



Reference - Academic Advisor

APPLICANT: PLEASE COMPLETE THIS SECTION

Applicant's Name _____

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following statement:

I, _____, waive my right to access this evaluation.

Signature _____

Date _____

TO THE ACADEMIC ADVISOR:

The Howard University Independent Exchange Program (HUIEP) provides students with the opportunity to attend another university within the United States for up to one year. Students that participate in HUIEP take advantage of the unique geographic, cultural, and academic characteristics of the institution and region.

In making decisions on the appropriateness of a student's participation in the exchange, we need to know about their motivation, adaptability, academic skills, and those personal qualities that will give students the ability to benefit fully from the exchange experience. We we appreciate any observations that will assist us in evaluating the present applicant, of special interest are qualities such as competence, independence, assertiveness, resourcefulness, quality of performance, confidence, social skills, open-mindedness, and integrity.

Please indicate the basis and extent of your acquaintance with the applicant. Placing your remarks in a comparative perspective will further assist the domestic exchange office in reaching a decision about the applicant.

In summation, please state frankly your opinion of this applicant's chances for academic and non-academic success in an exchange program, weighing both strong and weak points.

Occasionally, an academic advisor has not had enough contact with a student to do an adequate personal evaluation. However, in that situation we would like a statement regarding your willingness to work with the student to determine where courses taken at the host campus will fit into the student's home academic program. We would also like to know the appropriateness of exchange at this time in the student's program of study. We are particularly concerned that the student will not be hurt academically by participating in the HUIEP. Those statements can be entered in section 4 on the reverse side of this form.

1. How well do you know the applicant? (Check the most appropriate response.)

- Extensive contact in a variety of settings
- Well acquainted in classroom or campus environment
- Limited contact in classroom or campus environment
- Other _____

2. In comparison with other students whom you have known at comparable stages of their education, please rate the applicant in these areas. (Circle the most appropriate response.)

	Excellent	Very Good	Average	Below Average	Unable to Judge
Academic Ability	4	3	2	1	X
Maturity	4	3	2	1	X
Cooperation and Adaptability	4	3	2	1	X
Initiative and Motivation	4	3	2	1	X
Social Skills	4	3	2	1	X
Open-mindedness	4	3	2	1	X
Integrity	4	3	2	1	X
Independence	4	3	2	1	X
Resourcefulness	4	3	2	1	X
Self-Confidence	4	3	2	1	X

3. Exchange to another campus would be appropriate for the applicant: ___ Yes ___ No

4. REMARKS

Based on your knowledge of the applicant, please comment on his/her chances for success and what would be gained from an exchange experience.

Name (please print)	Position or Title
Phone	E-mail Address
Signature	Date

