

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

TITLE	NUMBER	PAGE	DATE OF INCEPTION
GRADUATION SUBSTITUTION/WAIVER	R-6	1 of 1	March 15, 1984

Purpose: To allow for the substitution of courses which are major/minor degree requirements and waiver of graduation requirements.

Definitions: Graduation course substitution - A course substitution occurs when the degree requirements of a required course are satisfied by substituting another course. The substituted course can be a CSU course or one taken at an accredited external institution. 100/200 level credit courses may not be substituted for 300/400 level courses in major/minor or for residency.

Required course - A CSU course which has been identified and published as a core or major/minor degree requirement.

Substituted course - A course taken at CSU or an external institution which will be used in lieu of a required course to satisfy core or major/minor graduation requirements.

Waiver - A waiver occurs when an exception is granted for graduation requirements. The following may not be waived: GPR, overall, and major/minor, the total 125 hours required for the degree, major/minor, overall, residency requirements, and core.

Core Course Substitution Request - To request a core course substitution, only the Department Chairperson of the Department offering the core course in question may approve substitution of the course in his or her disciplines. Additionally, a chair may only approve substitution of external core courses originating in her or his discipline. The chair authorizing the substitution must complete the required form including:

The name of the required CSU course(s)

The name and credit hours of the substituted course as well as the institution at which the course was/will be taken.

The completed form requires the signature and approval of: (1) the Department Chairperson of the department offering the core course in question, (2) University Registrar, and (3) Dean over the program offering courses. All copies of the form should be forwarded to the Registrar's Office. Upon completion of processing, copies will be distributed as follows: Registrar, student, department chairperson offering the core course.

Major/Minor Course Substitution Request - To request a major/minor course substitution, the department chairperson of the major/minor should complete the form including: The name of the required CSU course(s).

The name and credit hours of the substituted course as well as the institution at which the course was/will be taken.

The completed form requires the signature and approval of: (1) the department chairperson of the major/minor, and (2) University Registrar. All copies of the form should be forwarded to the Registrar's Office. Upon completion of processing, copies will be distributed as follows: Registrar, student, and department chairman of the major/minor.

Graduation Waiver - A request for a graduation waiver should be made on Form RO-112 and should include a statement as to the nature and justification of the waiver. The completed waiver request requires the signature and approval of: (1) the department chairperson of the student's major/minor, (2) Dean of the College or School, (3) University Registrar, and (4) Provost with all copies being forwarded to the Registrar's Office. Appropriate copies will be distributed as follows: Registrar, student, and department chairperson.

By action of the Academic Council on April 24, 1984. Revised 3-16-95 and October 4, 2016.