Letter of Recommendation Policy

Dr. Harper is happy to write detailed, honest, supportive letters for his students. To do so, he requires:

1. The student to have COMPLETED at least one course and preferably two courses with him.
2. THREE WEEKS OF NOTICE before the day the letter should be placed in the mail.
3. A copy of your personal statement.

Put the following items in a folder:

- Relevant info about program to which you are applying
- Resume
- Personal statement
- Writing sample, preferably from one of Dr. Harper's courses
- Addressed, stamped envelope

Then, on the outside of the folder, place a post-it note with the DUE DATE (when it needs to be placed in the mail).