

# FRESNO STATE

Lyles College of Engineering

Dear Prospective Lyles College of Engineering Honors Program Student,

We are pleased that you are interested in applying to the Lyles College of Engineering (LCOE) Honors Program at Fresno State. The LCOE Honors Program is unique in that it provides an opportunity to participate in an engineering-specific honors program that directly relates to one of our nationally accredited programs in Civil Engineering, Computer Engineering, Electrical Engineering, Geomatics Engineering, Mechanical Engineering, and Construction Management. The program emphasizes Academic Excellence, Leadership, and Professional Service, and provides opportunities to explore Entrepreneurship, Innovation, and a Global Perspective.

Minimum requirements for consideration of admission to the LCOE Honors Program include all of the following criteria under classification as a “**High School Student**” or as a “**Transfer Student**”:

**High School Student:** must meet at least two of the following: 1200 (27) Minimum Composite SAT (ACT) Score, 3.80/4.00 Minimum Un-weighted GPA, Ranked in Top 15% of Graduating Class

**Transfer Student:** Minimum Un-weighted GPA of 3.80/4.00 from Current Academic Institution

**Please review the application form carefully, and ensure that you meet the necessary qualifications for the program. While the requirements stated above are generally accepted as the minimum requirements within the Lyles College of Engineering, if you believe that your work and abilities merit our consideration, we encourage you to apply and provide adequate documentation.**

If admitted, each LCOE Honors Program recipient will receive an annual LCOE Honors Scholarship (renewal of which contingent upon satisfactory completion of academic and program requirements each year), covering in-state tuition and fees up to a maximum of eight semesters for incoming freshmen and four semesters for incoming transfer students. The scholarships are awarded from one of several sources such as the Husband-Boeing Honors Scholarship Fund, the Lyles Family Honors Scholarship Fund, or the Miyamoto-Lockheed Martin Honors Scholarship Fund.

As an LCOE Honors Student, you will also have access to individualized learning options, involvement in research projects, interaction with industry leaders, opportunities for internships, and will gain experience with hands-on learning. Upon completion of the program, an LCOE Honors student will graduate with “College Honors”, as indicated on all official transcripts as well as the student’s diploma.

We encourage you to complete the application by carefully following all of the listed instructions to ensure that you have accurately represented your qualifications. If you have any questions or need additional information, please contact:

Dr. Gregory Kriehn  
Honors Program Director  
Lyles College of Engineering  
Phone: 559-278-8811  
E-Mail: [gkriehn@csufresno.edu](mailto:gkriehn@csufresno.edu)

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Associate Dean  
Lyles College of Engineering  
Phone: 559-278-2500  
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**Fresno State, Lyles College of Engineering  
Honors Program Application for 2018-2019 Academic Year**

## MANDATORY APPLICATIONS

To apply to the LCOE Honors Program, completion of the applications listed below is **MANDATORY**.  
**Your application will not be considered if all three applications have not been completed.**

### 1. COMPLETE THE FRESNO STATE UNDERGRADUATE ADMISSION APPLICATION

- The Fall 2018 Fresno State application period is between **October 1, 2017 – November 30, 2017**. Applications to Fresno State can be submitted at: <https://www.csumentor.org/>.
- Due to the number of applications received and limited state funds, Fresno State will only consider admissions applications during this time period. We strongly recommend applying in early October, or as soon as possible.
- After applying to Fresno State, you will receive a Letter of Acknowledgement that includes your Fresno State nine-digit identification number and instructions on setting up your Fresno State e-mail account.
- After creating your Fresno State e-mail account, you can view the status of your application in your Student Center at: <https://my.fresnostate.edu/>. Fresno State policy dictates that all communication regarding your application status will be communicated to you via this account.
- You will need your Fresno State ID number to access the LCOE Honors Scholarship Application online via the Fresno State Scholarship website (See Step 2).
- Admission to the LCOE Honors Program is contingent upon meeting all university admission requirements.
- **Fresno State Application Deadline: November 30, 2017.**

### 2. FRESNO STATE SCHOLARSHIP APPLICATION

- The Fall 2018 Fresno State Scholarship application period for the LCOE Honors Program is **October 1, 2017 – January 17, 2018**.
- Complete the online Fresno State Scholarship Application at:  
<https://www.fresnostate.edu/studentaffairs/scholarships/scholarshipapplication/index.html>
- **Fresno State Scholarship Application Deadline: March 2, 2018.**

### 3. LYLES COLLEGE OF ENGINEERING HONORS PROGRAM APPLICATION

- Only first-time college freshmen or incoming transfer students are eligible to apply for the LCOE Honors Program.
- After you have completed the Fresno State Scholarship Application, search for the Lyles College of Engineering Honors Scholarship opportunity under the *Recommended* or *All Opportunities* Tab.
- Download the LCOE Honors Scholarship Application. Please read all the instructions to ensure that you understand the entrance requirements for the program.
- After completing the LCOE Honors Scholarship Application, scan (or combine) the application and all required documents **into one PDF** to submit the application package online by the application deadline.
- It is the applicant's responsibility to ensure that the completed Counselor Verification Form, Letters of Recommendation, etc. are included in the application package.
- Applications cannot be submitted online after the deadline.
- **Lyles College of Engineering Honors Program Application Deadline: January 17, 2018.**

### 4. OPTIONAL FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- If you are interested in applying for financial aid, please visit: <https://fafsa.ed.gov/>.

## INSTRUCTIONS FOR COMPLETING THE LYLES COLLEGE OF ENGINEERING HONORS APPLICATION

This application process requires scanning and uploading your application and all required documents online via the Fresno State Scholarship Application located at:

<https://www.fresnostate.edu/studentaffairs/scholarships/scholarshipapplication/>

**Online Application Submission Deadline: Wednesday, January 17, 2018**

### COMPLETE THE ONLINE FRESNO STATE SCHOLARSHIP APPLICATION

- Once you have completed the Fresno State Application for Undergraduate Admission and the Fresno State Scholarship Application, you will see the Lyles College of Engineering Honors Scholarship opportunity listed as a *Recommended Opportunity* for you to consider.
- If you do not see it listed, you can search for the scholarship under the *Opportunities* directory.
- **You must first complete the Fresno State Scholarship Application in order to be considered for the Lyles College of Engineering Honors Scholarship.**

### DOWNLOAD THE LCOE SCHOLARSHIP APPLICATION

- The Lyles College of Engineering Honors Scholarship will be listed as a *Recommended Opportunity* for you to consider.
- If you do not see it listed, search for the scholarship under the *Opportunities* directory.
- Click on *the Lyles College of Engineering Honors Scholarship* link to download the application.
- Download the application and save it on your computer desktop – you can enter and save information in your application and return to it at your convenience.
- The application is a fillable PDF and requires the latest version of Adobe Reader.
- At any time, you may clear the entire application by clicking on the RESET button.
- Once you have thoroughly completed and reviewed the application, click the SAVE button to save it to your computer. Please ensure that you upload your application by **January 17, 2018.**
- **Only first-time freshmen applying for Fall 2018 admission to Fresno State and new transfer students from a Community College or other higher education institution are currently eligible to apply. Additionally, receiving a Lyles College of Engineering Honors Scholarship is contingent upon meeting all university entry requirements.**

### CAREFULLY READ ALL THE INSTRUCTIONS IN EACH SECTION

- The application process is highly competitive so it is to your advantage to be accurate and thorough when completing the application.
- Each section of the application is designed to allow you to fully express your academic and non-academic achievements (leadership, work or internship experience, community service, etc.).
- Review your written information for misspellings and grammatical errors.
- Verify that all items in the checklist have been completed (see the following page).

### SECTION 1 – GENERAL INFORMATION

- Complete the General Information in Section 1, as appropriate.
- Be sure to include your nine-digit Fresno State ID# assigned to you after completing the Fresno State Application for Undergraduate Admission.
- To be eligible for the Lyles College of Engineering Honors Scholarship, your intended major must either be: Civil Engineering, Computer Engineering, Electrical Engineering, Geomatics Engineering, Mechanical Engineering, or Construction Management.

**Fresno State, Lyles College of Engineering  
Honors Program Application for 2018-2019 Academic Year**

**SECTION 2 – APPLICANT CERTIFICATION**

- Applicants under the age of 18 must include a parent or guardian signature.
- Applications with missing signature(s) will not be considered.

**SECTION 3 – COUNSELOR VERIFICATION FORM**

- The Lyles College of Engineering Honors Scholarship Application includes a Counselor Verification Form that you counselor or school official must complete and sign to verify your SAT and/or ACT scores, weighted and unweighted GPA, and class ranking.
- Print out the Counselor Verification Form and have your counselor or school official verify all the information written on the form.
- You are responsible for assuring that your counselor returns the completed form to you in time for inclusion in your application package.
- Home schools must provide proof of SAT scores from the College Board and/or proof of ACT scores from the ACT.
- You are responsible for including the completed and signed Counselor Verification Form in the scanned application package that you will submit online.
- Applications received without a completed Counselor Verification Form will not be considered.

**SECTION 4 -- HIGH SCHOOL/HIGHER EDUCATION TRANSCRIPT**

- You must include a Transcript from your high school (for incoming freshmen) or higher education institution (for transfer students).
- The Transcript should be signed and stamped by an authorized staff member of your institution, such as the registrar.
- Additionally, if you have taken any college courses while in high school, you must submit an unofficial copy of your college transcript with your application.
- You are responsible for including the Transcript in the scanned application package that you will submit online.
- Applications received without the addition of a Transcript will not be considered.

**SECTIONS 5-8 – COMPLETE EACH SECTION CAREFULLY AND THOROUGHLY**

- Each section of the application is designed to assess your AP/IB scores, honors, recognitions and awards (both academic and non-academic), leadership, work, and community service involvement.
- If you need additional space to enter information, please print a copy of the section or page, complete it, and attach the additional information with your application package.

**SECTION 9 – EDUCATIONAL AND CAREER OBJECTIVES ESSAY**

- The Educational and Career Objectives Essay allows us to gauge your level of interest and commitment of the Engineering or Construction Management disciplines.
- Follow the prompt carefully and do not exceed the allowed word count.
- Take your time to thoughtfully answer the essay prompt.
- Review your essays for misspellings, grammatical or typographical errors, and missing words.

**SECTION 10 – TENETS OF THE LCOE HONORS PROGRAM ESSAY**

- The Tenets of the Lyles College of Engineering Honors Program Essay allows us to assess your critical thinking and communication skills with respect to the three tenets of the LCOE Honors Program (Academic Excellence, Leadership, and Professional Service).

- Follow the prompt carefully and do not exceed the allowed word count.
- Take your time to thoughtfully answer the essay prompt.
- Review your essays for misspellings, grammatical or typographical errors, and missing words.

### **SECTION 11 – OPTIONAL STATEMENT**

- You have the option of including an additional statement or portfolio of your work if you do not feel that the Lyles College of Engineering Honors Application is sufficient to demonstrate your commitment and qualifications to Engineering or Construction Management.
- If you include an optional statement or portfolio, please note that your entire scanned application must remain under 10 MB before being uploaded online.
- Applications over the 10 MB limit will not be considered.

### **SECTION 12 -- ATTACH TWO LETTERS OF RECOMMENDATION**

- Attach two signed Letters of Recommendation (on official letterhead), preferably from professors, teachers, or guidance counselors who interact with you on a regular basis.
- You are responsible for including the signed Letters of Recommendation in the scanned application package that you will submit online.
- Applications received without the addition of two Letters of Recommendation will not be considered.

### **REVIEW AND EDIT YOUR APPLICATION THOROUGHLY**

- Review your application for misspellings, grammatical/typographical errors, and missing words.
- Have someone (i.e. parent, teacher, counselor) proofread your application.
- Please note that the LCOE Honors Council reviews many applications, and yours needs to stand out to accurately highlight your achievements, as necessary.
- Edit and save your application as often as you like until the application deadline.
- Make a copy of the completed application for your records.

### **SCAN AND SUBMIT YOUR COMPLETED APPLICATION ONLINE**

- Scan your complete application package, including the Counselor Verification Form, Transcript (Signed and Stamped), Letters of Recommendation, etc. into one PDF file.
- Upload the PDF version of your application package online via the Fresno State Scholarship Web Portal by the application deadline.
- A “new” final version of the application may be uploaded online, if necessary, as often as you wish until the application deadline.
- Submit the final version of your application online by the **January 17, 2018** application deadline.
- After the application deadline, you cannot upload a new version of your application package.
- There are NO EXEPTIONS to this deadline under any circumstances.

### **APPLICATION CHECKLIST**

- \_\_\_\_\_ Completed Lyles College of Engineering Honors Application
- \_\_\_\_\_ Student Signature (Parent/Guardian Signature if Applicable)
- \_\_\_\_\_ Counselor Verification Form
- \_\_\_\_\_ Transcript (Signed and Stamped)
- \_\_\_\_\_ Career Objectives and Honors Program Essays
- \_\_\_\_\_ Two Recommendation Letters (Must be on Letterhead)

## Fresno State, Lyles College of Engineering Honors Program Application for Fall 2018

<https://www.fresnostate.edu/engineering/>

**Application Online Deadline: January 17, 2018**

### Section 1: General Information

Intended Major: \_\_\_\_\_ Fresno State Student ID: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last* *First* *Middle Initial*

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_

*City* *State* *Zip*

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

High School/Community College/University: \_\_\_\_\_

School/College Address: \_\_\_\_\_

### Section 2: Applicant Certification

I certify that the information I have provided on this application is true and correct to the best of my knowledge and that any accompanying examples of my work represent my own original effort.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have read all of the contents of this application. My signature indicates that I am the parent or guardian of this applicant, who is under 18 years of age.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3: Counselor Verification Form for High School (Complete All Parts)

#### HIGH SCHOOL COUNSELORS AND ADVISORS ONLY

**This section is to be completed in full by a high school counselor, teacher, or school official.**

#### REQUIRED INFORMATION:

##### **Best SAT Scores (1600 Maximum Total):**

Math: \_\_\_\_\_ Reading and Writing: \_\_\_\_\_ **Total:** \_\_\_\_\_

##### **Best ACT Scores (36 Maximum Total):**

English: \_\_\_\_\_ Math: \_\_\_\_\_ Reading: \_\_\_\_\_ Science: \_\_\_\_\_ **Total:** \_\_\_\_\_

*Only the SAT/ACT scores indicated here will be accepted. Report the highest score for each section from any test taken. We cannot accept updated scores after receipt of the application. Home schools must provide proof of SAT scores from the College Board and/or proof of ACT scores from the ACT.*

##### **High School GPA and Academic Standing:**

Overall Unweighted High School GPA (4-point system) through the end of the Junior Year: \_\_\_\_\_

Overall Weighted High School GPA (5-point system) through the end of the Junior Year: \_\_\_\_\_

Rank in Class: \_\_\_\_\_

Graduating Class Size: \_\_\_\_\_

Number of Available AP/IB Courses Available at High School: \_\_\_\_\_

Number of AP/IB Courses Taken: \_\_\_\_\_

*I have read the information provided on this application, and to the best of my knowledge, it accurately represents this applicant's achievements.*

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

Counselor/School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Counselor/School Official: Please complete this form, and return to the student. The student must include the Counselor Verification Form with their LCOE Honors Application for online submission. Forms received separate from the online application package will not be accepted. Completed application packages must be uploaded by the student no later than **January 17, 2018.****

### Section 3: Counselor Verification Form for Transfer Students (Complete All Parts)

#### COLLEGE FACULTY ADVISOR, COUNSELOR OR ADVISORS

This section is to be completed in full by a college faculty advisor.

#### RECOMMENDED INFORMATION:

##### Best SAT Scores (1600 Maximum Total):

Math: \_\_\_\_\_ Reading and Writing: \_\_\_\_\_ Total: \_\_\_\_\_

##### Best ACT Scores (36 Maximum Total):

English: \_\_\_\_\_ Math: \_\_\_\_\_ Reading: \_\_\_\_\_ Science: \_\_\_\_\_ Total: \_\_\_\_\_

*Only the SAT/ACT scores indicated here will be accepted. Report the highest score for each section from any test taken. We cannot accept updated scores after receipt of the application. Home schools must provide proof of SAT scores from the College Board and/or proof of ACT scores from the ACT.*

#### High School GPA and Academic Standing:

Overall Unweighted High School GPA (4-point system) through the end of the Senior Year: \_\_\_\_\_

Overall Weighted High School GPA (5-point system) through the end of the Senior Year: \_\_\_\_\_

#### REQUIRED INFORMATION:

##### College GPA:

Cumulative College/University GPA through the end of the Current Semester: \_\_\_\_\_

*I have read the information provided on this application, and to the best of my knowledge, it accurately represents this applicant's achievement.*

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

Faculty Advisor/Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**College/University Official: Please complete this form, and return to the student. The student must include the Counselor Verification Form with their LCOE Honors Application for online submission. Forms received separate from the online application package will not be accepted. Completed application packages must be uploaded by the student no later than **January 17, 2018**.**



<b>Section 4: School Transcript (Please Read Carefully)</b>
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**Registrar, Counselor, or School Official:** All applicants are required to submit a Transcript with their application. The Transcript should be printed on appropriate letterhead, signed, and stamped by an authorized official at your institution.

Please note that the transcript does not need to be delivered to the student in a signed envelope. To complete the Lyles College of Engineering Honors Application, students will upload a scanned copy of their Transcript as part of their application process.

**If a student does not include a Transcript as part of his or her application package, the application will not be considered.**

*I have read the information on this page, and to the best of my knowledge, it accurately represents this applicant's achievements.*

Applicant Last Name \_\_\_\_\_ Applicant First Name \_\_\_\_\_

Counselor Last Name \_\_\_\_\_ Counselor First Name \_\_\_\_\_

Counselor Signature \_\_\_\_\_

Counselor E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**School Official: Please complete this form, and return it to the student with a copy of their Transcript. The student must include the Transcript with their LCOE Honors Application for online submission. Forms and Transcripts received separate from the online application package will not be accepted. Completed application packages must be uploaded by the student no later than **January 17, 2018.****

<b>Section 5: Advanced Placement, International Baccalaureate, Equivalent Courses:</b>
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**High School Students:** Please list all past and current Honors, Advanced Placement, International Baccalaureate (standard or higher level), and other similar courses below. Indicate the Final Grade of the course or if the course is In Progress (IP). Please include a copy of your AP/IB scores to submit online with your application.

Number of Honors, AP/IB, or Equivalent Courses Available at your High School: \_\_\_\_\_

COURSE NAME	1 <sup>st</sup> Semester Grade	2 <sup>nd</sup> Semester Grade	AP/IB Exam Score

**Community College/University Students:** List the college Mathematics, Science, and Engineering Courses that you have already taken and the grades that you received.

COURSE NAME	Course Number	Semester Taken	Final Grade

**Section 6: Honors Recognitions / Awards / Participation**

List honors recognitions, awards, and participation that you have received or taken part in (e.g., National Merit Scholar, National Honors Society, Most Valuable Player, etc.) for academics, athletics, community service, clubs, scholarships, and competitively-based internship or apprentice programs. Please do not use acronyms.

Academic Recognition/Awards	Check One				Description of Award/Participation
	School	District	State	National	

Non-Academic Recognition/Awards	Check One				Description of Award/Participation
	School	District	State	National	

Athletic Recognition/Awards	Check One				Description of Award/Participation
	School	District	State	National	

**Optional:** Use the space below to provide additional information on any of the above activities.

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## Section 7: Leadership

**High School Leadership Activities:** List offices and terms of office you held in school or community organizations (e.g., President, Team Captain, Yearbook Editor, etc.). Please do not use acronyms.

Organization, Club, Team, or Activity	Year(s)				Leadership Code
	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	

Leadership Codes: A = President; B = Vice President; C = Secretary; D = Treasurer; E = Editor/Asst. Editor; F = Group Leader; G = Representative; H = Chairperson; I = Captain/Co-Captain; J = Member

**Community College/University Leadership Activities:** Use the space below to describe your leadership activities at the College/University (e.g., President, Team Captain, Yearbook Editor, etc.). Please do not use acronyms.

Organization, Club, Team, or Activity	Semester(s)				Leadership Code
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	

Leadership Codes: A = President; B = Vice President; C = Secretary; D = Treasurer; E = Editor/Asst. Editor; F = Group Leader; G = Representative; H = Chairperson; I = Captain/Co-Captain; J = Member

## Section 8: Community Service and Work Experience

**High School Service and Work Activities:** Indicate your Community Service and Work Experience in the table below. List your Community Service (CS), Work Experience (WE), and/or Internship Experience (IE) in the “Type” column, and indicate the employer/organization, dates, total hours completed, and if the service or work experience is paid or unpaid.

Description of Service/Work	Type	Employer or Organization	Year Completed				Total Hours	Paid or Unpaid
			9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>		

**Community College/University Service and Work Activities:** Indicate your Community Service and Work Experience in the table below. List your Community Service (CS), Work Experience (WE), and/or Internship Experience (IE) in the “Type” column, and indicate the employer/organization, dates, total hours completed, and if the service or work experience is paid or unpaid.

Description of Service/Work	Type	Employer or Organization	Year Completed				Total Hours	Paid or Unpaid
			9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>		

**Optional:** Use the space below to provide additional information on any of the above activities.

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### **Section 9: Educational and Career Objectives Essay**

Attach an essay (with a title, and your first and last name) on a separate page based upon the following topic (500 words maximum, typewritten, and double spaced):

*Explain why you have chosen Engineering or Construction Management as your major.*

### **Section 10: Motivation to enroll at Fresno State**

Attach an essay (with a title, and your first and last name) on a separate page based upon the following topic (500 words maximum, typewritten, and double spaced):

*Why are you motivated to seek admission to Fresno State and enroll in a major offered in the Lyles College of Engineering?*

### **Section 11: Tenets of the LCOE Honors Program Essay**

Attach an essay (with a title, and your first and last name) on a separate page based upon the following topic (500 words maximum, typewritten, and double spaced):

*The tenets of the Lyles College of Engineering Honors Program are Academic Excellence, Leadership, and Professional Service. Explain how these attributes will shape your professional life in the future.*

### **Section 12: Optional Statement**

If you feel that the information requested in this application does not provide sufficient evidence of your abilities, you may submit a brief statement or portfolio of work that gives evidence of why you would excel in the Lyles College of Engineering Honors Program.

Submit any optional attachments together with this application.

## Section 12: Letter of Recommendation Form

**Recommender Instructions:** Thank you for writing a letter of recommendation for a Lyles College on Engineering Honors Program applicant. Recommendation letters are an important aspect of the selection process and your assistance is appreciated. We are interested in receiving an evaluation of the candidate's academic attributes, response to challenges, and any qualities that make this candidate stand out from the rest. Students admitted to the LCOE Honors Program should have skills that indicate a high potential for success in a rigorous undergraduate course of study in Engineering or Construction Management.

Please complete this form, and return it back to the applicant along with your letter of recommendation. Students will incorporate these materials into their application package, which has an online submission date of **January 17, 2018**.

**Note:** Letters of recommendation submitted without letterhead and/or without an original signature will not be accepted and will disqualify the applicant's application to the LCOE Honors Program.

**Applicant Name:** \_\_\_\_\_  
*Last* *First*

**Name of Recommender:** \_\_\_\_\_  
*Last* *First*

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I have known the applicant for a period of \_\_\_\_\_ years as a:

\_\_\_\_\_ Teacher      \_\_\_\_\_ Counselor      \_\_\_\_\_ Other \_\_\_\_\_  
*Please specify*

*The Family Education Rights and Privacy Act of 1974 requires that an applicant's file(s) be made available for perusal at his/her request. Accordingly, your recommendation may not be kept confidential. Please give an accurate assessment of this applicant.*

**Section 12: Letter of Recommendation Form**

**Recommender Instructions:** Thank you for writing a letter of recommendation for a Lyles College on Engineering Honors Program applicant. Recommendation letters are an important aspect of the selection process and your assistance is appreciated. We are interested in receiving an evaluation of the candidate’s academic attributes, response to challenges, and any qualities that make this candidate stand out from the rest. Students admitted to the LCOE Honors Program should have skills that indicate a high potential for success in a rigorous undergraduate course of study in Engineering or Construction Management.

Please complete this form, and return it back to the applicant along with your letter of recommendation. Students will incorporate these materials into their application package, which has an online submission date of **January 17, 2018**.

**Note:** Letters of recommendation submitted without letterhead and/or without an original signature will not be accepted and will disqualify the applicant’s application to the LCOE Honors Program.

**Applicant Name:** \_\_\_\_\_  
*Last* *First*

**Name of Recommender:** \_\_\_\_\_  
*Last* *First*

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I have known the applicant for a period of \_\_\_\_\_ years as a:

\_\_\_\_\_ Teacher      \_\_\_\_\_ Counselor      \_\_\_\_\_ Other \_\_\_\_\_  
*Please specify*

*The Family Education Rights and Privacy Act of 1974 requires that an applicant’s file(s) be made available for perusal at his/her request. Accordingly, your recommendation may not be kept confidential. Please give an accurate assessment of this applicant.*