

RECOMMENDATION FOR ACADEMIC STUDY

Indicate the name of the program for which you are applying _____

Read this form in its entirety and follow these instructions carefully, to prevent the possibility of an additional reference requirement which may slow your application process.

1. In the space below, fill in your name, and the name, title, and telephone number of your chosen reference:

Applicant's Name	_____	_____	_____
	Last	First	Middle
Reference's Name	_____	_____	_____
	Last	First	Middle
	_____	_____	_____
	Title	Organization	Work Phone

2. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), registered students have a right to see all recommendations submitted for admission, unless the student waives his/her right of access. Please indicate your preference by checking one of the following options and by signing and dating below.

I have **retained** my right of access to this recommendation.

I have **waived** my right of access to this recommendation.

Applicant's signature

Date

If you waive your right of access, this letter will be destroyed upon enrollment. If you retain your right of access, the letter will be available in the Student & Alumni Services Office for three months after your matriculation.

3. Please provide this form and a self-addressed envelope for each person providing a reference. You may make copies of this form, or you may call our Student & Alumni Services Office for additional forms.

The reference letter **and this form** should be returned to you in a sealed envelope for inclusion in the packet of application materials which you send to the Student & Alumni Services Office. Upon return, **please verify that your reference has sealed the envelope and signed his/her name across the seal. The reference is not valid if this part of the process is not observed.**

Continued on Reverse

RECOMMENDATION FOR ACADEMIC STUDY

Guidelines for Writing a Letter of Reference for an Antioch University Applicant:

The individual whose name appears on the other side of this document is applying for admission to Antioch University McGregor for the degree program indicated. At McGregor, our primary purpose is to provide a personalized, high quality education based on the integration of work and study. We believe in student centered learning and make every effort to inform the prospective student about the educational commitment s/he is about to make in order to optimize the student's chances of successfully completing his/her education. As such, we are interested in your *candid* assessment of this individual, and encourage you to address both the student's strengths and weaknesses as they apply to graduate study.

Please read and follow these instructions carefully to assure that you are providing an acceptable reference for the applicant. If at any time you have questions about this process, or about the academic program represented, you may call our Student & Alumni Services Office at (937) 769-1818, and speak to an enrollment services officer.

- Please use the chart to rate the applicant with others you have known at similar stages in their careers:

	Exceptional Upper 5%	Outstanding Next 15%	Very Good Next 15%	Good Next 15%	Problem* Area	Unable to Judge
Knowledge of chosen field						
Experience in chosen field						
Motivation and perseverance towards goals						
Personal and professional integrity						
Ability to work independently						
Verbal communication						
Written communication						
Potential to manage research projects						

*If you checked problem area in any of the above categories, please explain in detail in the body of your reference letter.

Referee's signature

Date

- In a separate letter, please discuss in detail the applicant's potential for academic success and explain the basis for your judgment. Your comments about the individual's initiative, maturity, self-motivation and resourcefulness are desired in order for Antioch to determine the applicant's suitability for this graduate program. Please include a response to the following questions. The Admissions Committee asks that you be specific with your comments as they relate to each question. Several paragraphs will be more useful than one or two sentences.

- For how long, and in what capacity have you known the applicant?
- What is your knowledge of the applicant's relevant professional and educational experience, and how will this background be of value to the applicant in the academic program indicated?
- Can the applicant function effectively in a learning environment that fosters change agency and innovation?
- Does the applicant have the ability to do graduate level work, specifically to think critically and function independently?
- In your experience with the applicant, how well does the applicant communicate with others?

- VERY IMPORTANT:** Place your *letter and this form* in the envelope provided by the applicant, **seal it, sign your name across the seal**, and return the envelope to the applicant. Failure to observe this part of the process will result in application delay for the applicant.

This form, which contains the applicant's acknowledgment of the Family Educational Rights and Privacy Act, should be included in the provided envelope with your letter. Your assessment, along with the applicant's educational goals statement, is a key element in the Admission Committee's review process. Thank you for taking the time to complete this reference.

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