

DEAN'S REFERENCE FORM

SECTION 1 (TO BE COMPLETED BY APPLICANT)

Please complete the top portion of this form, and give this form to the Dean of Students or Registrar from **each** institution you attended. Please type or print. **This form must be completed by a dean or other college official who has access to your disciplinary record and your academic record.**

Name of Applicant: _____
Last First Middle

Former Name(s) if any: _____ Date of Birth: _____
mm/dd/yyyy

Address: _____
Number and Street City State Zip

School: _____
Official Name City State Zip

In accordance with the Federal Family Education Right and Privacy Act, matriculating students have access to their application files. The act further provides that you may waive your right to see your evaluation.

*** I understand that this evaluation will be used for admission purposes only. Further, I understand the "Family Educational Rights and Privacy Act" of 1974, and in accordance with this law I hereby: (check one)**

Waive my right to access this evaluation
Do not waive my right to access this evaluation

Applicant Signature: _____ Date: _____

SECTION 2 (TO BE COMPLETED BY ACADEMIC DEAN, DEAN OF STUDENTS, OR REGISTRAR)

The above named student has applied for admission to Lenoir-Rhyne University. We appreciate your willingness to assist Lenoir-Rhyne in assessing this student's qualifications for admission. Please complete this form as thoroughly as possible. Your prompt attention to this matter is greatly appreciated. You may either submit the completed form in a signed and sealed envelope to the student or mail directly to:

Lenoir-Rhyne University
Office of Enrollment Management
PO Box 7227
Hickory, NC 28603

1) Is the student currently in good academic standing? Yes _____ No _____

If no, please explain: _____

2) Was the student involved in any disciplinary action? Yes _____ No _____

If yes, please explain the nature of the offense and action taken: _____

3) Is the student eligible to return to your institution? Yes _____ No _____

4) The student is attending/has attended your institution from _____ to _____
Month/Year Month/Year

