



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

Honors Program 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.



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Honors Program 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 Program at Robeson Community College according to my performance with you as my teacher supervisor employer and/or other _____

(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 PROGRAM

REFERENCE LETTER

_____ has applied for admission into the Honors Program 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						
Academic writing skills						

Date

Printed Name & Signature

Phone Number

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