

Master's Programs of Dallas Baptist University Request for Recommendation

The applicant should complete this section and also provide the respondent with a stamped envelope addressed as follows:
Office of Graduate Programs * Dallas Baptist University * 3000 Mountain Creek Parkway * Dallas, TX 75211-9299

(Mr.) (Mrs.) (Miss) (Ms.) (Dr.) (Rev.) _____ is applying for admission to the _____ master's program at Dallas Baptist University.
The applicant and the admissions committee would appreciate you completing this form and returning it at your earliest convenience to the Graduate Office of Dallas Baptist University.

Applicant's Statement: I am aware that under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Sec. 1232 {a} {1} {C}), I am not required to, but I may voluntarily waive my right to access confidential letters and statements of recommendation submitted to Dallas Baptist University in support of my application for graduate admission. I further understand that under the Family Educational Rights and Privacy Act, an unsuccessful applicant, regardless of whether such applicant has signed a waiver, has no right to inspect any of that applicant's application materials. The giving of a waiver shall not be regarded as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University. I understand that this recommendation will be used in the process of evaluating my application for admission to the Graduate School of Dallas Baptist University.

I hereby: do/do not waive my rights of access to any and all letters or statements of recommendation which may be submitted by _____ (Applicant must specify name of person submitting recommendation before sending form to that person) in connection with my application to the Graduate School of Dallas Baptist University.

Signature _____ Date _____

Please print name: _____

KNOWLEDGE OF THE APPLICANT

- How long have you known the applicant? _____ years _____ months
- In what capacity? (please check)

<input type="checkbox"/> Teacher	<input type="checkbox"/> Colleague or Co-worker
<input type="checkbox"/> Work Supervisor	<input type="checkbox"/> Research Advisor
<input type="checkbox"/> Minister	<input type="checkbox"/> Other (specify): _____
- How well do you know the applicant?

<input type="checkbox"/> Casually	<input type="checkbox"/> Well	<input type="checkbox"/> Very Well
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RELATIVE RATING OF THE APPLICANT

Please rate the applicant in the areas indicated below by comparing him or her to a reference group you specify (college seniors, employees, students in a class, etc.)

Reference Group : _____

- Of those in the group, in intellectual ability, I consider the applicant to be in the (please check):

<input type="checkbox"/> Upper 1%	<input type="checkbox"/> Upper 10%	<input type="checkbox"/> Middle 50%	<input type="checkbox"/> Inadequate opportunity to observe applicant
<input type="checkbox"/> Upper 5%	<input type="checkbox"/> Upper 25%		
- Applicant's potential as a Graduate Student: (Please rate by one of the indicated numeric values.)

	Exceptional (10-9)	Above Average (8-7)	Average (6-4)	Below Average (3-2)	Poor (1-0)	No information
Knowledge of Field						
Intellectual Ability						
Motivation to Work						
Writing Ability						
Oral Expression						
Emotional Maturity						
Task Completion						
Working with Others						
Originality						
Ethical Behavior						
Analytical Ability						

3. Some individuals demonstrate comparatively low achievement scholastic records. In your opinion, is the applicant's record, as you know it, an accurate index of his or her scholastic ability? Yes No

If your answer is "no", please explain briefly.

4. Do you have any information related to character or temperament that would affect the student's ability to do graduate work which should be considered by an admissions committee?

5. Please express your views on any items mentioned above and on any other relevant abilities the applicant may possess (e.g. ability to organize and express ideas clearly, orally and in writing, and other accomplishments).

6. In your judgement, what level of academic success is this applicant capable of reaching?

- Definitely doctoral level Definitely master's level Probably below master's level
 Probably doctoral level Probably master's level Definitely below master's level

7. In summary, I would give a: Strong recommendation Recommendation Recommendation with reservations

Comments: _____

Signature of respondent _____ Date _____

Name (printed or typed) _____ Title _____

Institution _____ Phone _____

Address (City, State, ZIP) _____