

**Master of Arts
with coursework in Higher Education/Student Affairs
Personal Reference Form**

To the Applicant:

This form should be given to supervisors, professors, or administrators who are able to comment on your qualifications for graduate study, particularly within the area of higher education/student affairs administration.

Applicant's Name _____

Recommender's Name _____

Recommender's Title _____

Describe your personal contact with the recommender

Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974, as amended, (PL 93-380), allows a candidate for admission to waive his or her right of access to confidential letters or statements written in his or her behalf if the recommendation is used solely for the purposes of admission and if the candidate, upon request, is notified of the names of all persons making such recommendations in his or her behalf. The University does not require that you make such a waiver as a condition for admission. However, under the legislation you have the option of signing such a waiver as follows:

I hereby voluntarily waive, do not waive my right to examine this confidential evaluation.

Name _____ Date _____

Please Print

Signature _____

To the Person Completing This Form:

The applicant named above has applied for admission to the Master of Arts in Higher Education/Student Affairs at Louisiana State University. Please complete this personal reference form and return it as soon as possible to the address listed on the following page.

Summary Evaluation

In comparison with a representative group of students/professionals in the same field who have had approximately the same amount of experience and training, how do you rate the applicant?

- | | |
|--|--|
| <input type="checkbox"/> Truly Exceptional | Equivalent to the very best you have known, a person who appears only every few years. |
| <input type="checkbox"/> Outstanding | Comparable to the best. Highest 5%. |
| <input type="checkbox"/> Very Good | Next highest 5%. |
| <input type="checkbox"/> Good | Ability easily identifiable, but not in upper 10%. Probably in upper 15%. Certainly upper 25%. |
| <input type="checkbox"/> Above Average | Probably upper 25%. |
| <input type="checkbox"/> Average | Upper 50%. |
| <input type="checkbox"/> Below Average | Lower 50%. |

Promise as Graduate Student

What is your estimate of the applicant's promise as a graduate student? Give views on such matters as his/her accomplishments, intellectual independence, research interests, capacity for analytical thinking, ability to work with others, ability to organize and express ideas clearly (orally or in writing), drive, and motivation.

Recommendations for Admission

- I strongly recommend
- I recommend
- I recommend with reservations
- I do not recommend

Signature of Recommender

Date

Printed Name

Title

Institution

Address

Telephone

E-mail

Please return this form to:
The Department of Educational Theory, Policy & Practice
Louisiana State University
223 Peabody Hall
Baton Rouge, LA 70803