

REFERENCE FORM

Note to the Respondent: Please fold and enclose this form in a sealed envelope with your signature over the seal and return it to the applicant.

To Applicant: Please fill in the following information whether you wish the reference to be held confidential or open to your review upon admission and enrollment. Then sign the space provided and forward this form to the person who will make this recommendation.

Applicant's Full Name _____ Applicant's Birthdate _____

has given your name as a reference to support his/her application for admission to the Graduate School of Appalachian State University as a candidate for the _____ degree with a major in _____ for the term beginning _____.

This reference will be: Confidential
 Open to my review upon admission and enrollment

Applicant's signature

To The Respondent: In making an admission decision the Graduate School is primarily interested in academic ability and likelihood of success in graduate study. Careful attention will be given to your appraisal of the applicant.

How well and in what relationship have you known the applicant? _____

The applicant's major strengths are _____

The applicant's major weaknesses are _____

In the rating scales below please evaluate the applicant by placing a check after each characteristic to be evaluated in the column that most nearly represents your opinion. Compare the applicant, on each item, with a representative group of students qualified for graduate study whom you have known during your professional career who have had approximately the same amount of experience and training as the applicant. If you lack knowledge to make a definite rating, give your best estimate of his/her ability on that scale and also check the column "Inadequate Opportunity to Observe."

	Below Average	Average	Good	Superior (Top 10%)	Inadequate Opportunity To Observe
Knowledge in subject of proposed study					
Ability to learn					
Written expression					
Oral expression					
Motivation					
Emotional stability and maturity					
Self-reliance and independence					
Ability to work with others					
Teaching potential					

Recommend with enthusiasm _____
 Recommend with confidence _____
 Recommend _____
 Recommend with reservation _____
 Do not recommend _____

Signature: _____
 Name: _____
 Title and Dept.: _____
 Institution: _____
 City and State: _____ ZIP _____
 Date: _____