

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

TITLE	NUMBER	PAGE	DATE OF INCEPTION
PROCESS FOR OFFICIAL TRANSCRIPTS AND EVALUATIONS	R-33	1 of 1	February 27, 1986

Purpose: To ensure that transfer students' transcripts will be turned over to the Admissions Office as soon as they are received in the mail by the Registrar's Office. This process will allow the Admissions Office to recruit prospective transfer students who have not applied at Charleston Southern University, but have sent a transcript.

Procedure

All official transcripts received in the mail will be turned over to the Admissions Office on a daily basis from the Registrar's Office.

The Admissions Office will determine whether the student has applied or not at Charleston Southern University. If they have applied, or have updated from a semester prior to the current major semester, the Admissions Office will turn the official transcript over to the Registrar's Office for evaluation and a copy of the evaluation will be forwarded to the student.

One copy of the evaluation will be referred to Admissions for the personal file.

If the student has not applied, Admissions will place the nonapplied student on the prospective (NA) listing for recruitment of the student for application at Charleston Southern University.

Any student's official transcripts, received and identified as a continuing or graduate student, will be turned over to the Registrar's Office for evaluation and typed on the student's permanent record.

By Action of the Dean of Registration on February 27, 1986.