Letter of Recommendation for the BSAN Minor

Applicant name: _____ JMU ID: _____

COB 291 professor's name: _____ Semester COB 291 completed: _____

For application to the Business Analytics (BSAN) minor, you are required to submit a letter of recommendation form from your COB 291 Business Analytics II instructor. **This form requires your signature. You are then responsible for delivering it to your COB 291 instructor. Instructors will submit the completed form on your behalf.**

Under the federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing and assessing a recommendation may attach more significance to it if it is known that the recommendation will remain confidential. It is your option to waive your right to access this recommendation or to decline to do so. Please mark the appropriate phrase below, indicating your choice, and sign your name:

☐ I waive my rights to future access to this recommendation.

☐ I do not waive my rights to future access to this recommendation.

_____ _____

Signature of applicant   Date

TO BE COMPLETED BY THE COB 291 INSTRUCTOR

The student whose name appears above has applied to minor in Business Analytics. We would appreciate your candid appraisal of this applicant relative to other COB 291 students you have instructed.

	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	Unable to Judge
Quantitative reasoning skills						
Spreadsheet proficiency						
Interest in analytics						
Work ethic						
Professionalism						

What is your overall recommendation?

☐ Strongly recommend   ☐ Recommend   ☐ Recommend w/ reservation ☐ Do not recommend

_____ _____

Instructor Signature   Email address

Instructors: Please submit the completed form to Mary Domzalski, CIS & Business Analytics Administrative Assistant via domzalmm@jmu.edu. Thank you for your assistance.