



Please submit (5) typed copies

REQUEST TO TAKE NON-RESIDENT COURSES

[THIS FORM MUST BE APPROVED (4) WEEKS PRIOR TO THE REQUESTED NON-RESIDENT SEMESTER]

Name _____ Student ID# _____

Address _____
 Number and Street City State Zip

Major _____ Classification _____ GPA _____
 [Must be a 2.0 or better]

Name and Address of Institution to which student is applying:

Semester and Year student plan to enroll _____ Applied for Financial Aid: _____ Yes _____ No

COURSE(S) STUDENT REQUESTS:
Albany State University

SUBSTITUTION(S) PROPOSED:
Attending Institution

(Crse. No. and Title) (Credit Hrs)

(Crse. No. and Title) (Credit Hrs)

REASON FOR REQUEST:

Note: Students who have failed or received a deficient grade in a course will not be permitted to take the course on a non-resident basis. Before processing this form, the advisor and departmental chairperson should review the student's record. Both must approve the request prior to sending it to the Registrar's Office for processing. Graduating seniors will not be permitted to take courses at another institution as a transient student during the semester in which they are to graduate. In no cases will a retroactive non-resident request be approved.

ACTION ON REQUEST

<p>Approved []</p> <p>Not Approved []</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>_____</p> <p style="text-align: center;">Student</p> <p>_____</p> <p style="text-align: center;">Advisor</p> <p>_____</p> <p style="text-align: center;">Departmental Chairperson</p> <p>_____</p> <p style="text-align: center;">Dean</p> <p>_____</p> <p style="text-align: center;">Registrar</p>	<p>_____</p> <p style="text-align: center;">Date</p> <p>_____</p> <p style="text-align: center;">Date</p> <p>_____</p> <p style="text-align: center;">Date</p> <p>_____</p> <p style="text-align: center;">Date</p> <p>_____</p> <p style="text-align: center;">Date</p>
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Note: If Graduate Student Transient, a copy must be submitted to the Graduate School Office.

Albany State University Albany, Georgia 31705 (229) 430-4635
 Albany State University, a Unit of the University System of Georgia, is an equal opportunity affirmative action institution.