

HUNTINGDON COLLEGE

EVENING STUDIES PROGRAM

1500 EAST FAIRVIEW AVENUE
MONTGOMERY, AL 36106-2148

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

PETITIONING OF THE TERMINAL RESIDENCY POLICY

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 _____

Explanation/reasoning for necessity of policy reconsideration (please feel free to use separate sheet of paper if needed):

Description of any attached documentation concerning requested consideration:

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.)

Registrar Review/Consultation: _____

Signature _____ Date: _____

Approved Denied

Provost Signature: _____ Date: _____

Final to Registrar's Office Notification of outcome sent