

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

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

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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.

Fall and Spring Term

CSU engages in consortium agreements with some colleges and universities. Several institutions in the Charleston area offer "Cross-Registration" 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 academic 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 instructional delivery system (i.e. online, on-campus, etc.), during the same (Fall or Spring) term, then the course will not be approved for transfer unless the Vice President of Academic Affairs expressly waives this prohibition.

Summer Semester

If a student's permanent residence and the (non-local) institution (where the course is to be taken) are over 50 miles away from the Charleston Southern University campus, permission must be obtained by the chair/program coordinator for each course requested. See "Approval Process" below.

If a student wants to attend any local institution within 50 miles of Charleston Southern University's campus (including the College of Charleston, The Citadel or Trident Technical College), permission must be obtained from the chair/program coordinator and dean of the department/college of each course requested. See "Approval Process" below.

NOTE: For summer, if Charleston Southern University is offering the course requested on-campus during any designated term May through August, then the requested course from a local institution will not be approved for transfer.

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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 responsibility to obtain all necessary signatures. Failure to receive approval prior to taking courses at another institution will result in courses not being accepted by CSU.

Approval Process

The following steps must be completed by a student to obtain approval to take coursework at another college or university.

1. Obtain and complete a "Request to Take Courses at Another Institution" or "Cross Registration" form including name, CSU ID or social security number, address, phone number, institution at which course(s) are to be taken, course(s) title, course(s) number, and credit hours. A separate form must be completed for each institution a student desires to attend.
2. Take the completed form to the appropriate department/college/school for the necessary signatures.
  - a. For non-local institutions (institutions more than 50 miles from Charleston Southern University's campus): The student must contact the appropriate department chairperson/program coordinator for each course requested. If a requested course is approved, the department chairperson /program coordinator will sign the "Request to Take Courses at Another Institution" form and record how the course will be transferred back to Charleston Southern University. In the absence of the department chairperson or program coordinator, the appropriate academic dean may, at his/her discretion, approve the requested course.
  - b. Local Institutions (institutions within 50 miles of Charleston Southern University's campus): The student must contact the appropriate department chairperson /program coordinator for each course requested. If a requested course is approved, the department chairperson will sign the "Request to Take Courses at Another Institution" or "Cross Registration" form and record how the course will be transferred back to Charleston Southern University. In addition, the appropriate academic dean must also approve the requested course and (if approval is granted) sign the aforementioned form. In 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, 2011. Revised by the Dean's' Council: April 2, 2014