



BAKER UNIVERSITY
GRADUATE SCHOOL OF NURSING
Reference Form

The Family Educational Rights and Privacy Act (FERPA) permit students to review their educational records. Students may waive the right to review recommendations. The waiver is not required as a condition of admission. The choice of the applicant is to be indicated below. Failure to sign the form will result in waiver of rights.

☐ I waive right of access to the references ☐ I do not waive right of access to the references

Print name of applicant _____

Signature of applicant _____

APPLICANTS: Reference sources must be from one (1) academic source and two (2) nursing professional sources. Reference forms are to be mailed directly to the address below by the respondent (individual completing the reference) once completed. References returned to the applicant will not be accepted. The applicant should provide the respondent with a stamped envelope addressed to **Baker University School of Nursing, Associate Dean, 1505 SW 8th Street, Topeka, KS 66604**. Applicant must complete the waiver question above prior to requesting the reference.

Name of respondent: _____ Email address: _____

Length of time you have known the applicant: _____

In what capacity do you know the applicant? _____

RESPONDENT: The applicant has selected you to provide a reference for application to the Baker University Graduate School of Nursing. After you have completed the reference, you should return it in the self-addressed stamped envelope provided to you by the applicant. References returned by the applicant will not be accepted.

In the space below please indicate why or why not you believe the applicant has the ability to complete a graduate nursing program of study.

Applicant name: _____ Date: _____

Please rate the applicant in the following areas using the scale below.

3 = Excellent (80-100%) **2 = Good** (50-79%) **1 = Below average** (49-30%)
0 = Poor (below 29%) **N = Not observed**

Applicant Attribute	3 Excellent	2 Good	1 Below Average	0 Poor	N/O
Accountability: Assumes personal responsibility for own decisions and actions.					
Respectfulness: Always treats others and responds to others respectfully.					
Dependability and responsibility: Follows through on all commitments.					
Flexibility: Modifies behavior when appropriate.					
Integrity: Is ethical in words and actions and in all interactions.					
Caring and compassion: Demonstrates giving of self through thoughtfulness and helpfulness to those who are struggling in some way.					
Open mindedness: Considers new ideas or different opinions thoughtfully. Can tolerate some ambiguity in a given situation.					
Confidence: Acts assuredly in most situations. Easily seeks guidance when needed.					
Communication: Shares ideas succinctly and respectfully verbally and in writing.					
Leadership: Works well with others and is able to motivate and guide group members.					
Intellectual maturity: Is a self-motivated learner, raises meaningful questions, and pursues knowledge.					
NURSING OFFICE USE ONLY					

Additional comments: