

Asking for a Letter of Reference

1. You must have completed at least one full class with me, earning a grade of “B” or better - ideally, you would have earned an “A”. This is because I am asked to rank you against all other students I have taught. I have to be honest in my assessment.
2. Send me an email in which you ask if I can write a letter of reference. In this email you must include:
 - a. What you are applying for
 - b. When the letter of reference is due – **I need a minimum of 3 weeks’ notice**
 - c. The course(s) you took with me, and the semester(s) that you took the course(s). For example: World Regional Geography, Spring 2018
3. I will reply to your email and let you know whether I am able to write a letter for you.
4. If I say yes to your request, you must:
 - a. Send me a completed and stamped “FERPA Release and Student Reference Request”. **By law, I cannot write a reference without this form.** To access the form, log in to eWOLF, go to the Student Resources drop-down menu, select Student Forms. Instructions are also [here](#).
 - b. Send me your resume
 - c. Send me a paragraph in which you explain your goals with regard to the college, scholarship, or job for which you are applying