COLUMBIA COLLEGE

1854

GRADUATE RECOMMENDATION FORM

Applicant Name _____

To be completed by the applicant (check one):

☐ **I HEREBY WAIVE** the right of access to this letter of recommendation and appraisal form, as provided by the Family Education Rights and Privacy Act of 1974 and understand that the letter or form will not be displayed to anyone, including myself, except to Columbia College at my request as part of the admission process.

☐ **I DO NOT WAIVE** the right of access to this letter of recommendation and appraisal form as provided by law.

_____ _____ _____

Applicant's Signature Date Columbia College ID#

To be completed by the referral: Please print. Name _____

_____ _____ _____

Title Relationship to Applicant Length of time you have known applicant

1. Please provide a recommendation for the applicant listed above to be used in the graduate admission process.
2. Please complete the evaluative matrix below.
3. Please attach a narrative that addresses your relationship to the applicant, and one in which speaks to his/her ability to perform at the graduate academic level.

The Columbia College graduate programs are designed for busy professionals by providing a weekend delivery format with intensive class sessions during specified weekends per semester. The remaining course work is performed by the student online with collaboration from the instructor. The program structure, therefore, demands a capacity on the part of each student for self-direction and discipline, as well as an interest in exploring concepts while building practical skills.

Evaluative Dimension	**Top 10%**	**Upper 25%**	**Middle 25%**	**Lowest 40%**
Analytic Skills				
Writing Ability				
Speaking Ability				
Leadership Skills				

Once completed, please send this document and your narrative as email attachments to: Myles Hacking at mhacking@columbiasc.edu or by fax at 803-786-3393. Thank you for taking time to provide information for this applicant.