

college official's report

ALLEGHENY COLLEGE

TO BE COMPLETED BY STUDENT

Student Full Name _____ Gender F M

Street Address _____

City _____ State _____ Zip _____

Student Email _____

Do you waive your right to review the college official's report? Yes, I waive my right to review. No.

How many college credits have you earned prior to this academic year? _____

How many college credits will you earn this academic year? _____

CURRENT YEAR COURSES

_____	_____
_____	_____
_____	_____

TO BE COMPLETED BY COLLEGE OFFICIAL(S)

academic record

If you have access to the applicant's academic record **and** disciplinary record, please complete this form in its entirety. Attach the applicant's official transcript. Use both pages to complete your evaluation for this student, and be sure to sign at end. If you have access to the applicant's academic record only, please complete the relevant portion of this form, then forward to the appropriate official for completion of the disciplinary questions, asking that official to mail the form to Allegheny College after doing so.

Official's Full Name _____

Title _____

Institution/CEEB _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Cumulative GPA

_____ on a scale of _____

Weighted Unweighted

Time period covered: _____ m/y to _____ m/y

Highest GPA in class: _____

Graduation date: _____ m/d/y

Is this student in good academic standing?

Yes No

If "No," please attach a separate piece of paper with details.

If you know this student, please explain for how long and in what context?

What are the first words that come to your mind that describe this student?

RATINGS	One of the top few I've encountered <i>(top 1%)</i>	Outstanding <i>(top 5%)</i>	Excellent <i>(top 10%)</i>	Very good <i>(well above average)</i>	Good <i>(above average)</i>	Average	Below average
Academic Achievements							
Extracurricular Achievements							
Personal Qualities and Character							
Overall							

Written Evaluation — *You may attach a separate piece of paper if necessary.*

Allegheny values your time and effort and will carefully consider your remarks during the application review. If you are unable to provide substantive written comments about this student, please explain by choosing one: I do not have sufficient personal knowledge of this student.
 The demands of my counseling load do not allow me sufficient time.

School Official's Signature (IF ONLY COMPLETING ACADEMIC SECTION) 

disciplinary record

If you are completing only the questions pertaining to the applicant's disciplinary record, please provide the following information

Official's Full Name _____

Title _____

Email _____ Phone _____

Is this student eligible to return to your institution?

Yes No

If "No," please attach a separate piece of paper with details.

Has the student ever been found responsible for a disciplinary violation at your school, whether academic or behavioral, that resulted in the student's probation, suspension, removal, dismissal, or expulsion from your institution?

Yes No School policy prohibits me from responding

To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime?

Yes No School policy prohibits me from responding

If you answered "Yes" to either or both questions, please include the incident dates and circumstances on a separate piece of paper (may be in your written recommendation).

I recommend this applicant to Allegheny College:

Enthusiastically

Strongly

Fairly Strongly

With Reservation

No Basis

School Official's Signature 

Date _____