

**TRANSFER AGREEMENT BETWEEN
HARTWICK COLLEGE
AND
HERKIMER COUNTY COMMUNITY COLLEGE**

February 2, 2009

This document describes an agreement between Hartwick College, Oneonta, New York, and Herkimer County Community College, Herkimer, New York, to facilitate transfers for students from Herkimer County Community College who wish to earn baccalaureate degrees at Hartwick College.

1. Students who have successfully completed an A.A. or A.S. degree at Herkimer County Community College with a cumulative average of 2.5 or higher, who have successfully completed all ten of the SUNY General Education Requirements, and who meet the usual criteria for admission to Hartwick College may transfer to Hartwick with first-term Junior standing (60 credits). To earn a Hartwick Baccalaureate degree (120 credits), they must:
 - a. Complete at least 60 credits at Hartwick with a cumulative average of 2.00 or higher.
 - b. Take the writing placement examination. Depending on the result, additional course work in writing may be necessary to attain the level required for graduation.
 - c. If both of Hartwick's experiential/integrative learning seminar requirements (one in Humanities and one in Social Science) have not been fulfilled by appropriate transfer courses: Complete *one* course at Hartwick, in either the Humanities or the Social Sciences, that includes an experiential/integrative learning seminar component.
 - d. Satisfy the Physical Education requirement by taking two one-credit skills courses, at Hartwick, at Herkimer County Community College, or a combination of the two.
 - e. Complete the requirements for a major program or Individual Student Program with a cumulative average of 2.00 or higher.
2. Students with the A.A. or A.S. degrees from Herkimer County Community College who have not completed all ten of the SUNY General Education Requirements may have to satisfy additional Hartwick College general education requirements.
3. Students from Herkimer County Community College who transfer to Hartwick without the A.A or A.S. degree must meet the usual conditions for admission to Hartwick College. Courses with grades of 'C' or higher will be evaluated on a course-by-course basis.
4. Hartwick College agrees to inform Herkimer County Community College of any future changes in these requirements and to provide a reasonable schedule for implementation of such changes.
5. Both Hartwick College and Herkimer County Community College agree to encourage qualified students to participate in this arrangement and to provide students with appropriate information, advising and assistance.

6. Representatives from both institutions will confer from time to time and at least biannually to monitor the use of this agreement and consider any changes that affect the agreement and possible improvements to the agreement.
7. This agreement, **which supersedes the agreement dated September 22, 2005**, may be revised or cancelled by mutual agreement between the two institutions. It may be revised or cancelled by either party at the end of any academic year, provided that written notice is submitted to the other party at least twelve months before the effective date.

For Hartwick College:

For Herkimer County Community College:

_____ Date _____
President

_____ Date _____
President

_____ Date _____
Vice President for Academic Affairs

_____ Date _____
Vice President and Dean of the College