

Off-campus Programs Recommendation Form

To be completed by applicant:

Student's name _____ Date / /

Program _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and sign your name in the space provided so the reference may be advised of your choice.

Confidential File

I grant permission for this letter of recommendation to be held confidential by the Savannah College of Art and Design.

Open File

I retain the choice of having letters of reference available to me.

Student's signature _____ Date / /

To be completed by reference:

The information requested below will assist greatly in the review of this student's application for admission to off-campus programs at the Savannah College of Art and Design. Please elaborate on any item on an attached sheet. Note: The student should provide you with an envelope, which you should seal and initial on the sealed flap after enclosing the completed form. This recommendation form will be submitted by the student with his/her application and is confidential unless the student opts to retain the choice having the letters of reference available to him or her. If you prefer, you may send this directly to the Office of Off-campus Programs, Savannah College of Art and Design, Jen Library, P.O. Box 3146, Savannah, GA 31402-3146 USA.

Name _____ Title _____

Institution _____

How long have you known the applicant and in what context? _____

Rating of individual	Excellent	Good	Fair	Poor	Unknown
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emotional maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to interact with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stress tolerance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective use of time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assertiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability in major area of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scholastic ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you believe the program would benefit from having this applicant participate? _____

Because a program of study off-campus can be both physically and emotionally demanding, please assess the applicant's ability to adjust to new or changing situations or environments.

Reference's signature _____ Date / /