



REQUEST TO TAKE NON-RESIDENT COURSES

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

Name _____ RAM# _____ - _____

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

(Course No. and Title) (Credit Hrs)

SUBSTITUTION(S) PROPOSED:

Attending Institution

(Course 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 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 approve. PLEASE SUBMIT (5) COPIES

ACTION ON REQUEST
Approved Not Approved
| | | |

| | | |

| | | |

| | | |

Student

Date

Advisor

Date

Departmental Chairperson

Date

Dean

Date

Vice President for Academic Affairs

Date