



Recommendation Form

Complete this form and return it to:

Graduate School, 204 Hardin Administration Building, ACU Box 29140, Abilene, Texas 79699-9140
 800-395-4723 • 325-674-2354 • Fax: 325-674-6717 • gradinfo@acu.edu

Graduate
School

TO BE COMPLETED BY THE STUDENT:

NAME OF APPLICANT _____ SOCIAL SECURITY NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ AREA CODE _____ PHONE NUMBER _____

FIELD OF GRADUATE STUDY _____

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.)

Signature of applicant _____ Date _____

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

Signature of applicant _____ 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)					

PLEASE SEE REVERSE SIDE

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.) _____

Is there any reason why Abilene Christian University should not admit this applicant?

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

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 _____