

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 TO RE-EVALUATE TRANSFER COURSE

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. Note: **This form is for use in petitioning credit deemed unacceptable to Huntingdon in which no credit was awarded.** However, if this is due to the institution at which the coursework was completed, then the Credit Evaluation Worksheet should be used.

Full Name _____ System ID _____

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

Please re-evaluate the following course:

Institution from which credit was transferred	Course Code	Course Title	Credits
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Description of attached documentation concerning equivalency of this course to a specific class at Huntingdon College:

Student 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 : _____

Registrar’s Comments: (Applicable supporting documents attached)

Approved Denied

Registrar’s Signature: _____ Date: _____

Final to Registrar’s Office Notification of outcome