Letter of Recommendation

September 25, 2017

West Virginia State University
Biotechnology Graduate Program

name of applicant ________________________________________________________________

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to the student applicant:

The Family Privacy Act allows applicants to inspect and review all materials in their files, except for letters of recommendation written prior to January 1, 1975.

Upon its completion and submission, college faculty will utilize this document to evaluate your qualifications to be admitted into the Biotechnology Graduate Program. It may also be used to assist in the selection of Graduate Assistants. Before submitting this form to the person who will be writing your recommendation, be sure to check one of the following statements relative to the confidentiality of your files.

______ I DO wish to waive my right to see this document

______ I DO NOT wish to waive my right to see this document

signature of applicant, date _________________________________

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to the person making this recommendation

The above-named applicant for admission to the Biotechnology Graduate Program has given your name as a reference. The Program would appreciate your cooperation in providing the following information regarding the applicant's qualifications. References should be acquainted with the applicant's academic ability. Please print or type.

What is your name and title/position? ________________________________________________________________

What is your institution (name and address)? __________________________________________________________

How long have you known this applicant, and in what capacity? _________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________
Using the scale **high, average, low, or cannot judge**, rate the applicant's characteristics with respect to the following criteria. Use your own student body and recent graduates as a reference group. If the applicant is an employee, use other employees with similar backgrounds as a reference group.

<table>
<thead>
<tr>
<th>characteristic</th>
<th>high</th>
<th>average</th>
<th>low</th>
<th>cannot judge</th>
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<tbody>
<tr>
<td>general intelligence</td>
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<td>knowledge of the field</td>
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<td>maturity</td>
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<td>dependability</td>
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<td>work ethic</td>
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<td>research potential</td>
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<td>teaching potential</td>
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</tbody>
</table>

What is your over-all recommendation for this applicant?

________ very strong  ______ strong  ______ average  ______ below average

________ recommend with reservations (please explain below)

On letterhead, please provide additional comments concerning this applicant's strengths and weaknesses. Comments should pertain to the applicant's ability to undertake graduate studies. Be as specific as possible.

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When you have completed this form,

**either** enclose it in a sealed envelope with your signature across the seal, then give it to the student. The student will then include your recommendation with the completed application portfolio,

**or** send this recommendation directly to

Richard Ford  
Coordinator, WVSU Biotechnology Graduate Program  
101D Hamblin Hall  
West Virginia State University  
Box 1000  
Institute WV 25112-1000

[fordri@wvstateu.edu](mailto:fordri@wvstateu.edu)

If you have any questions or comments, please feel free to contact Dr. Richard Ford, Coordinator of the Biotechnology Graduate Program. 304-766-5742

We appreciate your time and effort.