

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

| TITLE  | NUMBER | PAGE   | DATE OF INCEPTION |
|--|--------|--------|-------------------|
| PERMISSION TO TAKE COURSES<br>AT ANOTHER INSTITUTION | R-18   | 1 of 3 | June 29, 1984     |

Purpose: To allow students of record at Charleston Southern University to take courses at another institution for transfer back to CSU.

Students enrolled at Charleston Southern University are expected to complete their coursework in residence. Exceptions to this policy are considered only on a case by case basis. Charleston Southern University reserves the right not to accept courses for which permission has not been granted. All students must obtain advance, written approval from the appropriate chair/program coordinator, and dean of the department/college of each course requested, and then the University Registrar before enrolling in classes elsewhere. Transfer credit brings in hours earned and letter grade, but not quality points. Minimum grade for undergraduate credit is a "C". Minimum grade for graduate credit is a "B". Approval of a course to be taken at another institution is NOT guaranteed. The decision on whether the course is approved (or not) is made by the appropriate chair/program director and dean on a case by case basis. Note: Policy R 13 still applies. Additionally, deans and chair/directors are expected to consider the requirements of Policy-B2 in all cases and to ascertain whether courses are transferable.

Fall and Spring Term

CSU engages in consortium agreements with some colleges and universities. Several institutions in the Charleston area offer "CrossRegistration" opportunities when there are special academic needs. Forms are available in the Registrar's Office. Agreements between CSU and other institutions may exist which apply to specific programs. Consult program directors or academic department advisors for more information. The decision on whether the course is approved (or not) is made by appropriate chair/program coordinator and dean of the department/college of each course requested.

Note: If the requested course is offered at Charleston Southern University using any

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Permission will be considered in cases where students are out of sequence in their major and CSU is not offering the necessary course(s). Reasons NOT considered for transfer approval include, but are not limited to the following:

Course is less expensive elsewhere.

Course is closer to home or work.

Course is offered at a more convenient time to accommodate work or personal schedules, etc.

Course may be easier at another University.

#### Student Responsibilities

Current students who desire to take coursework at another accredited institution must complete and receive approval by obtaining necessary signatures on a "Request to Take Courses at Another Institution" or "Cross Registration" form. It is the student's

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absence of the