HUNTINGDON COLLEGE

Department of Evening Studies
W. James Samford, Jr. School for Business and Professional Studies

Office of the Registrar
1500 East Fairview Avenue
Montgomery, AL 36106-2148

(334) 833-4532
Fax (334) 833-4313
sbpsregistrar@huntingdon.edu

APPLICATION FOR APPROVAL TO EARN CREDIT ELSEWHERE FOR TRANSFER TO HUNTINGDON

Name _____
Last First Middle Phone

Contact Info _____
No. Street City State Zip

PCID _____ Major(s) _____ Anticipated Grad Term_____

I apply for permission to attend _____
Name of institution City State

during the _____ semester to take the following course(s).
Year and term

Dept.	Course No.	Title of Course	No. Hrs. Credit (State whether Sem. or Qtr.)	Inclusive dates of session
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Intended enrollment for term above = _____ hours.

I have read the HC policy as stated in the Evening Studies section of the catalog regarding earning credit elsewhere. Additionally, I have not made a grade at Huntingdon in any course listed above, and I understand that credit elsewhere restrictions include, but are not limited to:

- Credit may not be granted at Huntingdon for any course not specifically approved IN ADVANCE.
- Hours only (not grade points) will be accepted, and that credit will not be accepted at Huntingdon for any course completed with a grade lower than a D. Any courses approved for transfer that fulfill a major requirement must be completed with a grade of C or higher to be considered for transfer.
- I must fulfill Huntingdon's terminal residence requirement of 30 semester hours.
- Approvals recorded here assume my being in good standing at the end of the term immediately preceding my enrollment for the courses listed above.
- I must request from the above institution that a transcript of my record be sent to: Registrar, Huntingdon College, 1500 E. Fairview Ave., Montgomery, AL 36106-2148.

_____ _____
Student's Signature Date Advisor's Signature Date

Approvals:

(TO BE FILLED OUT BY THE REGISTRAR)

COURSE EQUIVALENTS AT HUNTINGDON COLLEGE:

DEPARTMENT	COURSE NUMBER
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

CERTIFICATION OF STUDENT'S STANDING

As of the date below, the above named student is

Student is ( ) in good standing
( ) on probation but eligible to re-enroll

Registrar _____ Date _____

OTHER POLICIES REVIEWED:

Policy	Student in compliance at time of form completion.	Student not in compliance or in danger of not complying with policy. Student should meet with advisor.
64 hr rule		
90 hr rule		
Terminal Residency		
Duplicate/repeated credit		
Prerequisites		