Graduate Programs Practice for applicants who do not waive their right to view Letters of Recommendation

If applicants do NOT waive their rights, they have the option to request to review letter of recommendation and/or recommendation forms submitted on their behalf.

Applicants must make a CREDIBLE request. Meaning:

* The request must be made in writing (email, written letter, fax, scanned letter, etc.)
* The applicant must specify from which recommender(s) they are requesting to review letters of recommendation(s) or recommendation form(s) they are requesting

If the applicant makes a credible request, they may review the recommendation letter(s) or form(s) under the following circumstances:

The applicant may only review in person at the Graduate Admissions office by appointment

The applicant will be notified within 5 business days of making their request about available appointments