



**GRADUATE STUDIES RECOMMENDATION FORM**

Name of applicant (type or print): \_\_\_\_\_

Program for which application has been made: \_\_\_\_\_

**TO THE APPLICANT:** Give these evaluation forms to the references listed on your application and request that they mail or deliver the reference forms directly to the address below. Do not include relatives. Urge them to return these forms immediately. Applications will not be processed until the required recommendations are received. Complete the information above and sign in the space indicated below if you agree to waive your rights to examine this evaluation form once it has been completed.

**Under the provision of the federal family educational rights and privacy act of 1974** I agree that the recommendation I am requesting shall be held in confidence by officials of Carson-Newman University, and I hereby waive any rights of access I may have to examine it.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**TO THE EVALUATOR:** The applicant listed above is applying for admission to the Advanced Graduate Studies program at Carson-Newman University. Applicants are asked to identify individuals who can provide information about their academic potential, their character/ethics, and their employment record. This individual is requesting that you provide information to the Graduate Studies Admissions and Appeals Committee to assist in his or her admissions process. If the waiver statement above is not signed, this will be available for the applicant's review. Please mail or deliver the reference forms directly to the address below in a timely manner in order to expedite the evaluation of this candidate's application.

1. How long have you known this applicant? \_\_\_\_\_
2. In what capacity have you known this applicant? \_\_\_\_\_
3. Please rate the applicant on each characteristic by indicating the appropriate ranking.

<b>QUALIFICATIONS</b>	<b>Excellent (Upper 5%)</b>	<b>Superior (6-15%)</b>	<b>Good (16-25%)</b>	<b>Average (26-50%)</b>	<b>Below Average (Below 50%)</b>	<b>No Basis for Evaluation</b>
Motivation for graduate work						
Intellectual ability for graduate work						
Level of general knowledge						
Understanding of major field						
Ability to analyze ideas						
Ethical standards and integrity						
Oral English expression skills*						
Written English expression skills*						
Potential in research/scholarship						
Technology knowledge and skills						
Potential in leadership						
Ability to work cooperatively, effectively, and with tact						

Based on your knowledge of the applicant and regarding the program to which the candidate has applied, please indicate your recommendation:

- 1. Strongly recommend admission
- 2. Recommend admission
- 3. Recommend admission with reservations
- 4. Do not recommend admission

Considering the qualifications rated above and the level of your recommendation, please comment on the applicant's suitability for admission to advanced program graduate school. Cite specific strengths and weaknesses regarding the area(s) about which you are most familiar concerning the applicant (academics, character, employment).

\*For applicants whose first language is not English, please comment further regarding your judgment of the applicant's proficiency in the use of English:

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/e-mail: \_\_\_\_\_

**RETURN RECOMENDATION FORM TO:**

International Graduate Admissions  
Carson-Newman University  
1646 Russell Avenue  
Jefferson City, TN 37760  
Or Scan and email: [gradenrollment@cn.edu](mailto:gradenrollment@cn.edu)