

DAEMEN COLLEGE

Graduate Reference Report

Name of applicant: _____ Social Security Number _____

Current Address: _____

AUTHORIZATION FOR WAIVER, TO BE READ AND SIGNED BY THE APPLICANT: This waiver is not required as a condition of admission to Daemen College for Graduate Study.

I understand my right under the U.S. Family Rights and Privacy Act of 1974 to review confidential appraisals placed in my file on or after January 1, 1975 that are submitted with reference to admission to a graduate or other school.

I do () do not () waive my right to review this reference report.

TO THE APPLICANT: Complete the above information and send this form and a self-addressed Reference envelope to the individual who will be providing your reference. When you receive the completed form in the SEALED envelope include it with the other application materials you submitted. **DO NOT OPEN THE ENVELOPE WHEN IT HAS BEEN RETURNED TO YOU.**

TO THE EVALUATOR: Please complete the information requested on both sides of this form. If you need to use additional sheets of paper, please staple them to this form. Your comments will be held completely confidential, if the applicant has waived his or her rights. Your candid completion of this evaluation is appreciated. Please return this completed form to the applicant in a sealed envelope.

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

In evaluating this applicant, with what reference group are you making comparisons? _____

Keeping in mind your reference group, please evaluate the applicant as fairly as you can in each of the categories below by placing an "X" in the appropriate box beneath the scale at the top:

	Poor	Average	Good	Outstanding	Unable to judge
Intellectual Ability					
Academic Achievement					
Creative Qualities					
Maturity and Emotional Stability					
Leadership Potential					
Initiative					
Ability to Express Ideas and Feelings Orally					
Ability to Communicate in Writing					
Ability to Accept Constructive Feedback					
Ability to Respect Differences in People (e.g., race, class)					
Flexibility					
Sensitivity					
Concern for Others					

We are especially interested in your comments regarding this applicant's aptitude for graduate study.

What do you consider to be the applicant's major strengths?

In what area does the applicant need further development?

Recommendation for admission: _____ I would strongly recommend.
 _____ I would recommend.
 _____ I would recommend with reservations.
 _____ I would not recommend.

Evaluator's Signature

Date

Evaluator's Name (Type or Print)

Evaluator's Position or Title

Evaluator's Employer

() _____
Evaluator's Telephone Number