

**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>TRANSCRIPT NOTATIONS</b>	<b>R-66</b>	<b>1</b>	<b>July 2017</b>

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Purpose: To establish a policy for placing notations on student's transcripts.

Procedures:

Academic Standing notations: All students will have a notation regarding their academic standing placed on their transcript at the end of every major term. The statuses are as follows: good standing, probation 1, probation 2, suspension or expulsion. See policy R-4 for further information.

Disciplinary notations: All students suspended for disciplinary reasons before the end of the semester will be awarded grades of "W" and a notation of "Administrative Withdrawal" will be placed on the transcript. For students who have successfully completed the semester, their grades will remain and the administrative withdrawal notation will be placed on their transcript. This notation will remain on the transcript for the duration of the suspension. After the suspension ends and all sanctions have been satisfied, the notation will be removed.

By Action of the Vice President for Academic Affairs July, 2017.