LETTER OF RECOMMENDATION-PROFESSIONAL

Albright College-Degree Completion Program
13th & Bern Street
Reading, PA 19612
(610) 921-7799

This form is to be completed by an employer, supervisor, or someone acquainted with the applicant's character and professional and scholastic readiness for entrance in an accelerated Degree Completion Program.

Applicant's Name_____

Part I: As defined by the Family Educational Rights and Privacy Act of 1974: (check one)

_____ I want this reference to remain confidential: that is, I wish to waive my right of access to this reference after it is received by DCP office.

_____ I want this reference to be NON-confidential: that is, I wish to retain my right of access to this reference

Applicant's Signature_____ Date_____

Part II-Evaluation Checklist

	Casually	Well	Very Well
How well do you know the applicant?	_____	____	_____

How long have you known the applicant?_____

In what capacity have you known the applicant?_____

Please rate the applicant on the following characteristics.

	Below Average	Average	Good	Excellent	Cannot Judge
Desire to learn	_____	_____	_____	_____	_____
Motivation for re-entering college	_____	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____	_____

Part III: Please give an appraisal of the applicant describing outstanding strengths or weaknesses as they would relate to entering an accelerated degree completion program. Please use the space below to comment on the recommendation you have made and add any other information which could be beneficial to us in considering this applicant for admission. Use a separate sheet if necessary.

The applicant is: **_____highly recommended** **_____ recommended,**

_____recommended/reservations **_____not recommended**

Signature_____ **Date_____**

Print Name_____ **Telephone ( )_____**

Organization_____ **Position_____**

Address_____

(street) **(city/state)** **(zip code)**