

HUNTINGDON COLLEGE

Evening Studies Program

1500 EAST FAIRVIEW AVENUE
MONTGOMERY, AL 36106-2148

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

PETITION FOR A SUBSTITUTION OF MAJOR REQUIREMENT

Instructions: Complete your portion of this form, attach appropriate, and submit it to your academic advisor. 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.

Full Name _____ System ID _____

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 (attach separate sheets 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:

Student signature: _____ Date: _____

Yes, *I support* this petition

No, *I do not* support this petition

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

ES Director of Operations signature _____ Date: _____

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

Program Content Reviewer Recommendation

Yes, *I support* this petition

No, *I do not* support this petition

Program Content Reviewer signature _____ Date: _____

Registrar Review/Consultation:

Signature _____ Date: _____

Approved

Denied

Provost signature: _____ Date: _____

Final to Registrar's Office

Notification of outcome sent