

# AQUINAS COLLEGE

Master of Management

## RECOMMENDATION FORM

Applicant: Please complete the top section of this form and forward it to each of your **two** recommenders to complete and submit the evaluative portion. Scans of original signed forms will be accepted. Once submitted, forms become the property of Aquinas.

Legal Name of Applicant: \_\_\_\_\_

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

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, students who are accepted and who matriculate into the program for which they applied are given the right to inspect their records, including their letters of recommendation, unless they have waived their right of review. You have the option of waiving access or declining to waive access.

I WAIVE my right of access to this letter of recommendation. Aquinas may consider it confidential.

OR

\_\_\_\_\_  
Signature of Applicant

I DO NOT waive my right of access to this letter of recommendation.

\_\_\_\_\_  
Signature of Applicant

If the applicant has signed to waive access, Aquinas assures the recommender that this form will be held in strict confidence.

Recommender: Before you agree to submit a recommendation, please review the reference to the federal law entitled the Family Educational Rights and Privacy Act (FERPA) of 1974 as presented above.

Name: \_\_\_\_\_

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

Institution: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

How long have you known the applicant?  0-6 months  6-12 months  1-3 years  3 years or longer

How well do you know the applicant?  slightly  moderately  very well

I have known the applicant as:  a student  an employee  a colleague  other: \_\_\_\_\_

Please rate the applicant in comparison to others you have known at similar states of their academic and/or career development.

Characteristic	Upper 5%	Upper 10%	Upper 25%	Upper 50%	Lower 50%	Cannot Judge
Oral Expression						
Written Expression						
Ethical Responsibility						
Multicultural Competence						
Potential for Professional Growth						
Analytical Skills						
Ability to Work with Colleagues						
Potential for Success in Graduate Program						

Please comment below on the applicant's character and ability to succeed in advanced graduate study and research. You may opt to attach a letter instead of commenting below.

In lieu of commenting below, please see attached letter.

Please indicate your overall recommendation of this applicant:

**I RECOMMEND this applicant.**

OR

**I DO NOT RECOMMEND this applicant.**

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Signature of Recommender

Please scan the completed form and email it as a PDF to Lynn Atkins-Rykert at [atkinlyn@aquinas.edu](mailto:atkinlyn@aquinas.edu) . If you have written a letter, please send that as a PDF as well.

Alternately, you can mail the information to:

Lynn Atkins-Rykert  
Aquinas College  
Graduate Admissions AB 201A  
1700 Fulton Street E  
Grand Rapids, MI 49506