

# HUNTINGDON COLLEGE

Evening Studies Program

1500 EAST FAIRVIEW AVENUE  
MONTGOMERY, AL 36106-2148

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

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## PETITIONING OF A HUNTINGDON COLLEGE POLICY

**Student Instructions:** Complete your portion of this form, attach appropriate documentation (e.g. syllabi, etc.), and return to your advisor for consideration. Once the Office of the Registrar has received a decision for your petition, you will receive notification by HC email of the outcome. 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.

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Full Name \_\_\_\_\_ System ID \_\_\_\_\_

Contact Phone number \_(\_\_\_\_\_)\_\_\_\_\_ HC e-mail \_\_\_\_\_

**Policy to which you are requesting consideration:** \_\_\_\_\_

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**Explanation/reasoning/necessity** of policy reconsideration (please feel free to attach a typed paper):

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Description of any attached documentation concerning requested consideration:

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

Yes, *I support* this petition  No, *I do not* support this petition

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Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Additional documentation of regarding support or non-support of this petition should be attached as necessary.)

Yes, *I support* this petition  No, *I do not* support this petition

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ES Director of Operations signature \_\_\_\_\_ Date: \_\_\_\_\_

(Additional documentation of regarding support or non-support of this petition should be attached as necessary.)

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Registrar Review/Consultation: \_\_\_\_\_

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

Approved  Denied

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

Final to Registrar's Office  Notification of outcome sent