

**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	Academic Violation
Acceptance letter	Address/Name Change
Appeals	Application for Admission
Application for Graduation	Change of Grade forms
Catalog change	Correspondence Letters
Official transcripts certifying they have earned baccalaureate degree	Official transcripts from other institutions
Course Descriptions	Course Substitutions/Waivers
Degree Check Sheet	Disposition
Drop/add forms	Evaluations
Excessive Absences	Financial Aid Tracking
Loan default/release	Permission Letter/Cross Registration
Readmission paperwork	Reference letters
Registration Forms	Resume
Test scores	