

The University of Iowa Academic Advising Center Recommendation Letter Waiver/Consent

I authorize the following release:

1) This release applies to _____ at the Academic Advising Center.
(advisor)

- 2) I **waive** the right to review the requested letter of recommendation.
 I **do not waive** the right to review the requested letter of recommendation.

- 3) I authorize the use of the following information:
- Any transcript information
 - Major and degree sought
 - GPA and specific course information

4) Purpose of the disclosure:

- Graduate or professional school recommendation
- Scholarship recommendation
- Study abroad recommendation
- Employment recommendation
- Internship recommendation
- Other (specify):

Name

Signature

Date

5) Individual or institution to whom the disclosure can be made:

Individual/Institution	Date Req.	Date Sent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(See instructions on reverse)

Advisor: _____

Waiver for Recommendation Letter Guidelines

Academic Advising Center

This document sets forth policy and guidelines for the use of waivers for letters of recommendation and the central storage of recommendation forms and letters. This policy and its guidelines should be consistently followed for all students requesting recommendation letters of any kind.

Policy. Advisors must obtain a signed waiver form from each student who requests a recommendation letter of any kind (scholarship, professional school, etc.). The signed waiver form shall be scanned into a PDF and uploaded to the advisor's recommendation letter folder at M:\Letters. Letters are kept for five years and then may be deleted.

Here are the guidelines for this policy.

1. The Advising Center waiver form is available in each of the handout areas. Provide the form to each student who requests recommendation letters and collect the completed form.
2. For requests involving recommendation forms that include institutional waivers, ask the student to sign the Academic Advising Center waiver form as well. Be sure the waivers are consistent.
3. Scan the Recommendation Letter Waiver form (as well as any institutional waiver forms the student provides) to create PDF files. Save these to your recommendation letter folder at M:\Letters.
4. In the event that a student requests to see his or her recommendation letter(s), the advisor is in charge of monitoring the waiver release. Only students who have not waived their right will be allowed to read their recommendation letter(s).
5. It is strongly recommended that advisors ask at least one other advisor to read a draft of each recommendation letter.
6. As a part of the annual evaluation process, each advisor's M:\Letters file will be reviewed to make sure that letters and waivers are being placed in the file.