

STUDENT REFERENCE

Faculty and staff members may receive reference requests from students who are seeking employment, housing, volunteer work, and scholarship and related opportunities; the faculty member or staff member may serve as a reference or decline to do so. If the faculty member or staff member chooses to serve as a reference, the following procedure is to be followed:

- The student is to initiate the Student Request for a Reference Form (<https://staff.dunwoody.edu/Forms/default.aspx?RootFolder=%2fForms%2fShared%20Documents%2fStudent%20Record%20Forms&FolderCTID=&View=%7b2C88F1E8-D841-4E9C-847F-587CEA69046D%7d/>), which can be obtained from the Dean of Students.
 - The form is to be signed by the student, thereby giving the faculty member or staff member the permission to serve as a reference and acknowledging agreement of what will/will not be divulged.
 - The form is to be signed by the faculty member or staff member, thereby acknowledging agreement of what will/will not be divulged.
- The student and faculty member or staff member are to meet and mutually agree upon topics for conversation. There should be a clear discussion between the student and the faculty member or staff member about what will be said, how it will be said, and what will not be said.
 - The following are guidelines for this discussion (The reference should be contained to information observed in class, through student groups, etc.):
 - Proficiency with tools and equipment
 - Quality of class projects
 - Work ethic
 - Observance of safety procedures
 - Ability to work independently and in teams
 - Honors and awards earned
 - Official graduate status (only if verified through the Registrar)
 - The reference should not divulge:
 - GPA
 - Specific attendance patterns
 - Personal information
 - Other institutions where student may be applying
 - Anything that could harm, defame, or cause the student to be viewed as unemployable in any way

Faculty or staff members may NOT serve as a reference for a student worker. A student worker's request for a reference MUST be forwarded to Human Resources.