

### What is TASSL?

TASSL is an **academic support program** for students who would benefit from supports similar to those provided by the STEPP Program, but who are not a strong fit for the STEPP Program for a variety of potential reasons.

TASSL is **designed for students who are academically at risk due to learning differences**. These students **have experienced academic challenges** and are **ready to commit to receiving support and developing strategies for improving their educational performance**.

TASSL is housed in the same office as the STEPP Program, but is a separate initiative and differs from STEPP in several key ways. For an overview of these contrasts, please see “Key Differences Between TASSL and STEPP” on the next page.

### During a student’s first semester in TASSL, participation includes the following requirements:

- **STEPP Seminar Course:** Complete an elective-credit course focused on learning strategies, executive functioning techniques, learning styles/theories, and other topics relevant to becoming an academically-successful college student
- **Study Hall:** Complete a minimum of 10 hours of study hall per week in “The Cove” (the office space shared by STEPP and TASSL, which offers several types of study space reserved for our students on weekdays)
- **Mentoring:** Attend and fully participate in a weekly meeting with an assigned graduate-student mentor
- **Tutoring:** Use tutoring resources as needed/appropriate. This includes both tutors provided by STEPP/TASSL as well as those available through other ECU departments (e.g., Pirate Tutoring Center, Writing Center, Math Lab, etc.)
- **Planner:** Use a planner strategy designated by the TASSL program to develop time management skills, and follow-through with academic routines (as documented in your planner) suggested by mentor and staff
- **Course Progress Records (CPRs):** Track your academic progress and grades in each course using the CPR strategy taught by TASSL, and submit weekly CPR updates to TASSL staff
- **Academic Strategies & Technologies:** Learn and implement various strategies and technologies recommended by TASSL; consistently apply recommended strategies and tech tools to your college coursework during the semester.

### In subsequent semesters, each student’s participation in TASSL is highly individualized:

- You will consult with program staff each semester to create a support plan that best meets your needs at that time.
- If you are in good academic standing, you will work with the staff to outline the supports, resources, and strategies that you plan to use during the upcoming semester. This plan can be modified as needed throughout the semester, and the full menu of TASSL supports will always continue to be available to you.
- If you are not in good academic standing, the staff will most likely recommend creating a support plan that is very similar to your first-semester plan in order to provide a higher level of support and accountability while you work to increase your GPA.

For more information or to request a TASSL application packet, please email [projectstepp@ecu.edu](mailto:projectstepp@ecu.edu)

#### **TASSL serves a slightly different population of students than STEPP.**

- To be eligible for STEPP, students must have a documented specific learning disability (LD) such as Dyslexia, Dysgraphia, and/or Dyscalculia.
- Because of the way STEPP's admissions process and support model are structured, the program tends to best meet the needs of traditional freshmen.
- Since students are accepted to STEPP before they even begin the ECU admissions process, students who already attend ECU are not eligible for STEPP.
- TASSL has more flexibility in eligibility requirements and serves a wider range of learning differences. TASSL does accept students who would be eligible for STEPP but can also accept those whose learning challenges are *similar* to students with specific learning disabilities, but who do not have a diagnosis of LD.
- Since TASSL offers multiple points of entry and greater flexibility/individualization, it is often a better fit for transfer students and nontraditional students.
- Currently-enrolled ECU students are eligible for TASSL. Students may be accepted to TASSL before they matriculate at ECU or anytime during their college career.

#### **The admissions pathway, process, and timeline are different.**

- STEPP provides access to ECU in addition to support services. Students do not need to be traditionally admissible to ECU to be eligible for STEPP.
- STEPP accepts 10 new students each year.
- STEPP adheres to an application deadline of May 15<sup>th</sup> for admission in the fall semester of the *following* year.
- TASSL can only accept students who have already been admitted to ECU through the standard admissions process. Students can apply to TASSL at the same time as applying to ECU but must receive their ECU acceptance before an offer to participate in TASSL can be finalized.
- The availability of seats in TASSL depends on several factors and is therefore not regular or predictable. Some semesters, there may be no openings in TASSL. When seats do become available, it is usually only one or two openings at a time.
- TASSL accepts applications on a rolling basis, and accepted students can generally begin their participation in TASSL in either the fall or spring semester.

#### **Although many of the supports provided are similar in both programs, the duration of a student's commitment and the specific participation requirements are different.**

- STEPP requires ongoing participation throughout the student's college career.
- Upperclassmen in good academic standing have relatively few STEPP requirements to fulfill, but since their admission to ECU is contingent upon their STEPP participation, students cannot opt-out of the program after matriculation.
- STEPP provides individualized support within a standardized, program-wide framework of services specifically designed to meet the needs of college students with LD. The amount of flexibility in a student's participation and services gradually increases over the first two years of college. Support becomes more individualized each semester, but the extent to which most requirements can be modified is significantly more limited than in TASSL.
- TASSL requires the student to commit to participating in specific supports and services during the first semester of TASSL enrollment.
- The full spectrum of services continues to be available in subsequent semesters, but since their admission to ECU is completely separate from their TASSL participation, students can opt-out of the program anytime after the first semester.
- TASSL provides greater flexibility in individualizing support. All TASSL students are still held to certain requirements during their first semester, but the implementation of these requirements can be modified to a much greater degree than in STEPP. In subsequent semesters, each student's participation in TASSL is entirely individualized.

## Before You Begin

- Please **review the following resources before starting your application**. Completing this step will help ensure that you are fully aware of TASSL's requirements before investing your time and effort in the application process.
  - The **TASSL Program Description**
  - The **Application Instructions** and **Application Materials Checklist**
  - Each page of the **TASSL Application** (p. 1-7), the **Recommendation Instructions**, and **Recommendation Form**.
  - The following items are **not** required reading for TASSL applicants; however, you may find some of the information in them to be helpful. Although these items are describing the STEPP Program instead of TASSL, these two programs share many common elements and are housed in the same office.
    - ◆ STEPP Program "Frequently Asked Questions" webpage: <http://www.ecu.edu/stepp/faq.cfm>
    - ◆ "Helpful Tips for STEPP Program Applicants" document: <https://www.ecu.edu/cs-acad/stepp/upload/Helpful-Tips-for-Applicants-v2021-vfinal.pdf>
- Please note that **you will need to use Adobe Reader when filling out the application forms** to ensure that the form fields display and function correctly. Detailed instructions about this can be found in the "Helpful Tips" linked above.

## Application Deadline & Admissions Process Timeline

- Please be aware that TASSL's admissions process differs from many other student-support programs in several ways. Most notably, **the availability of seats in TASSL depends on several factors and is therefore not regular or predictable**. As a result:
  - TASSL does not have a specific application deadline. **TASSL applications are accepted on a rolling basis** and are kept on file to be reviewed the next time an opening becomes available.
  - Similarly, **TASSL's admissions process does not follow a specific timeline each year**. TASSL seats may become available at any time of year, and our admissions review process for TASSL applicants is conducted as needed in response to the availability of seats and applicants at any given time.
- **You are welcome to submit your TASSL application at any time, with the understanding that it will remain on file until a TASSL seat becomes available and we initiate the admissions review process to fill that seat.**

## Submitting Your Application

- **You may submit your application materials either together as a complete packet or separately.** If you are sending items separately, we recommend submitting p.1 of the Application Form first.
- **Mail all application materials directly to:**
  - STEPP Program, Attn: Emily Johnson
  - Joyner Library
  - Mail Stop #516
  - East Carolina University
  - 1000 East Fifth Street
  - Greenville, NC 27858-4353
- Please be aware that **items sent to any other address** (including ECU Admissions) **will not reach us**.
- **You may also submit application materials via email** to [johnsonem@ecu.edu](mailto:johnsonem@ecu.edu)  
Please send **PDF files only** and ensure that all pages are clearly legible and in the correct order before sending.
- If you are a current ECU student and would prefer to submit your application materials in person, you may bring them to the STEPP Program's office on the 2<sup>nd</sup> floor of Joyner Library between 8 am and 5 pm on Monday through Friday. (Please ensure that you give any hand-delivered items directly to a STEPP staff member.)

## General Instructions

- We strongly recommend that you **keep a copy of all your application materials** for your own records.
- **Application materials will not be returned.** Please do not send any irreplaceable original documents.

## Questions?

- Please contact Emily Johnson with any questions about the application process or materials at [johnsonem@ecu.edu](mailto:johnsonem@ecu.edu) or 252-737-2275.

## Overview

- **This checklist provides a detailed description of all of the application materials you will need to submit for your TASSL application.**
- This checklist is for your own records; you do not need to submit it along with your application.
- We recommend using the checklist to keep track of which materials you have already sent and which you still need to complete.
- The following **quick reference** provides the **page number** where you can find **each application item** on the checklist:
  - p. 2-3 TASSL Application Form
  - p. 4 Final High School Transcript
  - p. 4 College Transcripts
  - p. 4 Current Course Schedule and Grades
  - p. 5 Recommendation Form
  - p. 5 Current Accommodation Letter (or other documentation of accommodations)
  - p. 5 High School Individual Education Plan (IEP) or 504 Plan (or other documentation of accommodations)
  - p. 6 Current Psychoeducational Evaluation or Re-evaluation

## General Checklist

- In addition to the list of specific application materials on the following pages, **you may find it helpful to use this general checklist to review each item before you submit it:**
  - Are all the pages of this item included?
  - Are the pages in the correct order?
  - Are pages attached together with paper clips instead of staples?
  - Are the forms fully complete, with no items left blank?
  - Are the forms either typed or filled out in ink (not pencil)?
  - Are all hand-written responses on the forms legible?
  - For all typed responses on the forms, is the entire answer visible on the printed copy?
  - Are all photocopies and printouts clear (not blurry) and dark enough to read?
  - Do I have a copy of this item to keep for my own records?

## TASSL Application Form – 7 required pages + 2 supplemental pages

- Each page of this form covers a different type required information; be sure to **complete all seven required pages**. Pages 2b and 2c are supplemental and can be omitted if they do not apply to you. **See below** for details on each section.
- You may **hand-write or type** your responses on the Application Form.
  - **If you hand-write**, please **print** (no cursive) **in ink** (no pencil) and **ensure that all answers are clearly legible**.
  - **If you type** your responses, please **make sure that your entire answer is visible in each form field**. If you cannot see part of an answer on the screen, then it will not show up when you print the completed form either.

### Application p. 1 – Student Information

- On this page, you will provide **contact information and demographic data** about **yourself**.
  - **TASSL will address all correspondence to you using the ‘Preferred Name’ you list** on this form. If you go by a name other than your legal first name, please make sure you enter it here.
  - Students, **please enter only your contact information** (e.g., email address, mobile phone number, etc.) on p. 1 – not your parents’. Parent contact information goes on the Family Information pages (p.2a-2b) instead.
  - Please **double-check** that all the details on this page are **complete and correct**. Any errors or typos in this section – especially in any of your contact information – can result in not receiving notifications about your application status, so please ensure that this page is accurate.

### Application p. 2a – Family Information

- On this page, you will provide **contact information and demographic data** about **your parents and siblings**. You will be able to include additional family members on the following pages.

### Application p. 2b & 2c – Supplemental Family Information

- On page **2b**, you will provide **contact information and demographic data** about **any additional parents, stepparents, or guardians**. Please be sure to **indicate each person’s relationship to you** (e.g., stepfather, aunt/legal guardian, etc.). You will also list any **siblings** whose information did not fit on page 2a.
- On page **2c**, you will provide information about your **spouse/partner** and **children**, if applicable.
- **You may disregard page 2b and/or page 2c if you do not have any additional family members to list**. You can either submit the blank forms or remove them from your packet before you submit your application.
- If you have any additional family members whose information does not fit on pages 2a, 2b, and 2c, please print an extra copy of pages 2b and/or 2c to fill out and submit with your application.

### Application p. 3 – High School Education

- On this page, you will list **all high schools you attended** (grades 9-12) and share details about your **academic support in high school**.
- You will also provide information about your **ACT and/or SAT scores and accommodations** in the “**College Admission Testing**” section on page 3.
  - TASSL does not require you to submit an official ACT or SAT score report. However, you must **list your score for each section of each test you took on this form**.
  - If you took either test more than once, you may **enter your highest score for each section**, even if your highest scores came from different testing sessions.
  - If you have never taken either the ACT or the SAT, please indicate that on the “Other” line for each test.
  - For **each test** you have taken, please **indicate whether you received accommodations** on that test, and then **list the accommodations** you used.
- More detailed instructions relevant to the following section of page 3 can be found later in this checklist.  
**For details about the section... ..please refer to the checklist items:**
  - High School Academic Support.....High School Individual Education Plan (IEP) or 504 Plan

## TASSL Application Form – continued from previous page

### Application p. 4 – Postsecondary Education & Employment

- On this page, you will list all **postsecondary schools you have attended**, share details about your **academic support in college**, and list your **employment** since leaving school.
- Please feel free to send your resume instead of filling out the employment section if you prefer.
- More detailed instructions relevant to the following section of page 4 can be found later in this checklist.  
**For details about the section...    ...please refer to the checklist items:**
  - Postsecondary Academic Support    Current Accommodation Letter

### Application p. 5 – Application Materials Information

- On this page, you will provide information about the **materials you'll be sending in** with your application packet to ensure that TASSL will know if we're missing any items that you want us to consider. More detailed instructions relevant to completing the following sections of page 5 can be found later in this checklist.  
**For details about the section...    ...please refer to the checklist items:**
  - Recommendations    Recommendation Form from an Academic Reference
  - Psychoeducational Evaluations    Current Psychoeducational Evaluation or Re-evaluation
- Please note that the **Personal Statement** section on page 5 is **optional**.
  - The Personal Statement provides an **opportunity for you to share any information that you would like the TASSL Admissions Committee to take into consideration** while reviewing your application materials.
  - There are **no requirements or restrictions on the content of your statement**. You may write about **anything you want the Admissions Committee to know about you**. Topics that applicants have chosen to discuss in the past include: goals and ambitions (academic, personal, career, etc.); educational experiences (high school, college, etc.); employment or volunteer experiences; personal life experiences; the impact of their learning differences; strengths, talents, and achievements; academic challenges and needs; interests and extracurricular activities; and other topics important to them.
  - If you choose to submit a personal statement, you may **enter it on page 5 of the Application Form**, or you may **submit it on a separate page**. If you submit a separate page, please make sure that it is **labeled with your full name and "TASSL Personal Statement."** All statements must be **typed**, not handwritten

### Application p. 6 – Disclosures

- In the first section on this page, you will disclose any **criminal or disciplinary information**. In the second section, you will disclose any **interruptions to your education**.
- **If you answer yes\*** to any of the questions on this page, **you will need to attach a statement with further details**. The instructions for what to include in this statement are on page 6 along with the questions.
  - \* Please be advised that answering yes to any of the campus safety questions will not necessarily prevent you from being admitted to TASSL. However, it is extremely important for you to provide complete, accurate, and truthful responses to these questions to ensure that the TASSL Program is able to appropriately adhere to the university's disciplinary review process.

### Application p. 7 – Signatures

- On this page, **you and your parent** will **sign and date** to certify that your application is complete and accurate and to indicate that you understand and agree to the terms described.
- You may omit the parent signature if you are at least 18 years old and you do not live with your parents.

## □ Final High School Transcript

- **Transcripts must be sent directly to the TASSL Program.** TASSL does not have access to transcripts that are sent to the ECU Admissions Office, and items sent to Admissions will not reach us.
- You may **include your transcript in your application packet or have it sent directly from your school.** If your school will be sending it in, you must provide them with the mailing address on the TASSL Application Instructions page.
- Your **transcript must include** a complete listing of your high school **coursework**, your **final grade** in each class, and a **cumulative GPA** that reflects all of the courses you have completed.
- TASSL also requires the following **details about your high school's grading scale**, which many schools include on their transcripts. **If these items are not listed on your transcript, then you will need to submit alternate documentation of them.**
  - The **numerical range for each letter grade** (e.g., B = 83-86, B+ = 87-89, etc.)
  - The **GPA quality points** assigned to each letter grade (e.g., B = 3.0, B+ = 3.3, etc.)
  - Information about types of **courses that are weighted** (e.g., Honors, AP, etc.), and **weighted GPA quality point values**.
- **If you attended more than one high school**, please ensure that your final transcript reflects your complete academic record from 9<sup>th</sup>-12<sup>th</sup> grade and a cumulative GPA that includes all of your high school coursework. If it does not, you will need to request a separate transcript from each previous high school you have attended.
- **If your high school has a "school profile" sheet, we recommend submitting this along with your transcript.**

## □ College Transcripts

- **Transcripts must be sent directly to the TASSL Program.** TASSL does not have access to transcripts that are sent to the ECU Admissions Office, and items sent to Admissions will not reach us.
- You may **include your transcript in your application packet or have it sent directly from your school.** If your school will be sending it in, you must provide them with the mailing address on the TASSL Application Instructions page.
- **If you are currently enrolled at ECU**, you do not need to submit your ECU transcript. However, please be aware that the TASSL staff will access your current ECU transcript directly as part of your application process.
- **If you have attended more than one postsecondary school**, you will need to submit a separate transcript from each previous postsecondary school you have attended.

## □ Current Course Schedule and Grades

- **If you are currently enrolled in college**, please **submit a copy of your current course schedule**.
- You will also need to submit an **estimate of your current grade in each course**. This documentation does not need to be formal or official. We will accept something as simple as writing down your approximate current letter grade next to each course on your schedule. If your instructors use an online learning management system (e.g., Blackboard, Canvas, Moodle, etc.) you may submit a printout of your grades from that system if you prefer.

## Recommendation Form

- **One recommendation form** completed by an **academic reference** is required.
  - Your recommendation form must be **completed by an individual who knows you well and is very familiar with your academic abilities (both strengths and challenges)**.
  - This person must have **worked closely with you in an academic context within the past 3 years**.
  - Individuals who may be appropriate references include college instructors, high school teachers, tutors, advisors, case managers or other educators.
- You are welcome to submit **additional recommendations** from educators who have worked with you in an **academic context** (as described above). You may also submit **supplemental recommendations** from individuals who have worked closely with you in a **non-academic context**, such as employment, athletics, or the community
- **All recommendations must include the Recommendation Form** provided by TASSL.
  - Your **references are welcome to also submit a letter along with their form**; however, recommendation letters without an accompanying form will not be considered.
  - Please be aware that if any part of the Recommendation Form is left blank or rated “unable to judge” by your academic reference, the TASSL Program may require you to submit an additional academic recommendation.
- There are **two pages that you will need to give each person who is recommending you**: the **Recommendation Instructions** and the **Recommendation Form**. The Application Packet includes one copy of each of these pages; however, you will need to print extra copies of those pages for any additional/supplemental recommendations that you plan to submit.

## Current Accommodation Letter (or other documentation of accommodations)

- The “**Postsecondary Academic Support**” section on **page 4 of the Application Form** asks about your current academic/disability supports and documentation.
  - Check the appropriate box to **indicate how your current school documents your disability supports**.
  - **Submit a copy of the current (or most recent) version of that document**.
  - **Describe the educational supports, resources, and assistance you use** that are not already reflected in your school documentation.
    - Please include **all types of resources** that support your academic and educational success, whether **formal or informal**. If you need additional space, feel free to attach a separate sheet.
    - You do not need to include accommodations or supports that are already described in your Accommodation Letter; however, please share any relevant details or clarifications that are not included in the documentation.
- **If your school does not use Accommodation Letters**, please note that the “Another type of document” option covers all other types of school support plans, regardless of what they are called. Submitting a copy of your school support plan – regardless of its name or format – will fulfill the Accommodation Letter requirement.

## High School Individual Education Plan (IEP) or 504 Plan (or other documentation of accommodations)

- The “**High School Academic Support**” section on **page 3 of the Application Form** asks about your academic/disability supports and documentation in grades 9-12.
  - Check the appropriate box to **indicate how your school documented your disability supports**.
  - **Submit a copy of the current (or most recent) version of that document**.
  - **Describe the educational supports, resources, and assistance you used in high school** that are not already reflected in your school documentation. Please include **all types of resources** that supported your academic and educational success, whether **formal or informal**.
- **If you graduated from high school within the past 5 years and have access to a copy of your IEP or 504 Plan** (or other documentation of accommodations) **from your senior year, please submit it** in addition to your current disability support documentation. If you do not have access to a copy of your high school disability support documentation, please ensure that your description of your high school educational supports on page 3 of the Application Form is as thorough and detailed as possible.



## □ Current Psychoeducational Evaluation or Re-evaluation

- Please complete the “**Psychoeducational Evaluations**” section on **page 5 of the Application Form** to ensure that TASSL has accurate information about the evaluations you will be submitting and any upcoming re-evaluations you have scheduled.
- You will need to submit a copy of a **current, comprehensive evaluation of your learning difference**.
  - To be considered “**current**,” an evaluation must be from within **approximately the past three years**. Slightly older evaluations (i.e., evaluations from approximately 3-5 years ago) may be accepted on a case-by-case basis. However, evaluations that are more than five years old will generally not be acceptable.
  - To be considered “**comprehensive**,” an evaluation **must meet specific criteria**, which include **complete scores for both aptitude and achievement testing**, a **diagnosis**, and **recommended academic accommodations**. The criteria are described fully on the ECU Disability Support Services (DSS) website at <https://dss.ecu.edu/learning-disability-ld-documentation-requirements/>
  - If your testing does not meet the criteria listed, please submit your available evaluation(s) with your application. TASSL will review any evaluations you submit to determine whether they will be sufficient; however, it is important for you to proceed with the application process with the understanding that we may be unable to move forward without updated testing.
- **If you have more than one current evaluation, we recommend submitting both/all of them.** This applies to **any type of evaluation relevant to your academic/educational functioning or disability supports** (e.g., psychoeducational, psychological, neuropsychological, educational, speech-language, medical, psychiatric, occupational therapy, etc.).
- Please be aware that TASSL sometimes requests previous evaluations (in addition to the current evaluation) in order to develop a more comprehensive understanding of an applicant’s profile. **If you have been evaluated more than once within the past six years, we recommend submitting your previous evaluation(s) from that timeframe along with your current evaluation.**
- Before submitting your evaluation, please double-check that all of the pages are present, including any score reports or tables appended to the end of the report. TASSL often receives evaluations that are missing pages simply because it’s easy to accidentally skip a page when copying or scanning these documents.



**Legal Name**

\_\_\_\_\_

First Middle Last Suffix

**Preferred Title**  Mr.  Ms.  \_\_\_\_\_ **Preferred Name** \_\_\_\_\_

**Contact Information**

**Permanent Address**

\_\_\_\_\_

Street Address Apartment or Unit

\_\_\_\_\_

City State ZIP Code

**Email Address**

\_\_\_\_\_

TASSL application status updates are primarily sent via email to the student's email address as listed above. However, you can choose to receive a duplicate notification at a secondary email address or a postal address.

**Send my TASSL notifications:** (select one)

- Via email to the student's email address only
- Via email to the student's email address and another email address: \_\_\_\_\_
- Via email to the student's email address and via postal mail to the student's permanent address

**Phone Numbers**

\_\_\_\_\_

Mobile  Home  Mobile  Home

**Which phone number would you prefer for TASSL to use if we need to call you?**  Mobile  Home

**Demographic Information**

**Date of Birth** \_\_\_\_\_ **Gender**  Male  Female  \_\_\_\_\_

**Citizenship**  US Citizen  Dual US Citizen  US Permanent Resident Visa  \_\_\_\_\_

**\* Race & Ethnicity** (select all that apply)

- American Indian / Alaska Native  Asian  Black / African American
- Native Hawaiian / Other Pacific Islander  White  Other: \_\_\_\_\_
- Hispanic / Latino (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture regardless of race)

\* Provision of information concerning race is voluntary. The university will not use it in the admission process or decision. It will be used only for nondiscriminatory purposes such as determining whether the university is succeeding in its efforts to develop a university culture based on respect for human diversity.

**ECU & TASSL Applications**

- East Carolina University Admissions Status** (select one)  I have never applied to ECU
- I have applied to ECU and am awaiting an admission decision  I applied to ECU, but I was not accepted
- I have already been admitted to ECU. My first semester of enrollment at ECU was (or will be): \_\_\_\_\_

**Intended Area of Study at ECU** \_\_\_\_\_

**How did you find out about TASSL?** \_\_\_\_\_



**Residence**

**With whom do you make your permanent home?** (Select all that apply)

- Mother     Father     Stepmother     Stepfather     Legal Guardian     Spouse / Partner     Children
- Other Relative(s): \_\_\_\_\_
- Other Unrelated Person(s): \_\_\_\_\_

**Parents**

**Parent #1**

**Parent #2**

<b>Relationship to You</b>	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> _____	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> _____
<b>Title</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> _____	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> _____
<b>First Name</b>	_____	_____
<b>Middle Name</b>	_____	_____
<b>Last Name</b>	_____	_____
<b>Preferred Name</b>	_____	_____
<b>Living or Deceased</b>	<input type="checkbox"/> Living <input type="checkbox"/> Deceased	<input type="checkbox"/> Living <input type="checkbox"/> Deceased
<b>Phone Number</b>	_____	_____
	<input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work
<b>Alternate Phone Number (optional)</b>	_____	_____
	<input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work
<b>Email Address</b>	_____	_____
<b>Mailing Address</b>	<input type="checkbox"/> same as student's address	<input type="checkbox"/> same as student's address
	_____	_____
	_____	_____
<b>Contact Preferences</b>	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Do Not Contact	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Do Not Contact
<b>Highest Grade or Degree Completed</b>	_____	_____
<b>College(s) Attended</b>	_____	_____
<b>Graduate School(s) Attended</b>	_____	_____
<b>Occupation</b>	_____	_____
<b>Employer</b>	_____	_____

**Siblings**

Name _____	Birth Year _____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> _____
Name _____	Birth Year _____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> _____
Name _____	Birth Year _____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> _____
Name _____	Birth Year _____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> _____







**High School Education**

List all high schools (grades 9-12) you have ever attended for any length of time, whether or not you completed a term.

**School Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Location** (City & State) \_\_\_\_\_

**School Type**  Public  Charter  Magnet  Private  Boarding  Homeschool  \_\_\_\_\_

**School Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Location** (City & State) \_\_\_\_\_

**School Type**  Public  Charter  Magnet  Private  Boarding  Homeschool  \_\_\_\_\_

**School Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Location** (City & State) \_\_\_\_\_

**School Type**  Public  Charter  Magnet  Private  Boarding  Homeschool  \_\_\_\_\_

**High School Academic Support**

Please answer the following question as it applied to your **high school** (grades 9-12).

**My high school documented my disability supports through a(n):**

- IEP  504 Plan  Accommodation Plan, Learning Plan, Academic Plan, or similar school document
- None of the Above – I was provided with support, but my school did not formally document it.
- None of the Above – I did not access disability support services through my high school.

**Describe any educational supports, resources, and assistance you used in high school that are not listed in your IEP, 504 Plan, or other documentation included with your application materials.**

(e.g., tutoring, learning centers, academic/life coaching, mentoring, learning strategies instruction, counseling, training programs, assistance from parents or other family members, “unofficial” accommodations, Vocational Rehabilitation, etc.)

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**College Admission Testing**

**List your highest ACT and/or SAT scores.** Check the box to **indicate whether you used any accommodations** on each test, and **list those accommodations** if applicable.

**ACT** Composite \_\_\_\_\_ English \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_  
Writing \_\_\_\_\_ Other \_\_\_\_\_

ACT Accommodations  No  Yes \_\_\_\_\_

**SAT** Evidence-Based Reading & Writing \_\_\_\_\_ Math \_\_\_\_\_ Essay Reading Analysis Writing  
Other \_\_\_\_\_

SAT Accommodations  No  Yes \_\_\_\_\_



**Postsecondary Education**

List all postsecondary education, including any colleges or universities you have ever attended for any length of time.

**Current Postsecondary School**

I am currently attending this school:  Full-Time  Part-Time

**School Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Location** (City & State) \_\_\_\_\_ **Credits Earned** \_\_\_\_\_

**School Type**  Community/Technical College  College/University  \_\_\_\_\_

**Previous Postsecondary Schools**

**School Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Location** (City & State) \_\_\_\_\_ **Credits Earned** \_\_\_\_\_

**School Type**  Community/Technical College  College/University  \_\_\_\_\_

**School Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Location** (City & State) \_\_\_\_\_ **Credits Earned** \_\_\_\_\_

**School Type**  Community/Technical College  College/University  \_\_\_\_\_

**Postsecondary Academic Support**

Please answer the following questions as they apply to your **current postsecondary school**.

**How does your school's office of disability services document your supports and/or accommodations?**

Accommodation Letter  Another type of document: \_\_\_\_\_

None of the Above – I am provided with support, but my school does not formally document it.

None of the Above – I do not access disability support services through my school.

**Do you regularly use your in-class and/or testing accommodations?**  Yes  No  Not Applicable

**Describe any educational supports, resources, and assistance you use that are not listed in your Accommodation Letter or other documentation included with your application materials.**

(e.g., tutoring, learning centers, academic/life coaching, mentoring, learning strategies instruction, counseling, training programs, assistance from parents or other family members, "unofficial" accommodations, Vocational Rehabilitation, etc.)

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**Employment**

If you have been enrolled in postsecondary education full-time since graduating from high school, you may skip this section. Otherwise please **list your employment since leaving school**. You may include a resume instead if you prefer.

**Employer** \_\_\_\_\_ **Location** (City & State) \_\_\_\_\_

**Position** \_\_\_\_\_ **Dates of Employment** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Location** (City & State) \_\_\_\_\_

**Position** \_\_\_\_\_ **Dates of Employment** \_\_\_\_\_



**Recommendations**

List all individuals who will complete recommendations in support of your application.  
Only one recommendation is required. Additional recommendations will be accepted but are optional.

<b>Name</b>	<b>Course(s) in which this person has taught you <u>or</u> Relationship to you (e.g., teacher, counselor, employer, tutor, etc.)</b>
_____	_____
_____	_____
_____	_____

**Psychoeducational Evaluations**

Date of your most recent comprehensive psychoeducational evaluation: \_\_\_\_\_

Do you have a reevaluation scheduled?  Yes  No If yes, when? \_\_\_\_\_

Are you submitting any other evaluations to TASSL? (in addition to your current psychoeducational evaluation)  Yes  No

If yes, please list the type and date of each: \_\_\_\_\_

\_\_\_\_\_

**Personal Statement**

The TASSL application does not require an essay. However, **you are welcome to share any personal statements or information about yourself in the space below.** (Please feel free to print out your statement on a separate page if you prefer.) For example, you might choose to write about your goals, your achievements, and the impact your learning difference has had on your education so far, as well as anything else you would like the admissions committee to know about you. **This section is optional.**

**Supplemental TASSL Application Materials**

List any supplemental materials, items, or information that you are including with your application.

The application checklist provides details about all the required materials for the TASSL application. Any **additional items are optional.** Listing them here simply ensures that we are aware of any other items that you will be sending and want us to consider as we review your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Campus Safety Questions

In an effort to maintain a safe learning community, we must ask the following questions of all applicants. For the purpose of the following questions, “crime” or “criminal charge” refers to any crime other than a traffic-related misdemeanor or an infraction. You must, however, include any alcohol or drug offenses whether or not they are traffic-related incidents.

Answering “yes” to any of the following questions may not necessarily preclude your being admitted. However, failing to answer these questions, or failing to respond completely, accurately, and truthfully may be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

- Yes**     **No**    Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9<sup>th</sup> grade forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?
  
- Yes**     **No**    Have you even been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? [Note that you are not required to answer “yes” to this question or provide an explanation if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]
  
- Yes**     **No**    Do you have any criminal charges pending against you?
  
- Yes**     **No**    Have you entered a plea of no contest or nolo contendere, or an Alford plea, to a misdemeanor, felony, or other criminal charge; or received a deferred prosecution or prayer for judgment continued for such a charge; or otherwise accepted responsibility for such a crime?
  
- Yes**    Have you received any type of discharge from military service other than honorable discharge?
- No - Never Served**
- No - Currently Serving**
- No - Honorably Discharged**

**If you answered “yes” to any of these questions, please attach a written explanation that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.**

TASSL reserves the right to require an additional statement from an appropriate official corroborating your account, either before acting on your application or before permitting you to enroll. Your failure to provide such a statement upon request may be grounds to deny or withdraw your admission or to dismiss you after enrollment.

You are required to notify the TASSL Program immediately and in writing of any new or pending criminal charge, any disposition of a criminal charge, or any school, college, or university disciplinary action against you, or any type of military discharge other than an honorable discharge, or any non-routine absence from school that occurs at any time after you submit this application and prior to enrollment. Your failure to so do may be grounds to deny or withdraw your admission, or to dismiss you after enrollment. Your ECU application will contain these same questions, and all the requirements listed above also apply to the ECU Admissions office after you have submitted your application to ECU.

## Non-Continuous Enrollment Questions

Please answer the following questions with regard to any school that you have attended.  
(This includes high school, technical institutes, college/university, etc.)

- Yes**     **No**    During any school year, have you been out of school for reasons **other than** routine vacations, disability-related reasons, or school-related activities?
  
- Yes**     **No**    Has it been 3 months or more since you graduated, or since you have been enrolled in school?

**If your education was or will be interrupted, please attach a written explanation of the circumstances. Please be as thorough and detailed as possible.**

**Please read the following information carefully before signing and dating below:**

I certify that all the information I have given on this application is complete and correct. I understand my failure to provide complete, accurate, and truthful information on this application will be grounds to deny or withdraw my admission to the TASSL Program and eventually to East Carolina University, or to dismiss me after acceptance. I also understand that it is my responsibility to notify the TASSL Program and East Carolina University promptly if there is any change in my application information prior to my enrollment.

I agree to allow the TASSL Program and the university to send information on the substance and status of my application and related information to my current/previous schools and to constituent campuses of the University of North Carolina. In addition, I give permission for the TASSL staff to share my application materials and records with and to communicate with the Office of Disability Support Services, Office of Admissions, other ECU departments and employees, and/or other individuals who have a legitimate educational interest regarding my admission to and work in the TASSL Program and at East Carolina University. I understand that this may involve providing copies of psychological evaluations and other information relevant to determining disability eligibility or admissions criteria for the TASSL Program and/or ECU.

I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution and that the institution may divulge the contents of the application in accordance with the Family Educational Rights and Privacy Act of 1974, as amended if I am, or have been, in attendance at this institution.

I understand that any materials submitted to the TASSL Program in the course of the application process become the property of the TASSL Program and will not be returned except at the discretion of the program staff. In addition, these materials and/or other documentation related to the application process and admission decision will be kept confidential and will not be released or shared, except as specified above, regardless of the outcome of my admission decision.

I understand that the TASSL Program does not have an "open door" admissions policy and that admission to the program is competitive. I acknowledge that submitting a complete application does not guarantee acceptance to the program or to the university.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you are over age 18 and do not live with either of your parents, you may omit the parent signature.



**This student has requested that you serve as a reference for their application for admission to the TASSL Program at East Carolina University.**

### **Before You Begin**

Recommendations are a vitally important part of the TASSL admission process, as each reference provides a unique perspective on a student's skills, abilities, and self-determination. We ask you to give careful thought to your appraisal of the applicant as you respond to the questions on the recommendation form. We encourage you to review the "Key Facts about the TASSL Program" to help you formulate and target your assessment of the applicant's fit with the program.

### **Completing the Form**

Please choose from the following options:

- **Handwritten** – Please print all responses in ink. If you run out of space in the blanks, feel free to continue your answers on a separate sheet of paper.
- **Typed** – Download this form as a PDF file from our website at [www.ecu.edu/stepp/reference.cfm](http://www.ecu.edu/stepp/reference.cfm). You can type responses directly into the form fields and then print the completed form.

**All references must include the TASSL recommendation form.** Please do not submit a letter without also including a completed form. If any of the questions on the form do not apply to your relationship with the applicant, please indicate "n/a" or select "Unable to Judge" on the rating scale.

**You are also welcome to submit additional information about the applicant beyond what the form asks. Please feel free to attach a letter or additional paper.**

### **Submitting the Form**

Please choose from the following options:

- **Postal Mail** – Use the mailing address listed to the right.
- **Email** – Send to [johnsonem@ecu.edu](mailto:johnsonem@ecu.edu). Please send documents in PDF format only and ensure all pages of the attachment are clearly legible.
- **Return to Student** – Please enclose your recommendation in a sealed envelope if you return it to the student to submit along with their other application materials.

### **Mailing Address**

STEPP Program, Attn: Emily Johnson  
Joyner Library  
Mail Stop # 516  
East Carolina University  
1000 East Fifth Street  
Greenville, NC 27858-4353

Contact Emily Johnson ([johnsonem@ecu.edu](mailto:johnsonem@ecu.edu) or 252-737-2275) if you have any questions.

**Thank you for participating in the TASSL admissions process. We appreciate your input!**

### **Key Facts about the TASSL Program**

TASSL is a program at ECU that provides the opportunity for a select group of motivated and committed students with learning differences to receive additional academic support while working towards a bachelor's degree.

#### **TASSL...**

- is designed for students who are academically at risk due to learning differences.
- is housed in the same office as the STEPP Program, but is a separate initiative and differs from STEPP in several key ways. Most notably, TASSL is generally a better fit for transfer students, nontraditional students, and students who are already enrolled at ECU.
- provides academic support that goes beyond the services legally required at the university level.
- requires students to participate in specific requirements during their first semester in the program. These include mentoring, a seminar course, study hall, and using various academic/learning strategies. In subsequent semesters, each student's participation in TASSL is entirely individualized.
- does not charge any additional fees for these services.

#### **Students in TASSL...**

- have experienced academic challenges and are ready to commit to receiving support and developing strategies for improving their educational performance.
- must be accepted to ECU through the standard admissions process before an offer to participate in TASSL can be finalized.
- work towards earning a bachelor's degree in the major of their choice and are held to the same academic standards as all other ECU students.
- work with a staff member to create a support plan that best meets their needs each semester. The "full service" level of support is always available to TASSL students, and they can increase their level of support at any time.



Reference's Name \_\_\_\_\_ Applicant's Name \_\_\_\_\_

Reference's Title & Employer \_\_\_\_\_

In what capacity do you know the applicant?  Teacher  Other: \_\_\_\_\_

In what course(s) have you taught the applicant? \_\_\_\_\_

\_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

What are the applicant's strengths in relation to the pursuit of a college degree?

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What are your areas of concern for this applicant in relation to the pursuit of a college degree?

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How do you foresee the applicant's learning disability impacting his/her performance in a university setting?

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<b>Using the scale provided, please evaluate the applicant on each characteristic listed below.</b>	Poor 1	Below Average 2	Average 3	Above Average 4	Superior 5	Unable to Judge
Academic Aptitude						
Academic Performance						
Organizational Skills						
Self-Determination (goal-setting & follow-through)						
Study Habits & Skills						
Self-Advocacy						
Social Skills						
Motivation & Persistence						
Ability to accept & respond to constructive feedback						
Overall Readiness for a 4-year college/university						

May TASSL contact you for more information?  No  Yes \_\_\_\_\_  
contact information (email address and/or phone number)

Please select one of the following options for this recommendation's confidentiality:  Held in confidence  Open to the applicant's review upon admission to STEPP

Reference's Signature \_\_\_\_\_ Date \_\_\_\_\_