

# CHARLESTON

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S C H O O L O F L A W

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## Dual Degree Information and Leave of Absence Request Form For College of Charleston MBA Program

A Charleston School of Law student who has successfully completed two years of full-time study, which includes successful completion of Contracts I & II, and Business Associations, and who is in good academic standing may apply to the College of Charleston's MBA program. To earn the MBA, the student must successfully complete all requirements of that program. To earn the JD degree, the student must successfully complete all graduation requirements of the Charleston School of Law, including the number of credit hours required for graduation. For information about the Charleston School of Law requirements for graduation, please check the Academic Catalog (<http://www.charlestonlaw.edu/Academic-Affairs/Catalog.aspx>).

Certain procedures must be followed before any credit from the MBA program will be considered for transfer purposes to the Charleston School of Law:

1. A leave of absence must be requested and approved in writing by the Associate Dean for Academic Affairs.
2. If approved, the student will be on leave of absence during the time that he or she is enrolled in the College of Charleston's MBA program, which in no event may be longer than two regular semesters (fall and spring).
3. In order to receive transfer credit, the student must submit an official transcript from the College of Charleston at the completion of the MBA program. This official transcript must be submitted to the Charleston School of Law's Office of the Registrar within eight weeks of completing the program. For additional information, please see below.

### **Evaluation of Transfer Credit from the College of Charleston to the Charleston School of Law:**

Students who have been approved for leave to enroll in the College of Charleston's MBA program may receive up to **nine credits** towards the School of Law's graduation credit requirements for graduate-level courses taken through the MBA program. Transfer credit may be granted for any course a student is required to take under the College of Charleston's MBA program, provided that a **grade of C or better** is earned in the course. The Charleston School of Law's Associate Dean for Academic Affairs shall determine the specific courses for which a student will receive transfer credit. A course for which transfer credit is granted may not overlap with or substitute for any course that is offered at the School of Law.

### **Disclaimer:**

*The College of Charleston is accredited by the Southern Association of Colleges and Schools' Commission on Colleges to award the Master of Business Administration (MBA). The Charleston School of Law is not accredited by the Commission on Colleges and the accreditation of the College of Charleston does not extend to or include the Charleston School of Law or its students. Although the College of Charleston accepts certain course work in transfer toward a credential from the Charleston School of Law, or*

*collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer, even if it appears on a transcript from the College of Charleston. This decision is made by the institution subsequently considering the possibility of accepting such credits.*

The College of Charleston is responsible for reviewing, approving and monitoring the Charleston School of Law statements of the relationship to ensure conformance with this disclaimer. (SACSCOC Policy on Collaborative Academic Arrangements)

**Evaluation of Transfer Credit from the Charleston School of Law to the College of Charleston:**

The College of Charleston will examine courses transferred in or transcribed from the Charleston School of Law to ensure that they meet the requirements of the College of Charleston and the requirements of SACSCOC Principles of Accreditation. The Charleston School of Law courses and components are assessed and monitored by the College of Charleston's MBA program director. The units of credit earned at the Charleston School of Law are evaluated to ensure they comply with the College of Charleston credit hour definition.

- For planning purposes, Charleston School of Law students should be aware that the College of Charleston's MBA program will only consider the following courses as eligible for transfer credit, up to 9 credit hours, and only if a grade of B or better has been earned in the course: Contracts I & II, and Business Associations.

**I have read and understand the above information.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Leave of Absence Request Form is located on the next page.

## Request for a Leave of Absence to Attend the College of Charleston's MBA Program

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Credit hours completed: \_\_\_\_\_ I am currently enrolled: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

I am requesting a Leave of Absence for the \_\_\_\_\_ academic year so that I may be enrolled in the College of Charleston's MBA program.

When do you anticipate returning to the Charleston School of Law? \_\_\_\_\_

I am receiving: \_\_\_\_\_ Stafford Loans \_\_\_\_\_ Graduate PLUS Loans \_\_\_\_\_ VA Benefits  
\_\_\_\_\_ Private loan with \_\_\_\_\_

I am aware that if I withdraw or take a leave of absence from The Charleston School of Law and receive Title IV aid, I must complete mandatory exit loan counseling and may incur a Return of Title IV Funds calculation based on the last date of class attendance. I realize that withdrawing may negatively impact me financially (begin grace period and loan repayment) and that financial obligations must be settled with The Charleston School of Law before academic transcripts can be released or before I am allowed to return to the law school. I further understand that my leave of absence request will only become effective upon the date the Associate Dean for Academic Affairs receives and approves it.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Readmission

1. Following an Approved Leave of Absence: Any student in good standing who discontinues her or his attendance for no more than two regular semesters may resume law studies upon approval of the Associate Dean for Academic Affairs.
2. Withdrawn Students: Any student in good standing who discontinues her or his attendance for more than two regular semesters shall be deemed to have withdrawn from school. Withdrawn students must apply through the Office of Admissions.

Students should be advised that under ABA Standards, the law school must require that the credits required

for graduation be completed “**no later than 84 months after a student has commenced law study** at the law school or a law school from which the school has accepted transfer credit.”

**Return of Title IV Funds**

A Return of Title IV Funds Calculation is performed for *all* students who have federal loans when they do not complete a grading period which they have started. The Return of Title IV Funds Policy only applies if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period. If a student withdraws (voluntarily or involuntarily) after completing 60 percent or longer of the grading period, then no adjustments will be made to the student’s federal loans. The Return of Title IV Funds Policy applies to federal student financial aid programs. The Office of Financial Aid will calculate the amount of a refund of fees for students who withdraw. Contact the Office of Financial Aid for specific details or more information.

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV Funds, as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the program from which they were awarded. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal Work Study) for which the student is qualified by the percentage of time during the term that the student was enrolled. A repayment may be required when aid has been credited to a student's account from financial aid funds in excess of the amount of aid the student earned during the term. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The Charleston School of Law will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes to the Title IV programs and any amount due to the Charleston School of Law resulting from the return of Title IV funds used to cover charges.

The Return of Title IV Funds Policy is a federal policy and has no bearing on the Charleston School of Law’s Cancellation & Refund Policy.

**I have read and understand the above information regarding transfer credit, readmission to the law school, the cancellation and refund policy, and information about Title VI Funds.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Office Use Only:**

Leave Approved: \_\_\_\_\_Yes          \_\_\_\_\_No

By the Associate Dean for Academic Affairs: \_\_\_\_\_

Date of approval/denial: \_\_\_\_\_

Last date of Attendance at the Charleston School of Law: \_\_\_\_\_

**Notification provided by e-mail on date: \_\_\_\_\_.**

Financial Aid \_\_\_\_\_ Admissions \_\_\_\_\_ IT \_\_\_\_\_ Student Services \_\_\_\_\_

Business Manager \_\_\_\_\_ Accounting \_\_\_\_\_ Library: \_\_\_\_\_