



St. Anthony's Cathedral
HOUSE OF LITURGICAL STUDIES

P.O. Box 1846, Manassas, VA 20108-1846
 www.stanthonysliturgicalhouse.org

Academic
Evaluation
Form

Mentors/Instructors: Please return the completed form to the Administrator's office.

Student Name: _____ ID: _____
Credit: <input type="checkbox"/> YES <input type="checkbox"/> NO
Date Work Received: _____ For: _____
Date Review Completed: _____ Reviewed by: _____

Thank you for submitting your work. This evaluation has two purposes:

- (1) To evaluate your work whether or not it can be accepted for respective credits earned towards your program or course according to the school's guidelines;
- (2) To give you adequate feedback as to the strength and weakness of your work.

The following correction criteria have been used in evaluating your work: 1=excellent (no improvement needed) 2=above average (please review the instructor's guidelines) 3=average (needs improvement, please change in the next paper) 4=unsatisfactory (please change in the next paper) 5=unacceptable (does not meet requirements)

1. FORMAT:

	1	2	3	4	5
Minim. Page Requirement					
Binding/Cover					
Cover Page					
Index Page					
Margins and Spacing					
Footnotes					
Page Numbering					
Layout					
Typeface					
Bibliography					
Other:					

2. CONTENT:

	1	2	3	4	5
Consistency with Topic					
Expressed Orthodox Theology					
Used Scholarly Literature					
Referencing					
Knowledge					
Introduction					
Summary					
Bibliography					
Grammar					
Punctuation					
Spelling					
Typographic					
Other:					

3. STYLE:

	1	2	3	4	5
Academic					
Expression					
Proficiency					
Writing					

Analysis:

Overall, your work has been rated as grade: _____ (see grading scale for specific level in [academic policies online](#)) incomplete (I) audit (A)

Proper credit has been applied towards your course and program.

If any of the areas in Section 1 (Format) have been rated number “4” or “5,” your work cannot be accepted. You will need to make the appropriate adjustments and resubmit your assignment. Please contact your instructor to discuss your work for improvements.

Note to Mentor/Instructor: This form/procedure can be modified if the assignment is submitted in a method other than a research paper (e.g., demonstration). If this is indeed the case, please mark the appropriate grade for the assignment above and attach an evaluation of several paragraphs to this sheet in which you describe 1) the assignment, 2) the criteria used to evaluate the student’s progress and mastery of the subject, 3) his or her progress as measured against that criteria, and 4) the reason(s) you recommended the grade above.

Comments:

Reviewing your work is a privilege and valuable to us. The ratings made on your work are in no way a reflection on you or your sincere effort in your studies. They are intended to give positive feedback as to enable you to continue and to complete your program or course successfully. Please do not hesitate to contact your mentor or instructor directly should you have any questions or need assistance in any way.