

The University of Tennessee at Chattanooga
Department of Interior Design
Transfer Recommendation

PURPOSE: This form is to be used when a student from another interior design program applies to be accepted as an Interior 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 Department of Interior Design 4204, 615 McCallie Ave., Chattanooga, TN 37403. Questions can be directed to (423)425-4550.

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Enrolled (mo/yr): _____ Withdrawn (mo/yr): _____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