

Cover Form for Whitman's OCS Letter of Recommendation

To the Student - Please follow the outlined steps below.

1) **Check the box(es) that are applicable to your situation.** One letter of recommendation* is required for the Whitman OCS Application only if one or more of the following is true.

- Your cumulative GPA is below a 3.0.
- Your major GPA and/or previous semester GPA is below a 2.8.
- You wish to attend two different programs in one year (one in the fall semester and one in the spring semester).

2) **Complete the information:**

Name: _____ Nickname: _____

Full OCS Program Name: _____

Semester(s) and year of OCS participation: _____

Major(s): _____

I hereby authorize _____ to complete this form.
(Name of faculty member)

I waive my right of access to this reference and understand that it will be used for the purpose for which it was prepared. Yes ___ No ___

Student Signature: _____

3) **Give the signed *Cover Form for Whitman's OCS Letter of Recommendation* to the faculty member who has agreed to provide a reference for you.** This form should be given to your professor at least 3 weeks in advance of the Whitman OCS deadline.

To the Faculty Member

The student named above is applying to spend one or two semesters participating in an Off-Campus Studies program. Please provide your candid assessment of this student's academic ability and attainments and suitability for off-campus studies in light of the issues they have listed above. Submit this form along with the reference letter to Whitman Off-Campus Studies, Mem. 205, by the Whitman OCS deadline.

***Note: Program Admission Applications may require one or more letters of recommendation. These are different from the Whitman letter of recommendation requirement and should be submitted directly to the program.**

Return this form and attached recommendation letter to
Whitman College, Off-Campus Studies
In person at Memorial Building, 205
Via Fax: 509.526.4770
Scanned via Email: offcampusstudies@whitman.edu
Questions call: 509.527.4992