Graduate Studies in

COUNSELING

RECOMMENDATION INFORMATION

APPLICANT: Complete this form (type or print) and mail it to:
Freed-Hardeman University; Graduate Studies in Counseling; 158 E. Main St.; Henderson, TN 38340-2399

TO BE COMPLETED BY THE STUDENT:

Name _____ SS No. _____
LAST FIRST MIDDLE MAIDEN

Permanent Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____
AREA CODE NUMBER AREA CODE NUMBER

A. In accordance with provision of the Family Educational Rights and Privacy Act of 1974, as amended, I hereby waive my rights to review this personal reference and wish the file to remain confidential. (I do not wish to see the reference.)

Applicant's Signature _____ Date _____

B. I do not wish this personal reference to remain confidential. (I wish to be able to see the reference.)

Applicant's Signature _____ Date _____

TO BE COMPLETED BY THE PERSON PROVIDING RECOMMENDATION:

Unless the individual requesting this reference signs the above waiver (Part A), your evaluation cannot be held in confidence and must be released upon request by the student.

Think carefully about this person and consider each key characteristic below based on your experience with this potential graduate student.

Use the following scale as you check each category of evaluation below:

Outstanding: top performer in this area, one of the best

Good: predicted success, but not the absolute top, but close to top performance

Fair: predicted success may be conditional, could go either way depending on conditions

Below standard: struggles in this area, could be a problem performing in this category

No basis for judgment

QUALITIES	OUTSTANDING	GOOD	FAIR	BELOW STANDARD	NO BASIS FOR JUDGMENT
Scholarly ability (inquiry, research performance)					
Motivation (zeal, self-directed in past performance)					
Perseverance (completes projects in past performance)					
Creativity (comes up with good ideas; innovative and stimulating performance)					
Interpersonal relations (collegial; resolves conflict; helpful; makes friends)					
Reasoning ability (thinks through issues; analytical; able to synthesize)					
Communication ability (can present organized ideas clearly)					
Integrity (honest; tells the truth; high moral and ethical character)					
Emotional stability (can handle stress and pressure)					
Matches field of study (good fit between this person and intended field of study)					

ADDITIONAL COMMENTS ENCOURAGED

Is the applicant's record, as you know it, an accurate index to his or her scholastic ability?

❑ Yes ❑ No (If **NO,** please explain; use an additional page if necessary.)_____

_____

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_____

Is there any reason why Freed-Hardeman University should not admit this applicant?

❑ Yes ❑ No (If **YES,** please explain; use an additional page if necessary.) _____

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_____

I have known the above named person for _____ months or _____years.

My relationship to this person is:

❑ Professor ❑ Professional in intended field of study ❑ Employer ❑ Minister

❑ Friend ❑ Other _____

Name (please print)_____

Signature _____Date _____

Position _____ Phone_____

Address_____

City _____ State _____Zip_____