

**Recommendation form for Graduate Study
Center for Studies in Creativity
Buffalo State College**

Applicant Name: _____ E-Mail: _____

Date: _____ Applying for: _____ 6700 M. S. degree
_____ 6701 Degree certificate

Applicant Address:

Person Providing Recommendation

Name: _____

Title/Position: _____

Under present federal law, an enrolled or former student has, with certain exceptions, access to all education records in his or her permanent file. The signing of the statement below is optional and refusal to sign cannot be used negatively in the consideration of your application.

I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this recommendation form.

Signature Date

Directions: The above named person has applied for admission into the graduate program offered by the Center for Studies in Creativity at Buffalo State College. Please review the enclosed information regarding our program and respond to the items below to provide your recommendation. Please feel free to provide any additional information by writing a letter and attaching it to this form. Please return this reference form to the applicant. The applicant is required to collect all application materials and submit the complete packet to graduate admissions. Thank you.

1. How long and in what capacity have you known the applicant?

2. Does the applicant have any special talents, abilities, attributes, that deserve mention?

3. Do you have any concerns about this applicant that deserve mention?

4. Evaluate this applicant on the scale below in comparison to others you have known. Please place a check in the box that best describes your perception of the applicant.

	Outstanding (Top 1-5%)	Superior (Top 15%)	Above Average (Top 1/3)	Average (Middle 1/3)	Below Average (Lower 1/3)	Not Observed
Intellectual Ability						
Communication Skills						
Written Communication Skills						
Leadership Skills						
Creative Problem-Solving Skills						
Ability to Work with Others						
Ability to Meet Deadlines						
Investigative/Research Skills						
Organizational Abilities						
Independence/Initiative						
Clarity of Goals for Graduate Program						
Flexibility - Ability to adapt to new or unstructured circumstances						
Emotional Stability and Maturity						
Energy						
Persistence						
Judgement						
Competence on Tasks						
Analytic Capacity						
Self Confidence						

Overall Recommendation:

Strongly Recommend Recommend Recommend with reservation Do not recommend

Please Explain:

5. If you were a graduate professor of this person would you be eager, willing, or reluctant to have the applicant as a student?

eager willing reluctant Why?

I would be willing to provide additional information if needed. Phone number (_____)_____

I would not be willing to provide further information.

Signature

Date

Buffalo State College is an affirmative action/equal opportunity institution which subscribes to all federal, state, and SUNY legal requirements and does not discriminate against applicants, students, or employees on the basis of race, sex, ethnicity, national origin, religion, age, disability, marital or veteran status, and arrest and/or conviction record. Any violation of this policy should be reported to the Equity and Campus Diversity Office, Cleveland Hall 415, (716) 878-6210.