

## Instructions for Professor Recommendations

### Transfer Application for Fall 2013 Admission to Project STEPP at East Carolina University

This student has requested that you serve as a reference for his/her application for admission to East Carolina University through the Project STEPP program. Project STEPP is a comprehensive support program for students with specific learning disabilities. This program provides an opportunity for a select group of motivated and committed students to earn a four-year college degree while receiving a higher level of support than is generally available at the college or university level.

Because Project STEPP is a highly specialized program that accepts only a small cohort of students each year, we are able to consider a much wider range of application materials than traditional university admissions offices. In addition to the typical predictors of student success (e.g., GPA, SAT/ACT scores, etc.), we look at other indicators such as the student's intellectual and achievement profile, accommodations, essay / writing sample, and personal interview.

As a classroom professor, your recommendation is a very important part of the selection process, as you can provide a unique perspective on a student's skills, abilities, and self-determination. We encourage you to give careful thought to your appraisal of the applicant as you respond to the questions on the recommendation form. We have also included some basic information about Project STEPP below, and we encourage you to review this information to help you formulate and target your assessment of the applicant's fit with the program. If you would like to submit additional information about the applicant beyond what the form asks (such as an assessment of the student's potential to be successful in the university setting), please feel free to attach a letter or additional paper. **When your recommendation is complete, please mail it to the following address:**

Project STEPP, Attn: Emily Johnson  
East Carolina University  
Joyner Library  
1000 East Fifth Street  
Mail Stop #516  
Greenville, NC 27858-4353

#### Project STEPP...

- offers academic, social, and life-skills support to a select number of motivated and committed students who show the potential to succeed in college.
- provides intensive supports well beyond the services legally required at the university level.
- accepts only students with documented learning disabilities (LD). Support for students with other disabilities (such as ADHD, autism, etc.) is available at ECU, but not through Project STEPP.
- operates on an accelerated admissions timeframe. Students generally apply to Project STEPP during the spring of their junior year in high school and know whether they have been accepted by late summer before their senior year. Transfer students apply one and a half years before their intended start date at ECU. This timeframe allows us to provide a full year of transition supports before matriculation.
- accepts 10 new students per year. Both true freshmen and transfer students are welcome to apply.
- accepts students who may or may not be traditionally admissible to ECU. However, Project STEPP cannot accept students in the Occupational Course of Study directly out of high school.
- provides a broad spectrum of supports and services throughout the student's college career, including tutoring, mentoring, structured study hall, advising, a series of learning and study-skills courses, assistive technology, social support, and referral to additional resources as needed.
- does not charge any additional fees for services.
- does not limit a student's choice of major at ECU.

**Thank you for participating in the Project STEPP admissions process. We appreciate your input!**

**Please contact us (252.737.2275 or johnsonem@ecu.edu) if you have any questions.**

**Professor Recommendation Form**

**Transfer Application for Fall 2013 Admission to Project STEPP at East Carolina University**

**Section I – To be completed by the applicant**

Applicant's Name \_\_\_\_\_

This recommendation will be:       Held in confidence       Open to my review upon admission

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II – To be completed by the reference**

Name of Reference \_\_\_\_\_

Title/Employer \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

In what course(s) have you taught the applicant? \_\_\_\_\_

May we contact you for more information?  Yes  No If yes, email or phone #: \_\_\_\_\_

What are the applicant's strengths in relation to the pursuit of a college degree? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your areas of concern for this applicant in relation to the pursuit of a college degree? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you foresee the applicant's learning disability impacting his/her performance in a university setting?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Using the scale provided, please evaluate the applicant on each characteristic listed below.**

	Poor (1)	Below Average (2)	Average (3)	Above Average (4)	Superior (5)	Unable to Judge
Academic Aptitude						
Academic Performance						
Organizational Skills						
Self-Determination (Goal-setting and follow through)						
Study Habits and Skills						
Self-Advocacy						
Social Skills						
Motivation and Persistence						
Ability to accept and respond to constructive feedback						
Overall Readiness for a 4-Year College/University						