Recommendations Form

- Master of Business Administration
- Master of Science in Accounting
- Master of Science in Management of Information Technologies

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their right of access to recommendations. Some recommenders may prefer that their letters not be made available to the student.

The following signed statement indicates the wish of the applicant regarding this recommendation.

____ I hereby waive       ____ I hereby do not waive
my right to inspect the contents of the following recommendations.

Signature of Applicant _______________________________ Date ____________

Note to Recommender: Please answer the following questions and make a detailed and candid statement to assist us in judging the applicant's academic capabilities, initiative, and maturity as these traits indicate a potential for a management career. After completing this form please place it in the envelope provided. Seal the envelope, sign it across the seal and mail the recommendation to us directly. Your assistance to the Admissions Committee is sincerely appreciated.

How well and in what capacity have you known the applicant?

_________________________________________________________________

_________________________________________________________________

What do you consider to be the applicant's outstanding talents or strengths?

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

What do you consider to be the applicant's primary areas for improvement relevant to graduate study and a professional career?

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
Please make any additional comments about the applicant’s analytical capabilities and potential for a management career which would help the Admissions Committee make its decision.

In comparison with other prospective graduate students you have known, how does this applicant compare with respect to the following qualities?

<table>
<thead>
<tr>
<th></th>
<th>Outstanding (Top 2%)</th>
<th>Strong (Top 10%)</th>
<th>Average (Middle 1/3)</th>
<th>Weak (Bottom 1/3)</th>
<th>Insufficient Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intellectual capacity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I □ Strongly recommend □ Recommend □ Recommend with reservations □ Do not recommend that this applicant be admitted to the Graduate School of Business.

I understand that the applicant may have access to this information unless the waiver statement on the front of this form indicates otherwise.

Signature ___________________________ Date ____________

(Print) Name ___________________________

Position or Title ___________________________

Firm or School ___________________________

Address ___________________________

number ___________________________

street ___________________________

city ___________________________

state ___________________________

zip ___________________________

telephone ___________________________

Since your evaluation will become part of the applicant’s formal application, your prompt response in returning this form is essential to a timely decision. Thank you for your cooperation.