



# THE GRADUATE SCHOOL

of the COLLEGE OF CHARLESTON

Randolph Hall, Suite 310 • 66 George Street • Charleston, South Carolina 29424-0001 • Phone: 843/953-5614 • Fax: 843/953-1434 • E-Mail: gradsch@cofc.edu

## RECOMMENDATION FORM

**TO THE APPLICANT** — Recommendations must be submitted using this form, and must be received by the Graduate School Office in a sealed envelope. **Please note that MAT and MEd. Early Childhood, Elementary, Middle Level, and Special Education applicants must use the program specific recommendation forms found in their respective Application Forms Packet, available online at [www.cofc.edu/gradschool](http://www.cofc.edu/gradschool) under the “Future Graduate Students” link.**

SSN \_\_\_\_\_ ~ \_\_\_\_\_ ~ \_\_\_\_\_

Date of Birth \_\_\_\_\_ ~ \_\_\_\_\_ ~ \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Previous Name \_\_\_\_\_  
(Number/Street/Apt. No.)

Current Address \_\_\_\_\_  
(City/State/Zip Code) Telephone (Area Code/Telephone No.)

Graduate Program of Interest: \_\_\_\_\_ Degree \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their right of access to recommendations. The following signed statement indicates the wish of the applicant regarding this recommendation.

- \_\_\_\_\_ I hereby waive my right of access to this recommendation.
- \_\_\_\_\_ I do not waive my right of access to this recommendation.

Signature of Applicant

Date

**TO THE EVALUATOR** — The applicant named above has applied for admission to The Graduate School of the College of Charleston and has requested that your evaluation be included as part of the application. The Admissions Committee would appreciate your frank appraisal of the candidate’s academic and research abilities at the graduate level. **Please write candidly and analytically about the student’s qualifications and potential to carry on advanced study in the graduate program specified above.** Treatment of both strong and weak points will aid in describing attributes such as motivation, intellect, maturity, and other relevant characteristics. If you prefer to write a letter instead, please use organizational letterhead and attach it to this form. Thank you for your assistance.

- I. How long and in what capacity have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- II. Do you know of any special consideration that should be taken into account in planning for the applicant’s graduate work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- III. What do you feel are the applicant’s strongest points? \_\_\_\_\_  
\_\_\_\_\_
- IV. What do you feel are the applicant’s weakest points? \_\_\_\_\_  
\_\_\_\_\_

