

Letters of Recommendation Guide

- Only agree to write a letter of recommendation if you can write a favorable one. If not, respectfully decline.
- Only talk about what you know of the student as it relates to the classroom or other setting where you have personally observed his/her performance.
- Only share your personal opinion or experience of this person, not information from a third party.
- Be specific about the student's performance and/or character and do not make broad sweeping statements – positive or negative.
- Obtain written permission from a student before making reference to their performance in your class. Only mention their grade in this class, NOT their GPA.
Permission form is available online from the Center for Student Success or the Provost's office.
- You are not obligated to report any knowledge of a student being on academic probation and should refrain from making any comments regarding their cumulative academic record.