



Recommendation Release Form

STUDENTS: Complete this form and return to Student Services to be uploaded to your My Pulse account under Document Tracking.

FACULTY/STAFF: If a recommendation contains any non-directory information (i.e. religion, citizenship, disciplinary status, ethnicity, gender, GPA, test scores, grades, standardized test scores, marital status etc.) then a written authorization is required. This includes recommendations being sought by educational institutions including professional school admissions services, employers, or other individuals.

DIRECTORY INFORMATION: The College defines directory information as the following: student's name, address, telephone number, e-mail address; dates of attendance; previous institutions attended; major(s); degrees and awards received; honor's conferred (including dean's list); degree candidacy; status (full or part-time); and date of birth. Directory Information can be included in a letter of recommendation without a student's written authorization.

NON-DIRECTORY INFORMATION can be included in a recommendation only with a student's written consent. Last four of SSN Student's Name (please print) Phone E-mail I hereby give permission to: _ (name of faculty/staff member) To disclose the following non-directory information items in my letter(s) of recommendation: ☐ Grades (exam scores, quizzes, etc.) ☐ GPA information ☐ Other (please specify) _ Signature Date THE PERSON(S) NAMED ABOVE ARE AUTHORIZED TO PROVIDE INFORMATION TO: Name Address City State Zip Name Address City State Zip Address Name City State Zip FOR OFFICE USE ONLY: Uploaded to CAMS_