Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if it is understood that the recommendations will remain confidential. Please mark the appropriate phrase below indicating your option and sign your name.

☐ I waive my right to review this recommendation.
☐ I do not waive my right to review this recommendation.

Applicant’s Signature ___________________________ Date ______________________

To the reference: The above named applicant is applying for admission to Richmont Graduate University and is asking you to furnish a reference. Richmont provides master’s-level training in professional counseling, marriage and family therapy and ministry from a Christian perspective. The Admissions Committee would appreciate your frank evaluation of the applicant’s character performance.

How long have you known the applicant? _______ Years _______ Months In what capacity __________________________

How well have you known the applicant and in what context (e.g. class, colleague, co-worker, etc.)?

__________________________________________________________

What was the nature and frequency of your contacts with the applicant?

__________________________________________________________

In rating the applicant in the following areas, what will be the group with which you will compare the applicant (e.g. college seniors, first year graduate students, colleagues, peer group, etc)?

__________________________________________________________

In making the following ratings, please keep in mind that they will be used to compare this student with other able students. Make them as realistic as you can in comparison with other college students.

**ACADEMIC SKILLS**

<table>
<thead>
<tr>
<th></th>
<th>Truly Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to critically evaluate literature/ideas</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Creative, innovative thinking</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Breadth of knowledge in psychology</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Overall perception of academic skills</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Additional comments: ____________________________________________

Some talented individuals have mediocre scholastic records. Is the applicant’s record as you know it an accurate index of his/her ability? ☐ Yes ☐ No ☐ Don’t know

If no, please explain briefly: ________________________________________
What degree of success in graduate school do you predict for the applicant?
- ❑ Unusually high
- ❑ Above average
- ❑ Average
- ❑ Below average
- ❑ I recommend
- ❑ I recommend with this reservation ____________________________
- ❑ I do not recommend

You may provide additional comments or information regarding the applicant on a separate sheet.

Name ____________________________

Business/Organization ____________________________ Position ____________________________

Address __________________________________________

Phone Number ____________________________ Email Address ____________________________

Signature ____________________________ Date ____________________________

Thank you for your time in completing this reference. Please return this form to:

Richmont Admissions Office
1900 The Exchange
Building 100
Atlanta, GA 30339
404-233-3949