

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

TITLE	NUMBER	DATE
WHAT CONSTITUTES A PERMANENT GRADUATE STUDENT FILE	R-42	July 9, 2010

Purpose: To establish what files constitute a permanent graduate student's academic record.

Typical folder for a graduate student:

- Academic Standing
- Acceptance letter
- Appeals
- Application for Graduation
- Catalog change
- Official transcripts certifying they have earned baccalaureate degree
- Course Descriptions
- Degree Check Sheet
- Drop/add forms
- Excessive Absences
- Loan default/release
- Readmission paperwork
- Registration Forms
- Test scores
- Transcript request
- Academic Violation
- Address/Name Change
- Application for Admission
- Change of Grade forms
- Correspondence Letters
- Official transcripts from other institutions
- Course Substitutions/Waivers
- Disposition
- Evaluations
- Financial Aid Tracking
- Permission Letter/Cross Registration
- Reference letters
- Resume
- Authorization for disciplinary holds
- Contract Applications/Registration
- Worksheet to determine if they satisfy the prerequisite requirements for admission to candidate status

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

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