

# Medical Laboratory Science Recommendation Waiver

TO APPLICANT: The Family Educational Rights and Privacy Act of 1974 gives students (persons admitted and enrolled in the university) the right to inspect letters of recommendation written in support of an application for admission to the medical laboratory science program. In addition, the law permits students to expressly waive the right to inspect letters submitted on their behalf, although such a waiver must be voluntary and cannot be a condition of admission, award, or employment.

If you wish to waive your right to inspect a letter of recommendation submitted on your behalf, please complete the following forms provided for this purpose and give one completed form to each individual who is asked to submit a recommendation on your behalf. The recommender should then submit the waiver form along with their letter of recommendation either by email ([scanlanp@apsu.edu](mailto:scanlanp@apsu.edu)) or by enclosing the letter and waiver in a sealed envelope with their signature across the seal before returning to the applicant.

If a recommender does not submit a completed waiver form with a letter written on an applicant's behalf, it is assumed that the applicant has elected not to waive access to the contents.

## Waiver of Access to Letters of Recommendation

Student Name (First and Last) \_\_\_\_\_

Email Address: \_\_\_\_\_

I have read and understand the regulation concerning Waiver of Access to Confidential Letters of Recommendation. Having read this information, I choose one of the following options below:

I agree to waive access to this letter of recommendation.

I do not agree to waive access to this letter of recommendation.

Date: \_\_\_\_\_

Applicant signature \_\_\_\_\_

Name of recommender: \_\_\_\_\_

Association with the recommender: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Quick Evaluation Ratings:

	Not Observed	Poor	Below Average	Average	Good	Excellent
Adaptability	NO	1	2	3	4	5
Empathy	NO	1	2	3	4	5
Ethics	NO	1	2	3	4	5
Intellectual Ability	NO	1	2	3	4	5
Interpersonal Relations	NO	1	2	3	4	5
Judgement	NO	1	2	3	4	5
Leadership	NO	1	2	3	4	5
Oral Communication	NO	1	2	3	4	5
Professionalism	NO	1	2	3	4	5
Reliability	NO	1	2	3	4	5
Written Communication	NO	1	2	3	4	5

Please attach your letter of recommendation to this evaluation.