



COLLEGE OF BUSINESS

INFORMATION FOR AUM BUSINESS MAJORS SEEKING TRANSIENT STUDENT STATUS AT ANOTHER INSTITUTION

The Auburn University at Montgomery College of Business strives to provide a quality and rigorous academic program. Accreditation by the American Assembly of Collegiate Schools of Business (AACSB) places the AUM College of Business in the top one percent of all Colleges of Business and is a widely recognized measure of quality instruction. In order to maintain accreditation, the College of Business must evaluate all courses which we accept to fulfill degree requirements.

AUM Business majors who wish to take course work at another institution while maintaining their standing at AUM are considered transient students at the other institution. To maintain our standards, and to ensure the highest quality education for our students, the following steps are required of students seeking to be transient at another institution.

Students must receive prior written approval through the College of Business Advising Office. Approval will be granted on the following basis:

- (1) Normally, students who have received a “D” or “F” grade for a business course at AUM must retake the course at AUM.
- (2) Students may take, on a transient basis, a limited number of business courses from an AACSB accredited institution.
- (3) Students may take, on a transient basis, a limited number of business courses from a non AACSB accredited institution. These requests will be considered on a case-by-case basis.

To obtain the necessary approval students may be required to submit:

- a. a copy of the schedule, syllabus, course materials, and other appropriate documentation from the other institution when submitting a **Transient Agreement Form**,
- b. Or agree in writing to take a **challenge examination** before the course work will be accepted.

To request permission to be transient a student must:

1. Complete both sides of the attached **Transient Agreement Form**, and submit the information listed above.
2. Review their academic record with an advisor in the College of Business Advising Office, and then with the Dean. The student will be notified of the decision.
3. If approval is granted by the Dean, the student must receive certification from the AUM Registrar.
4. You will need to present this completed form to the institution you intend to take the courses.
5. Upon completion of this course work, **it will be the student’s responsibility** to ensure that an official transcript is mailed to Auburn University at Montgomery's Office of Admissions.

THE STUDENT MUST COMPLY WITH OTHER RULES OR REGULATIONS AS CONTAINED IN THE
AUM CATALOG, INCLUDING RESIDENCY REQUIREMENTS.

For more information, please visit the College of Business Undergraduate Advising Office (Room 322 Business).

Student Transient Authorization Form

Student Last Name, First, Middle

Student ID #

Name of Transient Institution

Transient Term and Year

OTHER INSTITUTION INFORMATION (to be completed by student)			AUM INFORMATION			
COURSE PREFIX & NUMBER	COURSE TITLE	CREDIT HOURS	AUM EQUIVALENT COURSE	ADVISOR APPROVAL	APPROVAL DEPT. HEAD OF COURSE	Challenge Exam Required (Yes/No?)

Upon completion of this course work, **it will be the student's responsibility** to ensure that an official transcript is mailed to Auburn University at Montgomery's Office of Admissions at the address shown below.

This form must be approved by the respective Dean's Office and the Office of the Registrar prior to registration for courses at another institution. Credit will only be accepted from approved regionally accredited institutions where there are reasonable course equivalencies.

Transient Address for Student

Transient Phone Number (including area code)

City

State

Zip

E-Mail Address

You will be given transfer credit for the approved courses above, provided you earn a D or better, with the exception of courses which require a C or better (i.e., English Composition). Students who earned a D or F in English composition at AUM or an F in a core math class will not be permitted to transfer those courses from another institution.

Transfer credit may not be granted at AUM for any course not specifically approved in advance. In addition, students are generally not permitted to enroll at institutions in the surrounding vicinity that offer courses already scheduled at AUM.

Is this your anticipated graduation semester? Yes No

Note: Students are strongly discouraged from taking transient course work during the semester of their scheduled graduation. If permission to take classes is granted, an official transcript showing final grades in all courses must be received and processed by AUM before students can be cleared for graduation.

Date

Student Signature (indicates agreement with all terms of transient status)

Date

Signature of Dean of Student's Major (or approved representative)

I certify that the above named student is in good standing and eligible to return to Auburn University at Montgomery.

Date

Registrar's Approval

Final transcripts should be sent to:

Auburn University at Montgomery
Office of Admissions
P. O. Box 244023
Montgomery, AL 36124-4023

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