

Student Waiver of Access To Letters of Recommendation



CONCORDIA
UNIVERSITY
PORTLAND • OREGON

Students may be asked to provide a waiver of access to letters of recommendation when letters are:

- written by Concordia faculty or staff member on behalf of a student for such things as a job application, program admission, scholarship, or other award application
- received by a Concordia department as part of an admission or scholarship/award application process

Letters of recommendation that are on file in a university office become part of the student's education record. Unless students sign a voluntary waiver of their rights to access these letters, they have the right to review them at any time.

For Students

Those wishing to voluntarily waive their rights to access and review letters of recommendation written on their behalf should sign this form on the reverse and submit it to the person writing the recommendation.

For Individuals Writing Letters of Recommendation

When Concordia faculty or staff write a letter and maintain a copy in their files, the letter becomes part of the student's education records and can be reviewed by the student unless he or she completes the waiver form on the back. You are not required to keep a copy of the letter. However, if you keep a copy of the letter and desire to keep it confidential, a waiver of access form should be filed with the letter of recommendation.

Anyone writing a letter as part of an admission or scholarship application to an institution of higher education should submit a copy of the waiver form along with the letter so that the letter will remain confidential once received by the institution.

For Concordia Departments Receiving Letters of Recommendation

Departments that do not wish to release letters written in confidence about students should:

- retain the waiver of access form in the student's file along with the letter, or,
- in the absence of a waiver, return the confidential letter to the writer or request that the writer resubmit the letter under the condition that it may be released to the student.

(over)

Waiver of Access to Letters of Recommendation

To Be Completed by the Student. Note: Waivers of access to letters of recommendation are *optional* and *voluntary*. Concordia departments may request waivers, but may not deny admission, awards, employment, or any service or other benefit to students who fail to supply waivers. However, individual recommenders may choose to make the recommendation conditional on a signed waiver of access.

If you are applying to an academic program or for a scholarship at Concordia, complete the following:

Term of application: Fall 20__ Spring 20__ Summer 20__

Name of Proposed Department: _____

Degree Program: _____

Name of Scholarship: _____

Name of Student/Applicant: _____
Last First M.I.

Name of Recommender: _____
Last First M.I.

By signing below, I agree to waive my right to access and examine, now or at any time in the future, the letter of recommendation (or copies) written by the recommender named above.

Student Signature

Date

Note for the Recommender

Please be sure that this waiver of access is included with your letter of recommendation.

Mail to the proposed Department or Office above,
Concordia University, 2811 NE Holman Street, Portland OR 97211