

COLLEGE INSTRUCTOR EVALUATION – TRANSFER

TO THE APPLICANT:

After completing all the relevant questions below, give this form to an instructor who has taught you in a full-credit college class. If you are applying to the Pratt School of Engineering, one recommendation should be from a math or science instructor.

Legal Name: \_\_\_\_\_  
Last (family) First Middle Jr., III, etc. Preferred First Name

Date of Birth: \_\_\_\_\_  female  male  
mm/dd/yyyy

Mailing Address: \_\_\_\_\_  
Street City State/Country Zip/Postal Code

Current College: \_\_\_\_\_ CEEB/ACT Code: \_\_\_\_\_  
Official Name

Current College Address: \_\_\_\_\_  
City State/Country Zip/Postal Code

APPLICANT'S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENT:

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Duke University have access to their educational records, including letters of recommendation on file.

- I hereby freely and voluntarily waive my right of access to any information contained in this recommendation form and agree that the statement will remain confidential.
- I prefer not to waive my right so that I may request to see the information on file after enrolling at Duke University.

Required Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yyyy

TO THE INSTRUCTOR:

Your candid assessment of this student's academic performance, intellectual promise, and personal qualities is very important to the Admissions Committee. Because of federal legislation giving students access to educational records upon enrollment, Duke University cannot guarantee the confidentiality of your statement unless the applicant has waived his or her right of access. However, students who are not admitted or who do not enroll at Duke will not have access to this recommendation.

Instructor's Name (Mr./Mrs./Ms./Dr.): \_\_\_\_\_ Title/Position: \_\_\_\_\_  
Please print clearly

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yyyy

College or University: \_\_\_\_\_ Number of Years Teaching: \_\_\_\_\_

Instructor's Email: \_\_\_\_\_ Instructor's Telephone: \_\_\_\_\_

How long have you known this student and in what context?

List the courses you have taught this student, noting for each the student's year in school (first-year, sophomore, etc.) and the level of course difficulty (100-level, 200-level, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of your knowledge, has the student's academic or personal integrity ever been in question?  Yes  No  
 If yes, or if you are unable to answer, please provide attach a complete explanation.

Compared to other students to whom you have taught this class, how do you rate the student in terms of:

No Basis		Below Average	Good or Average	Excellent (very strong)	Outstanding (top 5%)	One of the best I've Encountered (top 1%)
	Academic achievement					
	Intellectual promise					
	Quality of writing					
	Creative, original thought					
	Productive class discussion					
	Respect accorded by faculty					
	Disciplined work habits					
	Maturity					
	Motivation					
	Leadership					
	Integrity					
	Reaction to setbacks					
	Concern for others					
	Self-confidence					
	Initiative, independence					
	OVERALL					

Please write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us differentiate this student from others. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.)