



Letters of Recommendation Guide

- When asked by students to write letters of recommendation only agree to do so if you can write a favorable one. If not, then respectfully decline.
- When writing the letter 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.
- You should obtain written permission from a student before making reference to their performance in your class and only mention their grade in this class, not their cumulative GPA. Permission form available from the Career Development Center 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.