



# CHARLESTON SOUTHERN UNIVERSITY

## REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION

Office of the Registrar  
P.O. Box 118087  
Charleston, SC 29423 - 8087  
Phone: (843) 863-8060 • Fax: (843) 863-8023

### PLEASE READ BEFORE COMPLETING THIS FORM

1. A separate form is required for each institution you desire to attend.
2. To request approval to take courses at another institution the following steps should be followed:
  - Step 1 - Complete sections 1 and 2 of this form.
  - Step 2 - Obtain appropriate department Chairperson's or Dean's signature for each course requested.
  - Step 3 - Return the completed form to the Office of the Registrar. You should receive the student copy as well as the external institution's copy of the form.
3. It is the student's responsibility to request that an official transcript be sent to the Charleston Southern University Office of the Registrar after completing approved courses. Minimum grade for undergraduate credit is a "C". Minimum for graduate is a "B".
4. Charleston Southern University reserves the right not to accept courses for which permission has not been granted.
5. Transfer credit brings in hours earned and letter grade, but not quality points.

### SECTION 1

Student Name \_\_\_\_\_ CSU ID or Soc. Sec. Number \_\_\_\_\_  
 Last First MI

Permanent Address \_\_\_\_\_  
 Street or P.O. Box City

State Zip Code Phone Number

Institution at which course(s) will be taken: \_\_\_\_\_

Term / Year course(s) will be taken: \_\_\_\_\_

### SECTION 2

Title of course(s) to be taken	Course Number	Credit Hours	Department Chairperson, Dean, or Director Approval:	
			Signature	Course Transfers As:

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar Approval \_\_\_\_\_ Signature \_\_\_\_\_ Approved for Term / Year \_\_\_\_\_ Date \_\_\_\_\_