

CHARLESTON

SCHOOL OF LAW

LETTER OF STANDING REQUEST FORM (One request per form. Please complete top portion only and return to 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. _____

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