

RECOMMENDATION LETTER POLICY

I can give you a recommendation letter if you meet at least one of the following criteria:

1. *I was:*
 - *your thesis advisor/coadvisor;*
 - *involved in a research project that you also participated in,*
 - *your thesis evaluation committee member.*
2. *You took graduate or undergraduate level courses from me:*
 - *one or more graduate level courses, in which you attended at least 90% of the lectures, participated in class discussions, submitted your carefully prepared homeworks on time, completed a term project successfully, and received a good grade (BA/AA),*
 - *one or more undergraduate level technical elective courses, in which you attended at least 90% of the lectures, participated in class discussions, submitted your carefully prepared homeworks on time, completed a term project or laboratory sessions successfully (if it applies), and received a good grade (BA/AA),*
 - *one or more required undergraduate courses with multiple class sections, in which you attended at least 90% of the lectures **IN MY SECTION**, and received a good grade (BB/BA/AA).*
3. *I was your academic advisor, even though you did not take any of my courses.*

If you believe that you meet these criteria (at least one of them), please follow these steps to request a recommendation letter:

1. *Contact me via e-mail **AT LEAST ONE MONTH BEFORE** your earliest application deadline. If you do not contact me early, I cannot guarantee to write a recommendation letter for you, even if you meet the above criteria.*
2. *In this e-mail,*
 - a. *briefly explain your situation (why do you need a recommendation letter, which criteria from the above list that you meet, or if you do not meet any of them, let me know how I can contribute any valuable knowledge in a recommendation letter for you),*
 - b. *send me your CV, current transcript, and if possible, your statement of purpose,*
 - c. *list the universities, companies, etc. that you plan to apply along with their application deadlines.*

We will determine how to proceed after these two steps.

Y. S. D.