

# SCHOOL OF CHEMICAL, BIOLOGICAL AND MATERIALS ENGINEERING

## THE UNIVERSITY OF OKLAHOMA

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## GRADUATE PROGRAM IN CHEMICAL ENGINEERING

### LETTER OF RECOMMENDATION FORM

*This Reference Form or a letter of reference is used along with other materials in deciding admission to the CBME Graduate Program. It is also used in deciding whether financial assistance will be given.*

2/8/2005

**TO APPLICANT:** please complete the information below and give this form to a person who is familiar with your educational background and abilities and who is willing to submit it on your behalf. We prefer that it be from someone who has served as your supervisor.

Applicant's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ Degree sought: \_\_\_\_\_ Semester applying for: \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974 opens many college records for the student's inspection. The law also permits the student to sign a waiver relinquishing his or her rights to inspect letters of recommendation. The student's signature below constitutes a waiver signifying that the recommendation will remain confidential. No signature means the student will have the right to read this reference.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO RECOMMENDER:** The applicant requests that you return this form to the Graduate Coordinator at the above address.

Name of Respondent: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Respondent's Department: \_\_\_\_\_

Respondent's Institution: \_\_\_\_\_

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

2. Please rate the applicant on each of the following characteristics in comparison with other students you have known with approximately the same amount of experience and training.

#### Scholarship:

Achievements to Date  
Intellectual Capacity  
Originality/Creativity

Exceptional (Top 2%)	Outstanding (Top 10%)	Excellent (Top 20%)	Good (Top 1/3)	Average (Middle 1/3)	Poor (Bottom 1/3)	Unable to Judge

#### Professional:

Written Expression  
Oral Expression  
Ability to Work with Others  
Leadership


#### Individual:

Maturity & Motivation  
Responsibility


#### Overall Potential for Success:

Master's Level  
Doctoral Level


