

**J. MACK ROBINSON COLLEGE OF BUSINESS
PETITION TO BE A TRANSIENT STUDENT
AT ANOTHER INSTITUTION**

**Request to take out-of-residence
courses for degree credit**

*Completion of this form signifies
understanding of the eligibility
requirements and instructions
on the reverse side.*

To Be Completed By Student -- Please Print

Date _____

Name _____ PANTHER ID # _____

Address _____

Degree _____ Major _____ Daytime Phone _____

Name of school you wish to attend _____ () on-campus location

_____ () off-campus location

Complete mailing address of school you wish to attend - REQUIRED _____ () correspondence course

Year and semester you wish to attend _____

Other School's Course(s): (Course name, prefix, & #)	[Note especially procedure #2 on reverse side.]	# Hours Credit quarter/semester	Equivalent GSU Course
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1. _____	_____	_____
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2. _____	_____	_____
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3. _____	_____	_____
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Justification for wanting to take a course out of residence (not offered at GSU, transferred out of metro Atlanta area, etc.). Attach additional page if necessary. NOTE: Convenience of location or lower tuition does not constitute sufficient justification.

To Be Completed By Office of Graduate Admissions & Student Services, Robinson College of Business

Decision: _____ Approved _____ Disapproved

Comments: _____

Academic standing as of the end of _____ semester _____:

Signature of College Official/Date _____

J. Mack Robinson College of Business Policy and Procedures Allowing Students to Take Courses Out of Residence

Eligibility and Policy Statements: This is a summary; read the current GSU Graduate Catalog for further information.

1. Students must be on "good" academic standing to be approved to take courses out of residence. Graduate students on warning, probation, suspension or exclusion cannot be approved.
2. The content of each course to be taken elsewhere must correspond to that of a GSU course required, or permitted, in the student's degree/certificate program here.
3. Students who have once enrolled in the Robinson College of Business **must** obtain prior written approval from GASS to take subsequent coursework for credit as a transient student at any other institution if the intention is to apply such work toward a degree or certificate in this college. **Failure to obtain this required approval may prevent the acceptance of such credits by the college.**
4. Students may not take courses for degree credit at another institution during the semester they expect to graduate from GSU.
5. Courses cannot be taken for degree credit at another institution if they have been attempted previously at GSU (including attempts which resulted in a withdrawal).
6. Courses completed by correspondence may not apply toward graduate credit.

Procedures

1. Complete the reverse side of this form at least ten working days, but no more than three months, before the anticipated date of registration for the course. **Incomplete forms will not be processed but will be returned to you.**
2. Attach a course syllabus for each course you wish to take; provide information on the course numbering system of the school to be attended (usually found in the school's catalog) so the level of the course can be verified. Also, be certain to indicate whether the number of hours credit is quarter hours or semester hours. Under "Equivalent GSU Course," list the GSU course you believe is the equivalent of the course to be taken at the other school.
3. After action has been taken on your request, a copy of this form will be mailed to you. **If your request is approved,** a copy of this form will also be forwarded to the other school by GASS. It is your responsibility to comply with any requirements that the other school may have regarding this coursework.
4. It is your responsibility to have an official transcript sent from the other school. Master's students should have their official transcripts sent to Graduate Admissions & Student Services, 605 RCB Building (35 Broad Street).
5. Mail this form and attachments to:
Office of Graduate Admissions and Student Services
J. Mack Robinson College of Business
Georgia State University
P.O. Box 3988
Atlanta, GA 30302-3988

You may bring this form and attachments to 605 RCB Building, 35 Broad Street. Please direct questions to an academic advisor in GASS, 404/413-7167.