

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

TITLE

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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

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absence of the department chairperson or program coordinator, the appropriate academic dean alone may, at his/her discretion, approve the requested course.

3. Upon receiving approval from the appropriate administrators for each course requested, the student must return the form to the Registrar's Office. The Registrar's Office will verify the following: (1) the requestor is a student of record at Charleston Southern University, (2) and the external institution to be attended is accredited.
4. If the University Registrar determines that the requisite criteria in Step 3 have been met, then the University Registrar will sign and the student will distribute the copies as follows: (1) external institution, (2) CSU Registrar, and (3) him/herself. It is the student's responsibility to request that an official transcript of grades be forwarded back to CSU after completion of approved coursework.

By action of the Academic Council on June 29, 1984, revisions approved by the Provost August 23, 2000, and revisions made on February 20, 2008, by the University Registrar to reflect Cross-Registration agreement changes approved by the local Charleston Higher Education Consortium (which included CSU approval by the VPAA in 2007). Revised by Faculty Senate on March 8,