

# 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) \_\_\_\_\_

\* 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