

THE GRADUATE SCHOOL REQUEST FOR RECOMMENDATION

University of Colorado at Colorado Springs

The applicant should complete all of Section I and the mailing instructions at the end of the form. One form should be given to each recommender. **Please return this form to the department in which the student is applying to in the address below.**

Section I. To be completed by the applicant

Last (Family) Name First Name Middle Maiden Name (optional)

is applying for admissions to a Graduate School of the University of Colorado and has listed you as a reference on his or her application for graduate work toward a _____ in _____.

To the applicant: Under the Family Educational Rights and Privacy Act of 1974, students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including their letters of recommendation, unless they have waived their right to review. You have the option of (1) signing the following waiver or (2) declining to do so.

1. I expressly waive any rights I might have to access to this letter of recommendation under the Family Educational Rights and Privacy Act of 1974.

Signature _____ Date _____

2. I do not agree to the waiver above.

Signature _____ Date _____

Section II. To the recommender:

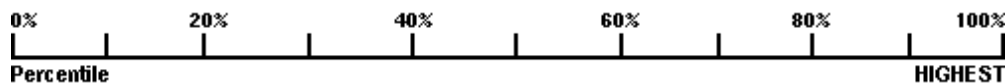
This form is intended solely for your convenience; its use is optional. Before you agree to submit a recommendation, whether on this form or on your own stationery, please review the reference to the federal law entitled the Family Educational Rights and Privacy Act of 1974 as presented above in our instructions "To the applicant".

We solicit your candid evaluation of the applicant's preparation for graduate study, range of abilities and accomplishments, and creative and intellectual promise. **On the back of this form, or on your own stationery, please summarize your opinion of (a) the quality of the applicant's academic or creative achievements, including material not apparent on the official transcripts; (b) the applicant's scholarly or creative potential and promise for advanced and original work; (c) those aspects of the applicant's personality and character significant to graduate study; and (d) the applicant's special skills and experience where demonstrated in an art, vocation, or profession.** We would appreciate knowing the extent of your contact with the applicant and any special opportunities you may have had to observe him or her.

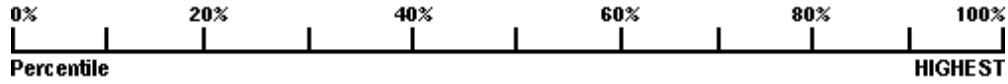
Section III. Summary Evaluation

Compared with the _____ (number) students you have known in the past _____ years in his or her field at approximately the same level of training, this student would rank as indicated on the scales below, when evaluated for:

a) Scholarly or creative achievement



b) Promise or probability of success



Note: The educational level of the representative group with whom the applicant is compared is:

- College Seniors
- Terminal-Year Graduate Students
- First-Year Graduate Students
- Other (specify) _____
- Intermediate-Year Graduate Students

Recommender's Signature: _____ Date _____

Name Printed or Typed _____ Title _____

Address: _____

**RECOMMENDER PLEASE
RETURN THIS FORM TO**

(To be completed by applicant
please enter the name of the
program you are applying):

**UNIVERSITY OF COLORADO AT COLORADO SPRINGS
Attn: Department of
1420 Austin Bluffs Parkway
COLORADO SPRINGS, CO 80933-3733**

Revised:4/24/09