REQUEST FOR RECOMMENDATION

Students requesting recommendations should complete the Request for Recommendation form before contacting the faculty member. According to the Handbook for the Art Department, the following schedule for making a request should be adhered to:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Lead time</th>
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<tbody>
<tr>
<td>First or last week of a term</td>
<td>Four weeks</td>
</tr>
<tr>
<td>Between Nov. 15 and Jan. 15</td>
<td>By October 21</td>
</tr>
<tr>
<td>Other holiday periods or breaks</td>
<td>Four weeks</td>
</tr>
<tr>
<td>Summer</td>
<td>By May 1</td>
</tr>
<tr>
<td>All other times</td>
<td>Three weeks</td>
</tr>
</tbody>
</table>

For requests with different deadlines, use the earliest deadline to determine your lead time. It is often beneficial to do many recommendations at one time.

Copies of recommendations may not necessarily be provided to the student, but requests will be reviewed on an individual basis. It is customary that students provide envelopes and postage unless other arrangements are made. See the Handbook for further information about requests for recommendations.

To:_________________________________________________________________

Professor’s Name

From:_______________________________________________________________

Student’s name as it appears on application.

Date Submitted:______________________________   Phone:___________________________

List classes you took from this professor and the date (term) in which you were enrolled:

Class________________Date_______________Class________________Date______________
Class________________Date_______________Class________________Date______________
Class________________Date_______________Class________________Date______________
Class________________Date_______________Class________________Date______________
Class________________Date_______________Class________________Date______________
Name and Complete Address of Program or Employer:

1. ___________________________________ Due Date:___________________________________
   __________________________________ Program or position applied for:_________________
   __________________________________ Check one:  ____Form provided  ____Letter required.

2. ___________________________________ Due Date:___________________________________
   __________________________________ Program or position applied for:_________________
   __________________________________ Check one:  ____Form provided  ____Letter required.

3. ___________________________________ Due Date:___________________________________
   __________________________________ Program or position applied for:_________________
   __________________________________ Check one:  ____Form provided  ____Letter required.

4. ___________________________________ Due Date:___________________________________
   __________________________________ Program or position applied for:_________________
   __________________________________ Check one:  ____Form provided  ____Letter required.

5. ___________________________________ Due Date:___________________________________
   __________________________________ Program or position applied for:_________________
   __________________________________ Check one:  ____Form provided  ____Letter required.