

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

TITLE	NUMBER	PAGE	DATE OF INCEPTION
WHAT CONSTITUTES A PERMANENT UNDERGRADUATE STUDENT FILE FOR FIRST- TIME FRESHMEN	R-37	1 of 1	July 9, 2010

Purpose: To establish what files constitute a permanent undergraduate student's academic record for those who are first-time freshmen.

Typical folder for a student who enters as a freshman right out of high school:

- \$100 deposit request and receipt
- preliminary
 - Academic Standing
 - Academic Violation
 - Acceptance letter
 - Address/Name Change
 - Appeals
 - Application for Admission
 - Application for Graduation
 - authorization for holds/releases
 - Catalog change
 - Change of Grade forms
 - Congratulations letter from the President
 - Correspondence Letters
 - Course Descriptions
 - Course Substitutions/Waivers
 - Degree Check Sheet
 - Drop/add forms
 - Evaluations
 - Excessive Absences
- final
 - Financial Aid Tracking
 - High school transcript
 - Information regarding financial aid
 - Information regarding scholarships
 - Official transcripts from other institutions
 - Orientation information
 - Permission Letter/Cross Registration
 - Readmission paperwork
 - Recommendations from various agencies regarding scholarships
 - Reference letters
 - Registration Forms
 - Resume
 - SAT (or ACT) official test scores
 - Test scores
 - Transcript request
 - Worksheet from Admissions

By action of the Dean of Registration on January 23, 1995; updated by the University Registrar July 9, 2010