

# Jacksonville State University

## Graduate Reference Form

Name of Applicant \_\_\_\_\_ Student Number \_\_\_\_\_

Degree sought \_\_\_\_\_ Major \_\_\_\_\_

Address \_\_\_\_\_

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**INSTRUCTIONS FOR THE APPLICANT:** Fill out the top section and sign one of the waiver statements before giving it to the person who will be submitting the recommendation. Applicants must provide three "Graduate Reference Forms" completed by individuals who are not related to the applicant and who can provide an assessment of the applicant's potential for success in graduate studies.

The Family Education Rights and Privacy Act of 1974 and its amendments guarantees students access to their educational records and permits the student to review and inspect this evaluation and to challenge its contents. Students, however, are entitled to waive their right of access concerning recommendations. The following signed statement is the applicant's wish regarding this recommendation.

I waive my rights to inspect the contents of this recommendation.

\_\_\_\_\_  
Signature Date

I do not waive my rights to inspect the contents of this recommendation.

\_\_\_\_\_  
Signature Date

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**INSTRUCTIONS FOR THE REFERENCE:** The person named above is applying for admission to the College of Graduate Studies at Jacksonville State University and is requesting that you provide a reference. Jacksonville State University will value your comments on the suitability of this applicant to do graduate work and will hold your comments in confidence if the applicant has signed the above waiver.

Reference provided by:

Name \_\_\_\_\_ Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

How long, and in what capacity have you known the applicant?

\_\_\_\_\_  
\_\_\_\_\_

(Continued on next page)

Please assess the applicant in the following areas. In making your assessment, compare the applicant to other individuals you have known who have similar levels of experience and education.

Quality or Characteristic	Excellent	Very Good	Average	Needs Development	Unknown/Unable to Assess
Intellectual ability					
Effectiveness of oral communication					
Effectiveness of written communication					
Motivation and initiative					
Creativity/innovation/imagination					
Leadership skills					
Judgment and maturity					
Interpersonal skills, ability to relate to others					

Please provide an additional assessment of the applicant's strengths and weaknesses. We appreciate your candid appraisal.

Based on my knowledge of the applicant's ability and character, I make the following recommendation:

\_\_\_\_\_ Do not recommend                      \_\_\_\_\_ Recommend                      \_\_\_\_\_ Recommend highly

Recommender's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send the completed form to:

College of Graduate Studies  
 Jacksonville State University  
 700 Pelham Road North  
 Jacksonville AL 36265-1602

THANK YOU