

# HUNTINGDON COLLEGE

## Department of Evening Studies

### W. JAMES SAMFORD, JR. SCHOOL FOR BUSINESS AND PROFESSIONAL STUDIES

1500 EAST FAIRVIEW AVENUE  
MONTGOMERY, AL 36106-2148

OFFICE OF THE REGISTRAR  
334/833-4532 (F) 334/833-4313

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#### PETITION FOR A SUBSTITUTION OF MAJOR REQUIREMENT

**Instructions:** Complete your portion of this form, attach appropriate documentation (e.g. syllabi, etc.), and return to the Office of the Registrar. If the Office of the Registrar receives an approval for the 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. You will be notified of the outcome once a decision has been received. For some petitions, a longer time frame may be necessary in order to make an informed decision.

Full Name \_\_\_\_\_ Last 4 digits of 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: \_\_\_\_\_

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#### Internal use only below this line.

Received by: \_\_\_\_\_ Date received : \_\_\_\_\_

**Dean of the W. James Samford, Jr. School for Business and Professional Studies**

Approved  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original to Registrar’s Office  Copy to Advisor