

**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>WHAT CONSTITUTES A PERMANENT UNDERGRADUATE STUDENT FILE FOR TRANSFER STUDENTS</b>	<b>R-38</b>	<b>1 of 1</b>	<b>July 9, 2010</b>

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Purpose: To establish what files constitute a permanent undergraduate student's academic record for transfer students.

**Typical folder for a transfer student:**

- Academic Standing
- Academic Violation
- Acceptance letter
- Address/Name Change
- Admissions letter
- Appeals
- Application for Admission
- Application for Graduation
- Authorization for hold placement/release
- Catalog change
- Change of Grade forms
- Correspondence Letters
- Course Descriptions
- Course Substitutions/Waivers
- Degree Check Sheet
- Drop/add forms
- Evaluations
- Excessive Absences
- Financial Aid Tracking
- High School Transcript
- Official transcripts from other institutions
- Permission Letter/Cross Registration
- Readmission paperwork
- Reference letters
- Registration Forms
- SAT (or ACT) official test scores
- Test scores
- Transcript request

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