

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

TITLE	NUMBER	PAGE	DATE OF INCEPTION
Study Abroad	R-61	1 of 1	March 23, 2011

To assist Charleston Southern University students desiring to study abroad, the following procedures have been established:

1. Meet with the Director of the Center for Global Education to understand the study abroad process, checklist, required documents, eligible study abroad programs, insurance and other mandatory CSU safety protocols.
2. Complete the *Request to Take Courses at Another Institution Form* with the academic advisor. All courses taken while abroad must be approved by the appropriate academic department at Charleston Southern University before academic credit will be granted by the University Registrar.
3. Meet with a Financial Aid Office counselor and obtain his/her signature on the proposed study budget statement.
4. Meet with Student Account Director, or Assistant Director, in the Hunter Center to obtain his/her signature on the checklist and discuss study abroad contact and CSU student's expectations.
5. Obtain the signature of the University Registrar on the *Request To Take Courses At Another University*.
6. Return to the Director of the Center for Global Education to ensure that all steps are complete.

The following policies apply:

1. While studying at the university, the student will be considered as being fully enrolled at Charleston Southern University.
2. Students are responsible for obtaining and turning in bills to the Student Accounts in the Business office in order to receive financial aid and have payment made on their behalf. CSU will be billed by the university and CSU will use the student's financial aid to cover the bill. The student is responsible for any expenses not covered by his/her financial aid package. All financial aid and any student payments must be received prior to Charleston Southern submitting payment for your study abroad program.
3. Charleston Southern University will accept the credits earned at the international institution toward meeting the requirements for a degree from Charleston Southern University in accordance with the academic department decisions.
 - a. Credit/course hours taken at another institution will not be counted toward Charleston Southern University's residency requirement of 300/400 level course requirements.
 - b. Charleston Southern University waives the 36 of the last 46 residency hours policy for all study abroad programs, as long as students in such programs earn at least 36 CSU hours.

- c. Grades earned in courses taken at an international university will be treated in the same manner as though they were taken at Charleston Southern University.
 - d. If earned credit hours are less than the equivalent CSU course, elective credit may be granted.
- 4. Students may not study abroad during the first semester of their freshman year or the last semester of their senior year. If a rare exception is made, the student will sign a waiver that graduation will only be allowed after an official transcript is received from the study abroad program or institution. Therefore, participation in the commencement ceremony and expected graduation term may be at risk.
- 5. While acknowledging that all study abroad programs and overseas institutions have their own criteria for admissions, Charleston Southern University students are held to an institutional standard before being allowed to study abroad for credit.
 - a. The minimum cumulative grade point average (GPA) required for Charleston Southern University students wishing to study abroad during the semester is 3.0 on a scale of 4.0.
 - b. A student with a GPA lower than 3.0 must obtain permission from his/her academic dean before he/she will be approved for study abroad by the Director of the Center for Global Education.

By action of Faculty Senate March 2011. Updated February 2015 and February 2021 by the University Registrar.