

CHARLESTON

SCHOOL OF LAW

CLASS RANK LETTER REQUEST FORM

(One request per form)

Name: _____

E-mail: _____

By my signature, I authorize and consent for the requested information to be shared to the parties listed below.

Telephone: _____

Signature & Date: _____

Purpose of Letter:

- ☐ Transfer to Another School
- ☐ *Visiting Another Law School/Study Abroad
- ☐ Employer Request
- ☐ Other (please specify) _____

Delivery Options: (check all that apply)

- ☐ Mail to the recipient listed below
- ☐ E-mail to the recipient listed below

* Additional Form Required

Contact Information:

Provide the contact name, organization, mailing address and/or email address to whom the letter will be directed.

Note: Incorrect or incomplete information will delay your letter. This form cannot be used to request loan deferment verification or documentation.

1. _____

CLASS RANK LETTER

Date: _____

To Whom It May Concern:

This letter is to confirm that the student named above was or is enrolled full-time ____ **or** part- time ____ at the Charleston School of Law, entered on ____/____/____ and has earned a total of ____ credits.

It is the policy of the Charleston School of Law to administer class ranks twice a year: after all grades for the fall have been entered and after all grades for spring semester have been entered. Ranking is available for students who have completed at least 30 credits hours and at least 24 hours of the full-time first year curriculum.

____ FOR the _____ semester class rankings for students who have completed _____ credits, the student named above is ranked _____ out of _____ students.

____ OR The student named above is not eligible to be ranked at this time.

If you have questions about this student's standing at the Charleston School of Law, please tell me.

Sincerely,

Ralph Prioleau, Jr.
Assistant Dean for Academic Administration