



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/program coordinator's and/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 _____
 _____ Last _____ First _____ MI _____

Permanent Address _____
 _____ Street or P.O. Box _____ City _____
 _____ State _____ Zip Code _____ Cell 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:

Advisor's Signature _____ Date _____
 Student's Signature _____ Date _____
 Dean Approval (local colleges) _____ Date _____
 Registrar Approval _____ Date _____

Integrating Faith in Learning, Leading and Serving