



PACIFIC LUTHERAN UNIVERSITY

Division of Natural Sciences

Health Sciences Committee

Letter of Recommendation Request and Permission Form

To the applicant requesting a letter of recommendation:

The Family Education Rights and Privacy Act (FERPA) enacted in 1976 requires that you grant permission in writing if you would like information from your educational record released through letters, telephone conversations, or personal interviews.

The letter of recommendation written on your behalf will **not** become part of your educational record, and FERPA does **not** require that you be allowed to review it.

I request that a letter of recommendation be sent directly to the Health Sciences Committee (HSC) at Pacific Lutheran University (PLU). I consent to have information from my educational records released and to have observations and conclusions about my work included in the letter, recognizing that as part of my Health Sciences file, the letter will be used by the HSC in constructing my committee letter of recommendation.

By signing, I waive my right to review the letter of recommendation sent to the Health Sciences Committee.

_____, 20____
Name of applicant (printed)

Applicant Signature and Date

To the person writing the letter of recommendation:

The Health Sciences Committee letter of recommendation addresses the academic abilities, motivation, and personal qualities of the applicant. The purpose of our letter is to address the degree to which we believe the applicant has the ability to be successful in a professional program, the maturity of the applicant's motivation to become a health care professional, the level of commitment of the applicant, and personal qualities which suggest that the applicant will be a dedicated, compassionate health care professional.

We do not provide explicit guidelines for letters of recommendation, since we do not want you to feel constrained when writing your letter. However, any information you provide related to what we typically include in our letter would be helpful. We may quote from your letter, or even include your entire letter along with our committee letter of recommendation.

Your willingness to write a letter, and your prompt response, is appreciated by the applicant who has requested the letter, and by the Health Sciences Committee. Thank you!

Please:

1. Keep this form as a record that the applicant asked you to write a letter of recommendation and consented to the release of information about his/her academic record.
2. Print your letter on personal or professional letterhead.
3. Sign it.
4. Date it.
5. Do not return your letter to the applicant. Send it to:

Coordinator, Health Sciences Committee
Division of Natural Sciences
Pacific Lutheran University
Tacoma WA 98447