



Request to take Courses at another Institution

Office of the Registrar

P.O. Box 118087

Charleston, SC 29423-8087

Phone: 843-863-8060 • Fax: 843-863-8023

Please Read Before Completing this form

1. A separate form is required for each institution you desire to attend.
2. To request approval to take courses at another institution, the following steps should be followed:
 - Step 1 - Complete sections 1 and 2 of this form.
 - Step 2 - Obtain appropriate department chairperson's/program coordinator's and/or dean's signature for each course requested.
 - Step 3 - Return the completed form to the Office of the Registrar. You should receive the student copy as well as the external institution's copy of the form.
3. It is the student's responsibility to request that an official transcript be sent to the Charleston Southern University Office of the Registrar after completing approved courses. Minimum grade for undergraduate credit is a "C". Minimum for graduate is a "B".
4. Charleston Southern University reserves the right not to accept courses for which permission has not been granted.
5. Transfer credit brings in hours earned and letter grade, but not quality points.

Section 1

Student Name _____ CSU ID _____
 Last First MI

Permanent Address _____
 Street or P.O. Box City

State Zip Code Cell Phone Number

Institution at which course(s) will be taken: _____

Term / Year Course(s) will be taken: _____

Section 2

Title Of Course(s) To Be Taken	Course Number	Credit Hours	Department Chairperson, Dean or Director Approval:	
			Signature	Course Transfers As:

Advisor's Signature _____ Date _____

Student's Signature _____ Date _____

Dean Approval (local colleges) _____ Date _____

Registrar Approval _____ Date _____

Integrating Faith in Learning, Leading and Serving