Letters of Recommendation

Instructions for the Applicant: Please request a recommendation from two individuals who know you well and can provide an overview of your achievements, scholarship, ambition, relationships and abilities.

Instructions for the Writer of the Recommendation: The person whose name appears below is applying for admission to the Organizational Studies Doctoral Program at Wright State University. Please complete the attached form and return in the self-addressed and stamped envelope provided by the applicant. Please complete this form and mail to:

Ed. D. Applicant Recommendation Letter
490 Allyn Hall Wright State University
3640 Colonel Glenn Highway
Dayton, Ohio 45435

Questions regarding the completion of this form may be addressed to Julia Acosta by e-mail at Julia.Acosta@wright.edu or by phone at (937) 775-2506.

To be completed by the applicant:

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Applicant’s Waiver of Right To Access

The Family Educational Rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission to waive his or her right of access to confidential letters or statements written on his or her behalf if the recommendation is used solely for the purposes of admission and if the candidate, upon request, is notified of the names of all persons making such recommendations on his or her behalf. The university does not require that you make such a waiver as a condition for admission or award of fellowship or assistantship. However, we ask that you indicate your wishes by selecting one of the following statements:

- I hereby waive my right to access all letters of recommendation and any appropriate attachments written on behalf of my application to the Graduate School, Wright State University, and for award of a fellowship or assistantship, if applicable. This waiver is effective insofar as the recommendation is used solely for the purpose of admission or award of fellowship or assistantship, if applicable.
- I DO NOT waive my right to access all letters of recommendation and any appropriate attachments written on behalf of my application to the Graduate School, Wright State University, and for award of a fellowship or assistantship, if applicable.

Signature of Applicant: ________________________ Date: _____________________
To the Writer of Recommendation: Thank you for your willingness to complete this recommendation on behalf of this applicant. Your comments will be an important factor in the admission decision.

1. Please describe how long you have known the applicant and in what context and capacity.

2. This doctoral program calls for serious study, critical reflection and an aptitude for inquiry. From your experience with this applicant, why do you think the applicant is prepared to engage in such a course of study?

3. This doctoral program calls for students with a serious commitment to improving knowledge of organizations and incorporating the new knowledge into leading or learning. From your experience with the applicant, describe how he/she is prepared to engage in such a course of study. Provide specific examples if possible.

4. Please describe how you have observed the applicant demonstrate leadership and what core values appear to guide his/her work.

5. Please provide any additional pertinent comments related to the applicant:

Your name: ____________________________________________________________________
Title/Organization: ______________________________________________________________
Telephone Number: _____________________________________________________________
Signature:__________________________________  Date:____________________________