



COLUMBIA
COLLEGE

1854

GRADUATE RECOMMENDATION FORM

Applicant Name: _____ Date: __/__/__

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.

To be completed by the referral:

This recommendation for the applicant listed above is to be used in the graduate admission process.

Name: _____ Title: _____

Length of time you have known Applicant: _____ Relationship to Applicant: _____

1. Please complete the evaluation matrix below by checking the box best represents the applicant in each area.

NOTE: 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	Excellent	Good	Average	Below Average	Poor
Analytic Skills					
Writing Communication Skills					
Oral Communication Skills					
Leadership Skills					
Initiative/motivation					

2. Please use the textbox below to provide a 5-10 sentence narrative that addresses your relationship to the applicant, and one in which speaks to his/her ability to perform at the graduate academic level.

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