

GRACE UNIVERSITY

ACADEMIC REFERENCE

(Note: This form is not to be completed by a family member.)

Name of Applicant (please print)

- I have waived my right to see this and other recommendations.
 I have not waived my right to see this and other recommendations.

Failure to sign below indicates the applicant has not waived his/her right to see this recommendation.

Signature of Applicant

Address of Applicant

City

State

Zip

Completion Instructions:

The person named above is applying for admission to Grace University, a Christian institution of higher education whose mission is to develop servant leaders for the home, the church, and the world.

Thank you for agreeing to complete this reference form. We appreciate your time, input, and willingness to assist the applicant in this capacity. Please note that Public Law 93-380, the Family Education Rights and Privacy Act of 1974 grants all students the right to inspect and review all of their official records. The right extends to letters of recommendation, except that a student may waive their right to inspect and review letters of recommendation by signing a waiver.

After completing this form, please place it in an envelope, seal, and sign your name across the flap. Return the sealed envelope to the applicant so they can submit along with all other application materials.

How long have you known the applicant?

Please describe your relationship with the applicant: _____

How familiar are you with Grace University? (Please mark one of the following boxes):

- Very Familiar
 Somewhat Familiar
 Not Familiar

Personality Traits

Please circle the **ONE** trait in each category that best describes the applicant as you know them currently.

ACHIEVEMENT	Does only what assigned	Starts projects, lacks follow-through	Average	Resourceful, creative, takes initiative	Superior ability	Unknown
INDUSTRIOUSNESS	Needs on-going support and guidance	Completes tasks	Average	Seeks new challenges	Dedicated to quality and excellence	Unknown
INTELLIGENCE	Challenged mental ability	Learns and thinks slowly	Average	Alert with a good mind	Brilliant and exceptional	Unknown
LEADERSHIP	Takes no effort to lead	Tries but lacks ability and effectiveness	Average	Demonstrates significant skills	Exceptional ability to lead and inspire	Unknown
PERSEVERANCE	Gives up easily	Tries but is easily discouraged	Average	Persists in most circumstances	Persists under adversity	Unknown
SELF IMAGE	Inferiority complex	Insecure	Average	Self-confident	Healthy estimate of self	Unknown
SOCIABILITY	Avoided by others	Tolerated by others	Average	Well-liked by others	Sought out by others	Unknown
RESPONSIVENESS	Slow to sense others feelings	Reasonably responsive to others needs	Average	Understanding and thoughtful	Responds with unusual insight	Unknown
TEACHABILITY	Rigid, argumentative	Opinionated and closed-minded	Average	Open-minded	Eager to receive instruction	Unknown

Please comment with any insights or concerns you have regarding this applicant's qualifications in the areas listed above.

Because Grace University is a faith-oriented institution, we invite you to comment on any observations that you would like to make about the applicants spiritual/religious inclinations: _____

Do you believe this individual is well-suited for the vocation to which they are applying? Yes No
If no, please explain: _____

Do you have any reason to doubt the applicant's personal integrity? Yes No If so, please comment:

If you have had the opportunity to observe, please comment on the applicant's marriage relationship, or if not married, family relationship?

- Don't know Superficial Detached, Aloof
 Reserved Warm, Growing Good communication

Comments: _____

Due to professional expectations of students in our programs, certain traits or tendencies can have a bearing on the likely success or effectiveness in their chosen field. To the degree you are familiar with the applicant, please identify any of the following traits which you have observed.

- | | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> Impatient | <input type="checkbox"/> Aloof | <input type="checkbox"/> Depressed | <input type="checkbox"/> Intolerant | <input type="checkbox"/> Easily embarrassed |
| <input type="checkbox"/> Anxious | <input type="checkbox"/> Arrogant | <input type="checkbox"/> Discouraged | <input type="checkbox"/> Argumentative | <input type="checkbox"/> Frequently worried |
| <input type="checkbox"/> Impersonal | <input type="checkbox"/> Self-centered | <input type="checkbox"/> Lacking tact | <input type="checkbox"/> Tense | <input type="checkbox"/> Rigid, not adaptable |
| <input type="checkbox"/> Irritable | <input type="checkbox"/> Unteachable | <input type="checkbox"/> Rude | <input type="checkbox"/> Nervous | <input type="checkbox"/> Critical of others |
| <input type="checkbox"/> Nervous | <input type="checkbox"/> Domineering | <input type="checkbox"/> Easily offended | <input type="checkbox"/> Sullen | <input type="checkbox"/> Quick-tempered |
| <input type="checkbox"/> Prejudiced toward groups, races or nationalities | | | | |
| <input type="checkbox"/> Lacking in humor or inability to take a joke | | | | |

Comments:

How would you rate the applicant's potential success in graduate studies while at Grace University?

- Exceptionally good Very good Good Fair Poor

Do you have any reservations in recommending this person?

- No Yes (If yes, please comment.): _____

SIGNATURE REQUIRED BELOW

If you would like to share additional information, please attach a separate sheet. You may include names and addresses of additional references which would be helpful in evaluating this applicant. Thank you.

Signature _____ Date _____

Name (please print) _____

Position _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____

Email _____

May we contact you should we have any questions? _____

If so, please specify the best method of contact:

- Email
 Telephone