

# DEPARTMENT OF BIOLOGY

## Graduate Program Recommendation Form

- 1. APPLICANT:** Complete this section and fill in the name and complete address of the recommender completing this form. Please print.

**APPLICANT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
email: \_\_\_\_\_

**RECOMMENDER:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Institution: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

*The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his or her rights to inspect letters of recommendation. The applicant's signature below indicates the choice.*

I hereby \_\_\_\_\_ waive my right of access to the information or \_\_\_\_\_ I do not waive my right of access to the information recorded

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

- 2. RECOMMENDER:** Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant (if admitted and enrolled) will have access to the information provided unless he or she has waived such access.

*Please respond to the items below (a-e) and sign, date and return to address on reverse.*

- a. How long and in what capacity have you known the applicant? \_\_\_\_\_  
b. Among approximately \_\_\_\_\_ students I have known in comparable fields, I would rank this student in the upper \_\_\_\_\_ percent.  
c. Rate the applicant in the table below. These ratings should complement but not replace your comments in your attached letter.  
d. Indicate the strength of your overall endorsement by placing an "X" along the following scale:

|                                          | Exceptional<br>(Top 1%) | Outstanding<br>(Top 5%) | Excellent<br>(Top 10%) | Very Good<br>(Top 25%) | Above Average<br>(Top 50%) | Below<br>Average<br>(Lower 50%) | Unable to<br>Comment |
|------------------------------------------|-------------------------|-------------------------|------------------------|------------------------|----------------------------|---------------------------------|----------------------|
| Intellectual Potential                   |                         |                         |                        |                        |                            |                                 |                      |
| Ability to plan and conduct research     |                         |                         |                        |                        |                            |                                 |                      |
| Creativity and originality               |                         |                         |                        |                        |                            |                                 |                      |
| Knowledge in chosen field                |                         |                         |                        |                        |                            |                                 |                      |
| Ability to work independently            |                         |                         |                        |                        |                            |                                 |                      |
| Ability / Potential for college teaching |                         |                         |                        |                        |                            |                                 |                      |
| Motivation for graduate school           |                         |                         |                        |                        |                            |                                 |                      |
| Overall potential for graduate work      |                         |                         |                        |                        |                            |                                 |                      |
| Persistence and initiative               |                         |                         |                        |                        |                            |                                 |                      |

- e. Please attach a letter with your opinion of this applicant's ability to pursue advanced study, conduct research, teach at the college level, and to pursue a successful career in his or her field of biology.**

Recommend \_\_\_\_\_ Recommend with some reservations \_\_\_\_\_ Not Recommended \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or email completed form and letter to: Graduate Coordinator, Dept. of Biology, Central Michigan University, Mount Pleasant, MI 48859 or [biogradcoord@cmich.edu](mailto:biogradcoord@cmich.edu).