

HUNTINGDON COLLEGE

Department of Evening Studies

W. JAMES SAMFORD, JR. SCHOOL FOR BUSINESS AND PROFESSIONAL STUDIES

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 documentation (e.g. syllabus), and return to the Office of the Registrar. Results of this re-evaluation will be sent to you at the permanent address below or to your Huntingdon College e-mail account. 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 _____ Last 4 digits of SSN _____
Permanent Address _____
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: _____

Original to Registrar’s Office Copy to Advisor