HUNTINGDON COLLEGE

1500 EAST FAIRVIEW AVENUE
MONTGOMERY, AL 36106-2148

REGISTRAR'S OFFICE
334/833-4430 (F) 334/833-4313

PETITION FOR A SUBSTITUTION OF A CORE REQUIREMENT

Instructions: Complete your portion of this form, attach appropriate documentation (e.g. syllabi, course descriptions, etc.), and return to the Registrar's Office. Please allow at least 10 business days for your petition to be processed from the date of receipt. For some petitions, a longer time frame may be necessary in order to make an informed decision. You will be informed in writing, by e-mail or regular mail, of the outcome of the petition.

Full Name _____ SSN _____
Permanent Address _____
Contact Phone number (_____)_____ HC e-mail _____

Course from College Core: _____
Course Code Course Title Credits

Proposed Substitute Class*: _____
Course Code Course Title Credits

(* If course is from another institution and has not yet been approved for transfer to Huntingdon College, you must attach corresponding completed credit elsewhere form for approval as well.)

Rationale for substitution; description of attached documentation concerning content of proposed substitute class and why this course fulfills the intent of the required class (please feel free to use separate sheet of paper if needed) :

_____
_____
_____
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_____
_____

Student Signature: _____ Date: _____

Internal use only below this line.

Received by: _____ Date received: _____

☐ Approved ☐ Denied

Registrar's Signature: _____ Date: _____

☐ Original to Registrar's Office ☐ Copy to Appropriate Associate Dean(s)