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

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>AUM Equivalent Course</th>
<th>Advisor Approval</th>
<th>Approval Dept. Head of Course</th>
<th>Challenge Exam Required (Yes/No?)</th>
</tr>
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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.

**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.

**I certify that the above named student is in good standing and eligible to return to Auburn University at Montgomery.**
JUSTIFICATION FOR ENROLLING AT ANOTHER INSTITUTION ON A TRANSIENT BASIS

To be completed by the student: ________________________________________________

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I have read and understand the requirements and conditions as contained in the INFORMATION FOR AUM BUSINESS MAJORS SEEKING TRANSIENT STUDENT STATUS AT ANOTHER INSTITUTION policy.

STUDENT SIGNATURE: ___________________________________ DATE: ___________