

Honors College P. O. Box 1420 Lumberton, NC 28360 honors@robeson.edu

## Honors College Reference Letter Instructions

To the Writer of the Reference:

- 1. Under the provisions of the family Educational Rights and Privacy Act of 1974, the applicant has the option of waiving the right of access to her/his evaluation. Please determine which option the applicant has chosen. If the applicant has neglected to sign the form and check an option, please return the evaluation form to the applicant to be signed. Remember, the signature gives you written permission to evaluate the applicant "in accordance with your own professional and ethical standards."
- 2. On the evaluation form, please provide ratings as well as a written statement regarding the candidate's general ability.
- 3. Please place the completed form into an envelope and write your signature across the sealed flap. Return the form to the applicant.



Honors College P. O. Box 1420 Lumberton, NC 28360 honors@robeson.edu

## Honors College Reference Letter Waiver

Reference for:	
-	Applicant's Name
Date:	

Dear \_\_\_\_\_\_Name of Reference

This letter is a request that you evaluate my qualifications and suitability for admission to the Honors College at Robeson Community College according to my performance with you as my

teacher	supervisor	employer	and/or other
louonor	3upci v1301	Cimpioyei	

(circle appropriate one/s). I hereby grant you permission to rate my personal and professional traits below in accordance with your professional and ethical standards. This letter will become part of my admissions file. Thank you for your assistance and time.

□ I do not waive my rights of access to this evaluation and ask that it be non-confidential.

□ I hereby waive my right of access to this evaluation and ask that it be confidential.

Applicant's Signature:

Applicant's Date of Birth:

## RCC HONORS COLLEGE REFERENCE LETTER

\_\_\_\_\_\_ has applied for admission into the Honors College at Robeson Community College. We would like your evaluation of the candidate's suitability for this program. The information you provide will be treated confidentially.

- 1. What is your relationship with the candidate?
- 2. How long have you known the candidate?
- 3. In a paragraph below, please explain in your own words why this candidate would be successful in a rigorous academic program. You may enclose a typed letter instead.

4. Please rate the candidate in each of the categories below.

	EXCELLENT	VERY GOOD	GOOD	AVERAGE	FAIR	NOT OBSERVED
Self-motivation						
Intellectual Curiosity						
Attitude towards workload						
Interest in community involvement						
Time management skills						
Emotional stability						

Date

Printed Name & Signature

Phone Number

With my signature, I certify that the information I have provided is true.