

# HUNTINGDON COLLEGE Credit Evaluation Worksheet

Please complete this worksheet for the courses you are petitioning for *consideration*. You must supply documentation such as course syllabi, college catalog or copies of relevant catalog pages of the years you attended showing instructor's name, instructor's degree conferred, proof of contact hours and course description. If any required information is not documented, obtain an official statement from the Registrar of the college substantiating it. Attach all documentation to worksheet upon submission. Submissions should be sent to the Attention of the Office of the Registrar, Huntingdon College, 1500 East Fairview Avenue, Montgomery, AL 36106-2148. You will be notified in writing of the decision regarding any additional awarded credit. **Only fully completed submissions will be reviewed.** CREDIT ACCEPTANCE IS NEITHER IMPLIED NOR GRANTED BY COMPLETION OF THIS FORM.

Student Name \_\_\_\_\_ Social Security # \_\_\_\_\_ Date \_\_\_\_\_

Transferring Institution Name \_\_\_\_\_ Address \_\_\_\_\_

Registrar Office Phone Number \_\_\_\_\_ Contact Name \_\_\_\_\_ Accreditation \_\_\_\_\_

Does Institution Offer Title IV Federal Financial Aid? \_\_\_\_\_ Years Student Attended \_\_\_\_\_ Student's Intended Major \_\_\_\_\_

Where applicable, make note of the catalog page number that substantiates the information below. Remember to attach documentation.

Course Level Fresh, Soph, Jr., Sr	Course Title	Instructor's Name	Instructor's Degree? PhD or Masters must be earned.	Text used (Include name and publisher)	Course Description (Indicate catalog page # below)	Contact Hours
			Degree is from? What field is degree in?			

Adviser 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.

Adviser 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 Adviser