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