

Dr. D's Rules for Recs

First, I understand the difficulty in obtaining the requisite number of graduate school recommendations – in particular, finding three professors that know you well enough to provide a meaningful assessment of your potential for graduate study. Since I typically have just about everyone enrolled in ECE as a student at some point in their academic career, I almost always say “yes” when asked for a recommendation. To help make things tractable (and get recommendations completed by the prescribed due dates), I have instituted the following “**Rules for Recs**” that apply to all future requests:

1. Note that, for each student, I will complete a Purdue ECE graduate school recommendation *plus* **UP TO TWO** additional recommendations to other graduate schools (for a **maximum total of THREE** per student, provided Purdue is one of them).
2. You will need to provide me with the following items before I can process your request:
 - a. An official transcript, with classes for which I had you as a student clearly identified.
 - b. A copy of your statement of purpose (typically required as part of most grad school applications).
 - c. A copy of your resume.
 - d. Printed copies of recommendation forms that need to be mailed, along with clearly written instructions for mailing them (you do NOT need to provide envelopes) and the date each recommendation is due.
 - e. A completed FERPA Release Form for each institution that will be a recipient of your recommendation letter.
 - f. Information about any electronically submitted recommendations for which I should be expecting an E-mail request.
3. Note that a condition for completing a recommendation is your agreement *to waive your right of access* to the completed recommendation.
4. Please submit all your materials to me as a *single packet*.
5. Please submit all your materials to me *well in advance* of the prescribed due date (e.g., at least one month). Most recommendations (e.g., Fall admits) are due early January, which is the *absolute worst possible time* relative to most professors' duties/responsibilities. My cutoff for accepting Fall admit recommendations, from this point forward, is the **Friday before Thanksgiving vacation**.