



# Transfer Recommendation

**PURPOSE:** This form is to be used when a student from another interior design program applies to be accepted as an Interior Architecture and Design major at the University of Tennessee at Chattanooga.

Fill in the shaded section below and give this form to a professor with whom you have taken classes (interior design professor is preferred). Ask the professor to answer the questions, sign the form, and send to The UTC Interior Architecture and Design Program, Dept 4204, 615 McCallie Ave., Chattanooga, TN 37403. They may email the completed form to [Jessica-Etheredge@utc.edu](mailto:Jessica-Etheredge@utc.edu) if preferred. Questions can be directed to (423)425-1718.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Permanent Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ I waive the right to access this form      \_\_\_\_\_ I do not waive the right to access this form

Signature: \_\_\_\_\_

**The following questions are to be answered by the person recommending the applicant. Attach a separate sheet if you need more space.**

- 1) How long and in what capacity have you known the applicant? \_\_\_\_\_  
 \_\_\_\_\_
- 2) What is the applicant's current status at your school?  
 Enrolled (mo/yr): \_\_\_\_\_ Withdrawn (mo/yr): \_\_\_\_\_  
 Suspended (mo/year): \_\_\_\_\_ Graduated (mo/yr): \_\_\_\_\_
- 3) What are the applicant's outstanding personal and/or academic characteristics? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4) Does the applicant have any limitations that may require special consideration? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



5) Please rank the applicant on the following attributes:

| The student...  | Strongly Agree | Agree | Sometimes | Disagree | Strongly Disagree | Unknown |
|---|----------------|-------|-----------|----------|-------------------|---------|
| Displays positive outlook and pleasant manner               |                |       |           |          |                   |         |
| Acts in a professional manner                               |                |       |           |          |                   |         |
| Participates in class                                       |                |       |           |          |                   |         |
| Uses time effectively                                       |                |       |           |          |                   |         |
| Displays confidence and maturity                            |                |       |           |          |                   |         |
| Turns assignments in on time                                |                |       |           |          |                   |         |
| Works in an organized manner                                |                |       |           |          |                   |         |
| Punctual to class and field trips                           |                |       |           |          |                   |         |
| Exhibits the ability to learn new skills                    |                |       |           |          |                   |         |
| Expresses ideas and thoughts clearly in writing             |                |       |           |          |                   |         |
| Expresses ideas and thoughts clearly verbally               |                |       |           |          |                   |         |
| Exhibits good listening and comprehension                   |                |       |           |          |                   |         |
| Follows instructions and directions                         |                |       |           |          |                   |         |
| Gathers and analyzes information skillfully                 |                |       |           |          |                   |         |
| Works cooperatively in group situations                     |                |       |           |          |                   |         |
| Adapts to new technologies                                  |                |       |           |          |                   |         |
| Competent in skills and knowledge                           |                |       |           |          |                   |         |
| Commits to doing best job possible                          |                |       |           |          |                   |         |
| Applies feedback to improve performance                     |                |       |           |          |                   |         |
| Completes work in a timely manner                           |                |       |           |          |                   |         |
| Has potential for success in the Interior Design profession |                |       |           |          |                   |         |

Other Comments:

The applicant is:            \_\_\_\_\_ Recommended  
    \_\_\_\_\_ Recommended with Reservation  
    \_\_\_\_\_ Not Recommended