

Instructor's - Employer's Recommendation

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Recommendation

TO THE APPLICANT

Please fill in the information requested below and give this form to an instructor or supervisor who knows you well as both a student and a person. Including a stamped, addressed envelope will make it easier for this person to help you. Your application will not be complete until the Office of Admissions has received this form.

Name: _____

Application to:

☐ Master of Divinity ☐ Master of Theological Studies ☐ Master of Theology ☐ Special Student (non-degree)

This information will become part of your admissions file. The purpose of this recommendation is to assist in making the admission decision and, if you are admitted and enrolled, to aid in advising and otherwise assisting you. It will not be disclosed to any unauthorized individual without your consent. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right, if you enroll at Holy Cross, to review your educational records. The Act further provides that you may waive your right to see recommendations for admission. Please check the appropriate box indicating whether or not you wish to waive this right and sign your name.

I ☐ waive ☐ do not waive any right of access that I may have to this recommendation form.

Applicant's Signature: _____ Date: _____

TO THE INSTRUCTOR/EMPLOYER:

You have been chosen by this applicant to submit one of the required Instructor's Recommendation. We are grateful for your help and cooperation. The Admissions Committee depends very much on evaluations of the applicants supplied by persons who know them well. We are eager to select those individuals whose accomplishments, personal attributes and abilities indicate that they have the greatest potential for service to the community. Therefore, we ask you to provide a thoughtful and completely frank appraisal of the applicant.

Sincerely,

Admissions Department

How long have you known the applicant? _____

In what capacity have you been associated with the applicant? _____

How well do you know the applicant? _____

Recommender's Signature: _____ Date: _____

Name (please print): _____

Title: _____ Phone Number: _____

School Name & Address: _____

This recommendation is an important factor in the admission decision. The Admissions Committee expects it to be completed only by the recommending individual who has signed above.



Please evaluate this person by comparing him/her to others who have gone on for higher education.

	Outstanding Top 5%	Excellent Next 20%	Average Middle 50%	Marginal Next 20%	Poor Bottom 5%	No Basis for Judgement
Intellectual Ability						
Creativity						
General Quality of Scholarship						
Quality of Written Expression						
Quality of Oral Expression						
General Command of English Language						
Emotional Maturity and Stability						
Motivation for Academic Work						
Ability to Work with Others						
Leadership Ability						

What are the first thoughts that come to mind as you consider this student's character? Note any unusual circumstances (positive or negative) which might assist the committee's evaluation of this applicant.

Please comment on this applicant's interpersonal skills. How does he/she interact with his/her classmates? Does he/she respect others who come from different backgrounds or who may possess dissimilar values?

Tell us about this student's intellectual qualities and academic work. Please describe this student's classroom demeanor, particularly in the areas of participation, curiosity, and attitude toward learning.

How do you rate the applicant in overall ability and promise in comparison with other students at the same level of training?

- ☐ Questionable whether admission to further study is warranted.
- ☐ Qualifications marginal, but warrants consideration.
- ☐ Performance should be up to average of most graduate students.
- ☐ Will perform at a superior level wherever admitted.
- ☐ Equal to the best in department.
- ☐ Not able to judge.