

## Dean Certifications, Letters of Good Standing, Disciplinary Review Forms, Common and Transfer Applications

If you have a document that requires verification of a disciplinary record, you can hand deliver, mail, or fax the form to the Dean of Students:

College of Charleston  
Office of the Dean of Students  
66 George Street – Stern Student Center (3<sup>rd</sup> Floor)  
Charleston, South Carolina 29424  
(843) 953-5522 ~ Main  
(843) 953-5403 ~ Fax  
[cabotj@cofc.edu](mailto:cabotj@cofc.edu)

### **Please make sure you**

Read the form thoroughly. Complete, sign and date your portion of the form. It is not necessary to enclose a stamped addressed envelope, but you must indicate whether or not you would like the document mailed or faxed to the other institution/program. If you are requesting a Letter of Good Standing, you must complete an “Authorization And Consent To Release Education Records” form. This form can be completed in the Office of the Dean of Students. Depending on the information required on the form, processing may take 3-5 business days and during holidays the process may take longer. The Office of the Dean of Students will provide disciplinary history, academic standing and class rank information if requested. Should you have any further questions, please call the Office of the Dean of Students at 843-953-5522.