

Department of Communication and Theatre
Policy on Letters of Recommendation

Name: _____ Date: _____

Introduction: Letters of recommendation are a fact of life for both students and professors. As a student, you may be asked to provide letters of recommendation for scholarships, employment, study abroad, and /or graduate or professional school. In order to facilitate the process for all involved, the department has adopted the following procedures.

- 1) Select faculty members who (a) know you well, and (b) can give you a positive, rather than neutral, evaluation. It is best to discuss this openly with the faculty member before proceeding.
- 2) Simple courtesy would suggest approximately 4 weeks advance notice but under no circumstances should a request be made with less than 2 weeks notice.
- 3) Please indicate the purpose of this letter of recommendation (check one):

- Application to graduate or professional school
- Application for scholarship or fellowship
- Application for study abroad or internship
- Application for employment
- Other (please specify) _____

- 4) You must supply this form along with all of the following information, as appropriate:

_____ Your full name, address, phone number, and e-mail address.

_____ An updated resume.

_____ A copy of your online transcript with courses taken with the recommending faculty member highlighted.

_____ Complete contact information for the school, scholarship, or job for which you are applying and to which the letter will be sent.

_____ A signed "waiver of access to confidential information" form (see next page).

_____ A copy of your "personal statement" to be submitted to the school or scholarship (if you were asked to submit one).

_____ Any forms that should be sent with the letter

- 5) The department assistant will contact you once the letter(s) has been mailed.

Access to Confidential Statements

Regulations Regarding the Confidentiality of Letters of Recommendation

Pursuant to federal legislation effective January 1, 1975, all letters of recommendation possessed by any unit of the University, including the Department of Communication and Theatre, may be made available to students directly affected upon the student's written request. Such a request will be satisfied within a 30 day period.

You must indicate whether you waive your right to access any or all letters of recommendation produced and maintained by Department of Communication & Theatre faculty by signing this form to indicate your choice. Each recommender may have his/her own requirements regarding the confidentiality of a letter he/she may write, and you should check with each one regarding these requirements.

WAIVER OF ACCESS STATEMENT

I understand that letters and statements of recommendation concerning me are to be received and maintained by the Department of Communication and Theatre, Point Loma Nazarene University, San Diego, CA 92106. I hereby expressly and voluntarily:

WAIVE

DO NOT WAIVE

any and all access rights I might have to any such recommendations made in this file under the Federal Family Educational Rights and Privacy Act of 1974, or other laws, regulations, or policies.

If I expressly and voluntarily waive any and all access rights I might have to any such recommendations made in this file, I further understand that the letters of recommendation received under this waiver may not subsequently be released to me without written authorization from the author of the letter, and that the recommendations shall be used solely for the purpose for which they were specifically intended.

Signature _____

Date _____