

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 MAJOR REQUIREMENT

Instructions: Complete your portion of this form, attach appropriate documentation (e.g. syllabi, course descriptions, etc.), and return to the Registrar's Office. Once the Registrar's Office has received an approved petition, your file will be updated to reflect this substitution. 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.

Full Name _____ SSN _____

Permanent Address _____

Contact Phone number (_____) _____ HC e-mail _____

Class to be Substituted: _____
Course Code Course Title Credits

Requested Substitute Class: _____
Course Code Course Title Credits

Explanation for necessity of substitution (please feel free to use separate sheet of paper if needed) :

Description of attached documentation concerning content of requested substitution course and why this course fulfills the intent of the required class.

Signature: _____ Date: _____

Advisor notification and support of petition – it is the student's responsibility to obtain this signature before forwarding the petition to the Office of the Registrar.

Advisor signature: _____ Date: _____

Internal use only below this line.

Received by: _____ Date received : _____

Program Coordinator

Approved Denied

Signature: _____ Date: _____

Assoc. Dean for the major

Approved Denied

Signature: _____ Date: _____

Original to Registrar's Office Copy to Provost Copy to Advisor