



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

# Letter of Recommendation

Doctorate of Philosophy  
Higher Education Leadership

## SCHOOL OF EDUCATION

**To be completed by applicant**

Legal Name:	_____		
	Last	First	Middle
Address:	_____		
	Street		
	_____		
	City	State	Zip

**To be read by the applicant and recommender**

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Notre Dame of Maryland University have access to their admission records, including letters of recommendation. Students may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If the applicant, has not signed a waiver, it is assumed that this letter is submitted with the recommender’s understanding that the applicant, once registered at Notre Dame of Maryland University, may request to see the letter. The choice to retain or to waive right of access will not affect consideration of the application for admission. Be advised that a letter of recommendation not accompanied by a waiver form signed by the applicant is considered accessible by the applicant, according to the Family Educational Rights and Privacy Act of 1974.

\_\_\_\_\_ I retain my right of access to this recommendation \_\_\_\_\_ I waive my right of access to this recommendation

Signature of applicant: \_\_\_\_\_

**To be completed by the recommender**

Name:	_____		
	Last	First	Middle
School / Company:	_____		
Title:	_____		Department: _____
Address:	_____		
	_____		

**Over, Please.**

The person named above is applying for admission to the Doctorate Program: Higher Education Leadership. Notre Dame of Maryland University appreciates your evaluation of this applicant's capacity for success as a graduate student undertaking advanced study in his or her field. Those submitting Letters of Recommendation should be familiar with the applicant's professional and/or academic work.

How long, and in what capacity, have you known the applicant? \_\_\_\_\_

*Please rate the applicant in comparison with other students known to you who have applied for admission to graduate school. (Use a number from 1-5 with 5 being "strongest" and 1 being "weakest." Check the last column if unable to make a judgment.*

<b>Quality</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Unable to make a judgment</b>
Research capacity						
Intellectual capability						
Breadth of general knowledge						
Ability in oral expression						
Imagination or probable creativity						
Potential for reflective practice						
Conceptual / critical thinking skills						
Leadership ability						
Interpersonal skills						
Personal maturity						
Perseverance						

Please give the applicant's relative standing in your department or program: \_\_\_\_\_

*For example 7<sup>th</sup> of 89, top 5%, etc*

How do you rate this applicant in overall ability and promise in comparison with other students at the same level of training?

- Superior  
  Excellent  
  Average  
  Marginal  
  Questionable  
  Not able to judge

If the applicant's native language is not English, please evaluate English proficiency:

- Excellent  
  Good  
  Fair  
  Poor

Signature of recommender: \_\_\_\_\_ Date: \_\_\_\_\_

*Please attach a separate sheet of paper to include additional information*