

Armstrong Atlantic State University 11935 Abercorn Street Savannah, GA 31419-1997 (912) 344-2503	Savannah State University P. O. Box 20479 Savannah, GA 31404 (912) 356-2212
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## Student Exchange Policy

AASU students may take 9 semester hours at AASU and 3 semester hours at SSU.

SSU Students may take 9 semester hours at SSU and 3 semester hours at AASU.

The following items are also part of this policy:

1. Any additional fees for specific courses will be paid to the institution offering the course.
2. Students who have never attended the other institution must complete an application for admission and pay the appropriate application fee (to establish a file there).
3. Exchange students may take an overload if the overload conforms to the home institution policy and the overload is approved by both registrars.
4. The AASU/SSU Exchange Form must be properly completed at the home institution with the appropriate authorizations. It should then be presented to the Business Office of the other institution with a valid schedule confirmation.
5. It is the responsibility of the registrar of the home institution to ensure that the student's registration status is full-time.
6. Problems arising from conflicting registration dates of the two institutions should be resolved by the respective registrars. Existing late registration fees will be charged by the home institution.
7. No refunds will be made for dropping a course, regardless whether the course is on the home or visiting campus. If a student withdraws from all courses on both campuses, refunds will be made in accordance with the refund policy of the home institution.
8. Students are responsible for requesting that transcripts be sent to their home institution.
9. Full-time tuition and fees (12 hours or more) must be paid at the home institution.

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### Student Exchange Form

#### Instructions

1. Complete this form and the [Transient Form](#) at your home institution when you register for the coming term.
2. Have this form signed by the Registrar at your home institution.
3. Have these forms stamped Fees Paid in the box at the bottom right corner when you pay your fees. Printout of classes must be shown.
4. Take the completed forms to the other institution's Registrar's Office to register there. This form will serve as your proof of fee payment. Take this form and a copy of your schedule/bill to the Business Office to complete registration.
5. If you have never attended the other institution, you must complete their application for admission and pay the appropriate application fee (to establish your file there).
6. Upon successful completion of the course, request that the Registrar's Office send a transcript to your home institution.

NOTE: If there is a difference in registration times between the two institutions, please contact the Registrar at your home institution for further instructions. Existing late registration fees will apply.

Name \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

is enrolled as a full-time student at  AASU  SSU and is permitted to take the following course(s) at the other institution during \_\_\_\_\_ term 20\_\_\_\_:

Course No. \_\_\_\_\_

Title \_\_\_\_\_

Credit Hours \_\_\_\_\_

Signature of Student

Course No. \_\_\_\_\_

Title\_\_\_\_\_

\_\_\_\_\_

Credit Hours\_\_\_\_\_

Signature of Registrar

Course No.\_\_\_\_\_

Title\_\_\_\_\_

Credit Hours\_\_\_\_\_

Stamp Fees Paid Here

05/08