

**CHARLESTON SOUTHERN UNIVERSITY  
OFFICE OF THE REGISTRAR  
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

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TITLE	NUMBER	DATE
WHAT CONSTITUTES A PERMANENT GRADUATE STUDENT FILE	R-42	July 9, 2010

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Purpose: To establish what files constitute a permanent graduate student's academic record.

**Typical folder for a graduate student:**

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| Academic Standing   | Academic Violation                           |
| Acceptance letter   | Address/Name Change                          |
| Appeals   | Application for Admission                    |
| Application for Graduation  | Change of Grade forms                        |
| Catalog change  | Correspondence Letters                       |
| Official transcripts certifying they have earned baccalaureate degree | Official transcripts from other institutions |
| Course Descriptions   | Course Substitutions/Waivers                 |
| Degree Check Sheet  | Disposition                                  |
| Drop/add forms  | Evaluations                                  |
| Excessive Absences  | Financial Aid Tracking                       |
| Loan default/release  | Permission Letter/Cross Registration         |
| Readmission paperwork   | Reference letters                            |
| Registration Forms  | Resume                                       |
| Test scores   |  |