COLLEGE of CHARLESTON

HONORS COLLEGE

Letter of Recommendation Form

TO BE COMPLETED BY APPLICANT

Applicant Name: _____

The Family Education Rights and Privacy Act of 1974 provides that applicants have the right to inspect all letters of reference placed in their credential file subsequent to January 1, 1975, unless this right is waived. If you wish to waive this right, please indicate so by signing the following statement:

I wish to waive my right to read this recommendation, even though I understand that I am under no obligation to do so.

Signed_____ Date_____

Note: *High School seniors applying for Honors College admission should submit two letters of recommendation from teachers. Transfer applicants should submit two letters of recommendation, one of which must be from a college professor. Current College of Charleston applicants should submit one letter of recommendation from a College of Charleston professor.*

TO BE COMPLETED BY RECOMMENDER

I. The above student has applied for admission to the Honors College at the College of Charleston. In the chart below, please rate the student in comparison to other college-bound students you have known in terms of each of the listed categories.

	Below Average	Average	Very Good	Excellent	One of the Best I Have Encountered	No Opportunity to Observe
Intellectual Ability						
Academic Achievement						
Critical Thinking						
Motivation						
Leadership						
Concern for Others						
Written Expression						
Effective Class Discussion						
Potential for Growth						

II. In an attached letter, please expand upon your ratings. Please tell us how long and in what capacity you have known the student and comment on the applicant's academic record and potential, motivation and ability to do Honors work, leadership and community service activities, and anything else that you think would assist the Honors College Committee in deciding whether to admit the applicant.

Signature_____ Date _____

Name_____

Position_____

Phone_____ Email _____

Please send the completed form and attached letter of recommendation to the Honors College at the College of Charleston:

Honors College, College of Charleston, 10 Green Way, Charleston, SC 29424

honors@cofc.edu Fax: 843.953.7135