

# CHARLESTON

SCHOOL OF LAW

## LETTER OF STANDING REQUEST FORM

(One request per form. Please complete top portion only and  
return to [csolregistrar@charlestonlaw.edu](mailto:csolregistrar@charlestonlaw.edu).)

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

**Delivery Options:** (check all that apply)

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

**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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Letter of Standing

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

To Whom It May Concern:

This letter is to confirm that the student named above is enrolled full-time \_\_\_\_ or part-time \_\_\_\_ at the Charleston School of Law. The student entered the Charleston School of Law on \_\_\_\_/\_\_\_\_/\_\_\_\_ and has earned a total of \_\_\_\_ credits. The student:

\_\_\_\_ IS currently in good standing.

\_\_\_\_ IS on academic probation for the Fall  Spring  Summer  Year \_\_\_\_.

\_\_\_\_ WAS academically disqualified Fall  Spring  Summer  Year \_\_\_\_ and is ineligible to continue their legal education at the Charleston School of Law.

\_\_\_\_ HAS \_\_\_\_ HAS NOT been the subject of disciplinary action or proceedings for misconduct at the Charleston School of Law.

If you have questions regarding this student's standing at the Charleston School of Law, please do not hesitate to let me know.

Sincerely,

Margaret M. Lawton  
Associate Dean for Academic Affairs