



## REQUEST TO TAKE NON-RESIDENT COURSES

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

Name \_\_\_\_\_ SS# \_\_\_\_\_

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 REQUEST:  
**Albany State University**

SUBSTITUTION(s) PROPOSED:  
**Attending Institution**

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

REASON FOR REQUEST: Study Abroad Program in Costa Rica

**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 consideration by the Vice-President for Academic Affairs. 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**  
**Approved**      **Not Approved**  
[ ]              [ ]

[ ]              [ ]

[ ]              [ ]

[ ]              [ ]

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Advisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Departmental Chairperson**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vice President for Academic Affairs**

\_\_\_\_\_  
**Date**

**Note: If Graduate Student Transient, a copy must be submitted to the Graduate School Office.**

Albany State University Albany, Georgia 31705 (229) 430-4632

Albany State University, a Unit of the University System of Georgia, is an equal opportunity affirmative action institution.