



COLUMBIA  
COLLEGE

1854

GRADUATE RECOMMENDATION FORM

**To be completed by the applicant (check one):**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Applicant ID#: \_\_\_\_\_

**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.

**To be completed by the referral: Please print.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Length of time you have known Applicant: \_\_\_\_\_ Relationship to 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 with strong academic potential. 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 5%	Top 10%	Top Third	Mid Third	Lower Third
Analytic Skills					
Writing Communication Skills					
Oral Communication Skills					
Leadership Skills					
Initiative/motivation					

Once completed, please send this document and your narrative as email attachments to: [documents@columbiasc.edu](mailto:documents@columbiasc.edu) Thank you for taking time to provide information for this applicant.