

KEUKA COLLEGE
Division of Education – GRADUATE STUDIES
Keuka Park, New York 14478-0098

LETTER OF RECOMMENDATION
for EDUCATION GRADUATE STUDIES

NOTICE:
PUBLIC LAW 93-380, the Family Educational Rights and Privacy Act of 1974 as amended gives students the right of access to letters of recommendation written after January 1, 1975, and kept in a placement file in their name.

THIS SECTION MUST BE COMPLETED PRIOR TO THE RECOMMENDATION BEING WRITTEN

Name of Applicant: _____

Intended Program of Study: _____

Name of Reference: _____

I choose to have this recommendation treated as (check one):

- CONFIDENTIAL** (not for my review)
- NON-CONFIDENTIAL** (open for my review)

Applicant's Signature: _____ Date: _____

IMPORTANT GUIDELINES FOR THE WRITER OF THIS RECOMMENDATION

The applicant named above has selected you as a reference. Your candid assessment of the applicant will greatly assist the Admissions Committee. Your report will be helpful in assisting the committee in determining whether or not the applicant should be admitted for graduate study.

Please rate the candidate's strengths and personal qualities, supporting your comments with specific examples. Please indicate in what capacity, and for how long, you have known the candidate. Criteria for evaluation includes: scholarship, demeanor, oral and written communication skills, work habits, judgment, self-confidence, organizational and decision-making skills, leadership potential, commitment to the profession, and the ability to successfully complete a graduate program.

Applicants are required to submit letters of recommendation (and other documents) with their application.

*** IF THE APPLICANT HAS CHOSEN TO HAVE THIS RECOMMENDATION TREATED AS *CONFIDENTIAL*:**

After completing the recommendation form, please return it to the applicant in a sealed envelope on which you have signed across the seal. The applicant will then forward it unopened to the Education Graduate Studies Office with additional application materials.

*** IF THE APPLICANT HAS CHOSEN TO HAVE THIS RECOMMENDATION TREATED AS *NON-CONFIDENTIAL*:**

After completing the recommendation form, please return it to the applicant (your signature across a sealed envelope is optional). The applicant will then forward it to the Education Graduate Studies Office with additional application materials.

Your assistance in this process is appreciated.

Please also note that the applicant may be under a deadline to provide this recommendation. **Thank you.**

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EDUCATION GRADUATE STUDIES at KEUKA COLLEGE**

Please provide a statement concerning the applicant's scholarship, demeanor, oral and written communication skills, work habits, judgment, self-confidence, organizational and decision-making skills, leadership potential, commitment to education, and the ability to successfully complete a graduate program. Please attach additional paper if needed.

This recommendation must be completed by someone with direct knowledge of the candidate's ability to work with students in a professional setting.

<hr/> Date	<hr/> Printed Name	<hr/> Signature
<hr/> <i>Title</i>	<hr/> <i>Organization/Department</i>	
<hr/> <i>Address</i>		

