Policy for Letters of Recommendation

I am always happy to write letters of recommendation that will help deserving students secure important scholarships and land rewarding jobs. Please understand that if you request a letter from me, I will need your cooperation as well.

- These letters are confidential in nature; you will not receive a copy.
- Please provide me with the name of the person/committee that will receive the letter along with the address.
- I cannot write an honest assessment of your potential if you have not already completed at least one course under my direction that earns a grade of at least a “B.” Please understand that I cannot of good conscience compose a letter that will reward mediocrity.
- Please supply me with some “ammunition”—that is, a resume and statement of why you want the position or scholarship you are applying for.
- Please give me at least three weeks advance notice. Not only will this allow me ample time to write the letter, but it will also demonstrate that you are planning ahead and not acting on a whim and are serious of purpose.
- Please supply me with some other information:
  - What classes did you have with me?
  - What was/were your grade(s)?
  - What is your current GPA?
  - Please list any personal qualities that you want me to emphasize in this letter. Don’t be shy!