



### **Reference Form for Selected Graduate Programs**

To the Applicant: Please complete the information in the text box. Send or give this form to each individual who will be your reference.

Name of Applicant. Please print: \_\_\_\_\_

Address: \_\_\_\_\_

Under the Family Educational Rights and Privacy Act, an individual applying for admission to a graduate program is entitled to inspect this reference if it is maintained in her file, unless a waiver of this right has been signed. Federal law permits us to request, BUT NOT REQUIRE, that you waive this right of inspection. Please be advised that the information contained on this form will be used to determine positive reference for admission to College of Saint Mary, Graduate Program. The Graduate Programs does NOT require a waiver as a condition for admission to or receipt of any services or benefits of the department. Please consider your right carefully and sign your name in the appropriate space below.

I elect to waive my right of access to and review of the information on this form.

\_\_\_\_\_  
(Applicant's signature) (Date)

I DO NOT elect to waive my right of access to and review of the information on this form.

\_\_\_\_\_  
(Applicant's signature) (Date)

Note: References should be secured from appropriate sources, such as teachers, employers, supervisors, etc.

The person named above is a candidate for admission to a Graduate Program at College of Saint Mary. We would appreciate your evaluation of the applicant. Your comments will be used by the Graduate Programs Admission Committee to learn more about the applicant. Your cooperation in completing and promptly returning this form will assist both the applicant and the Graduate Program.

Printed Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

2. How well do you know the applicant? \_\_\_\_\_slightly \_\_\_\_\_average \_\_\_\_\_well

3. What is your relationship to the applicant? \_\_\_\_\_

3. How would you rate the applicant on the following? Please add an explanation if you feel it is warranted. Place a 1, 2, 3 or 4 in the column labeled *Points* for each item. If the Characteristic is not applicable please place a N/A in the points column.

Characteristic	Criteria for Expected Level of Performance				Points or N/A
	1	2	3	4	
Problem Solving Ability	Limited ability to find simple solutions to common problems	With assistance can determine reasonable solutions to common problems and some complex problems	Frequently selects reasonable solutions in common and complex situations	Consistently seeks appropriate solutions in a variety of complex situations	
Maturity	Never displays basic adult behaviors when interacting with others	Interacts maturely in some situations but only when prompted to do so.	Interacts maturely in most situations without prompts.	Consistently interacts in an adult and socially acceptable behavior in all situations	
Initiative and Motivation	Needs multiple prompts to initiate or maintain interest in a project	Selectively shows interest in projects and sometimes initiates actions	Routinely initiates and completes projects especially if encouraged	Consistently enthusiastic in initiating projects and is motivated to see a project to completion	
Ability to do independent work	Never finishes a project independently	Completes independent work with numerous prompts and supervision	Routinely completes independent work with some external support	Consistently completes independent work on time with a high degree of quality	
Oral Communication Skills	Speaks confusingly by changing topics and not completing thoughts	Can simply present orally a single, noncomplex topic	Routinely presents topics orally in a manner understood by most audiences	Articulate in oral speech with flow and completeness in reaching conclusions with multiple points	
Written Communication skills	Written work is disorganized without reaching a conclusion or point with multiple errors in grammar and spelling	Writes simply with some errors in grammar and spelling	Writes clearly in organized fashion with few errors in grammar or spelling	Writes complex ideas in a clear manner without any errors in grammar or spelling	

Please mail this form within one week of receipt to:

Enrollment Services  
 College of Saint Mary  
 7000 Mercy Road  
 Omaha, NE 68106  
 Fax Number: 402.399.2412