

**President's Medal for Outstanding Undergraduate Student
President's Medal for Outstanding Graduate Student
SUNY Chancellor's Award for Student Excellence**

Dear Buffalo State Faculty or Staff Member:

Thank you for your effort in recognizing a Buffalo State student for his or her academic and leadership excellence by submitting a nomination letter for the prestigious President's Medal for Outstanding and/or the SUNY Chancellor's Award for Student Excellence. These awards are the highest honors given to Buffalo State and SUNY members of the current graduating class. It is the rare and exceptional student who is nominated, and your letter of nomination should reflect such.

The awards are separate and distinct, with their own specific sets of criteria. Please see <https://studentaffairs.buffalostate.edu/presidents-medal-outstanding-student-suny-chancellors-award-student-excellence> for the sets of criteria for each award. A nominee may meet the criteria for both awards and your one nomination letter can be applicable to both in such cases. A selection committee convened by Interim Vice President Dr. Wayne Brumfield will make its recommendation in mid-January to the President for selection of the President's Medal recipients—one undergraduate student and one graduate student, who each will deliver the student address at commencement at their respective ceremonies—and for selection of Buffalo State nominees to forward to SUNY for the Chancellor's selection. It is most important that your nomination letter address how your student nominee excels in meeting the criteria for the particular nomination(s).

Please use the categories below as a checklist to prepare your letter. The categories do not need to be addressed in any particular order, and your comments should flow like a letter of nomination and not a form letter. Provide your nominee with an original hardcopy and electronic format on Buffalo State letterhead over your signature and include your contact information.

Please do not hesitate to contact the Student Affairs Office with any questions about your nomination letter, or the selection committee co-chair, Dr. Gehan Senthinathan, Assistant Professor for Social & Psychological Foundations. Stacy Erokwu from Student Affairs can be reached at erokwusc@buffalostate.edu, (716) 878-4704. Dr. Gehan Senthinathan can be reached at senthig@buffalostate.edu, (716) 878-6771.

Thank you for making the time to nominate a deserving student.

**Elements to include in the nomination letter for
President's Medal for Outstanding Student and
SUNY Chancellor's Award for Student Excellence**

- Dear Selection Committee
- I am please/honored to nominate
 - Include student full name
 - State the award(s) for which you are nominating the student
- Your relationship to student (faculty, adviser, coach, research mentor, etc.) and how you know the student (faculty, adviser, coach, undergraduate research mentor, graduate research mentor, etc.)
- General comments on overall excellence or in a particular area that meets or exceeds the criteria for the award(s).
- Your motivation for nominating the student.
- How your nominee meets the following criteria (not all students will fit all criteria).
 - **Academic Excellence:** significant academic, research, and/or independent study accomplishments, experiences while a student at Buffalo State.
 - **Arts:** Accomplishments and contributions in your particular discipline, If you are a performer, artist, craftsperson, or similar.
 - **Citizenship:** As measured by community service, the quality of extracurricular activities, and/or involvement in professional organizations.
 - **Campus Involvement:** As measured by significant accomplishments, contributions, or experiences in campus involvement while a student at Buffalo State.
 - **Leadership/Creativity:** Documented local, state, national, or international recognition for excellence (e.g., recipient of major national scholarships or athletic awards, or recognition by national and international associations and honor societies).
 - **Athletics:** for the nominee who is an athlete, coach, etc., describe accomplishments in the particular sport(s).
 - **Career Achievement (including career preparation):** significant accomplishments or experiences as a pre-professional, professional, or in career achievement while a student at Buffalo State. This can include internships, co-ops, accomplishments in student chapters of professional organizations, etc.
 - **Military Service:** Awards, decorations, or special recognitions
- Include any awards, honors, recognitions, merit-based scholarships of which you are aware that are pertinent to the criteria of the awards and attest to the nominee's character.
- Closing and your contact information.