

# CHARLESTON SCHOOL OF LAW

## Termination of Studies: Information and Form

Students must read, initial each page, and complete the form before a Termination of Studies can be processed and completed.

A student who terminates his or her studies from the School of Law, either before classes begin for a required semester or session (such as summer standard session for students admitted in January) or from all academic credits in a given semester or session, and who does not intend to return to the School of Law, is no longer considered a student of the law school.

Students should be aware that termination of studies from the institution may have financial aid impact and should consult with the Director of Financial Aid. For refund purposes, however, students should consult the **Refund and Cancellation Policy** located in the Financial Information section of the Catalog.

### 1. Process and Procedures for Students Wishing to Terminate Their Studies

The below process and procedures govern when students wish to terminate their studies at the Law School:

- a. Students who wish to terminate their studies should complete the *designated form* located either in the Office of the Registrar or on the webpage. To ensure proper processing, the form must be dated and should provide the reason for the student's termination of studies. The termination process is not complete until this completed form has been received either by the Associate Dean or by the Registrar.
- b. Students who fail to formally terminate their studies before the semester or required summer standard session begins may be subject to a \$100 administrative fee.
- c. Students who fail to formally terminate their studies after the drop/add period for the particular semester may incur costs as well. Students should consult the **Refund and Cancellation Policy** for more information. If a student withdraws after the last day of the drop/add period for that semester, the student's transcript will reflect the designation of "W" for each of the courses for that semester. The W grade confers no credit and is not calculated in the student's cumulative grade point average.
- d. If a student terminates his or her studies when an honor code or code of conduct investigation or proceeding is pending, the Dean, the Associate Dean of Students, or the Associate Dean may place a memo in the student's academic file outlining the charges and the status of the proceedings at the time of the student's termination of studies. Proceedings may continue even after the student's withdrawal.
- e. The student's transcript will reflect that the student terminated studies at the law school.

### 2. Readmission following a Termination of Studies

Any student who terminates studies but then determines that he or she would like to return to the Law School must apply through the Office of Admission. Any student who terminates studies at the Law School and matriculates at another institution, but subsequently would like to return to the Law School, must apply through the Office of Admission. Any student who begins the termination process, but decides to remain at the Law School, must contact the Office of the Registrar for reactivation procedures.

# CHARLESTON SCHOOL OF LAW

## Termination of Studies

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

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

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

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

Reason for Termination of Studies: \_\_\_\_\_

**Please note:** Once you have been withdrawn from the School of Law, you will no longer have access to your Charleston Law email account and your CSOL Access account.

**Please initial the below statements indicating that you have read and understand them:**

- I have read and understand the *Termination of Studies Overview*, the *Process and Procedures*, and *Readmission Following Termination of Studies*.
- I understand that any questions about financial aid must be addressed by the Office of Financial Aid.
- I understand that any library materials (replacement cost of item plus \$20.00 processing fee) must be returned before I leave the school and, any financial obligations must be settled with the Charleston School of Law **before** academic transcripts can be released.
- I understand that I must remove locker and mailbox contents immediately. Any contents that remain in my locker or mailbox will be considered abandoned property and will be disposed of by the law school.

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

**Office Use Only:**

Notification Received by (Academic Dean) \_\_\_\_\_ Last date of Attendance: \_\_\_\_\_

**Notification provided on \_\_\_\_\_ (date):**

Financial Aid \_\_\_\_\_ Admissions \_\_\_\_\_ IT \_\_\_\_\_ Student Affairs \_\_\_\_\_

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