

## **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 (3rd Floor)  
Charleston, South Carolina 29424  
843.953.5522 ~Main  
843.953.5403 ~Fax  
[cabotj@cofc.edu](mailto:cabotj@cofc.edu) | [deanofstudents@cofc.edu](mailto:deanofstudents@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 include the contact information for the other institution and the method it should be submitted (e.g. email, fax, or mail).
- 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 or can be found on the Office of the Registrar's website and submitted electronically from your CofC email address: <https://registrar.cofc.edu/pdf/ferpa-student-consent-form-OLA-8-9-19.pdf>

Depending on the information required on the form, processing may take 3-5 business days. Additional processing time can be expected during holiday or emergency closures.

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.