students who officially withdraw will have the notation of Official Withdrawal on their record. Students who leave the college without submitting a completed withdrawal form will be considered to have unofficially withdrawn and will have such a notation posted on their academic record. If a student withdraws and later wishes to resume study, an Application for Readmission must be made to the Registrar’s Office. (See Admissions for further information.)

Academic Dismissals

Students academically dismissed are not permitted to return for at least one calendar year. If returning from an academic dismissal, students must apply for readmission through the admission office. See “Readmission of Former Students” under Admissions for further information.

Returning students who have been out of school for a minimum of one calendar year have the option of requesting a recalculated average if at least 8 course units are taken after the student returns. See the Registrar for further information.

Emergencies

Students who experience a personal or family crisis that requires leaving the College for a brief period during a semester should notify the dean of students. The dean of students will contact the appropriate offices and the student’s professors. Contact with the counseling center before leaving and after returning could prove helpful to students experiencing this type of crisis. Students needing to leave the College temporarily during the semester for medical reasons should contact the health center. The health center will contact the student’s professors.

All work missed is the responsibility of the student and arrangements for make-up work, if allowed, should be made directly with professors as soon as possible.

Transcripts

A permanent transcript for each student is maintained by the Registrar. Each student is entitled to one certified transcript of college credits without cost upon graduation. A fee of $3 is charged for each additional transcript.

In accordance with federal law, students are permitted access to their educational records upon request to the Registrar’s Office. Besides the student, access is permitted to the following:

1. The Committee on Academic Standards
2. The Director of Academic Advising and Special Student Advisors
3. Faculty Advisors
4. The Financial Aid Office
5. The President
6. The Dean of Academic Affairs
7. The Deans
8. Other Offices, faculty and administrators with valid educational reasons for viewing the records.

Hartwick College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, as amended) which provides for the confidentiality of student records unless released by the student and the openness of records to the student concerned with an opportunity to correct mistakes in such records. The complete statement of the College policy is available at the office of the dean of student services.

If the student believes that any part of the information on his or her educational record is inaccurate or misleading or violates the student’s privacy or other rights, a request may be made for correction of the record by the Registrar. If, in the Registrar’s opinion, the student has proved his/her case, the record will be corrected and the student notified. If the Registrar refuses to change the record, appeal may be made by the student to the Committee on Academic Standards, whose decision will be based upon evidence presented at the hearing. Decision will include a summary of the evidence and the reasons for the decision. If desired, the student may be assisted or represented by an individual of the student’s choice, including an attorney at the student’s own expense.

At Hartwick, a student may appeal a professor’s grade to the Committee on Academic Standards on the grounds that the instructor was prejudicial or capricious. In such a case, the Committee on Academic Standards, if it agrees with the student, will recommend to the professor that the grade be changed. The final decision is that of the professor. Federal law provides the student’s right to a hearing to contest whether or not the grade was recorded accurately in the educational record; there is no right granted by federal law to contest the assignment of the grade by the professor.