Master of Science in Criminal Justice Request for Reference

To be completed by the Applicant

Name of Referee: ____________________________________________

Name of Applicant: __________________________________________

Notice of Waiver

(You must sign and indicate whether or not you wish to waive your right to access if this letter is to be included in your file.) I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf.

________ It is my desire that this letter be written in confidence, and therefore I wish to waive my right of access to this letter.

________ I wish to retain my right of access.

Date: ________ Signature: ______________________________________

TO THE REFEREE:

The applicant named above has selected you as a reference. Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether or not the candidate should be admitted for graduate study.

Application to the MS in Criminal Justice program is a self-managed process; therefore, the applicant is responsible for collecting and submitting all reference letters. This ensures that the applicant knows the application is complete when submitted. After completing this form, please place it in an envelope, seal the envelope, and sign it across the seal. Return your letter in the sealed envelope to the applicant who will forward it unopened to the Graduate Studies office with the application materials.

For your information, the application deadlines are: March 1st and November 1st.

Please complete and allow enough time for the applicant to return this with their remaining application materials by the deadline dates.
COMPLETED BY THE REFEREE:

How long have you known the applicant?

We would appreciate a statement from you concerning the applicant’s scholarship, personality, character, and professional promise. Please include in the statement an assessment of strengths and weaknesses. Please comment also on your view of the applicant’s philosophical congruence with the values and ethics of Criminal Justice. Feel free to use your organization stationary.

PLEASE REMEMBER TO RETURN THIS COMPLETED FORM TO THE APPLICANT IN AN ENVELOPE. (PLEASE SIGN THE ENVELOPE ON THE FLAP.) DO NOT RETURN YOUR REFERENCE TO THE MS PROGRAM.
### SUMMARY EVALUATION

Using the chart below, please rate the applicant relative to others whom you have known in a similar capacity.

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<thead>
<tr>
<th></th>
<th>No Basis for Judgment</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
<th>Outstanding (Top 5%)</th>
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<tbody>
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<td>Intellectual Potential</td>
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<td>Ability to work with others</td>
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<td>Emotional stability/self-control</td>
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<td>Responsibility</td>
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<td>Communication skills: oral</td>
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<td>Communication skills: written</td>
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<td>Ability to analyze a problem and formulate a solution</td>
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<td>Motivation for proposed program of study</td>
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<td>Concern with social issues/social justice</td>
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<td>Demonstrated commitment to work on behalf of oppressed populations</td>
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Referee Name ___________________________  

Recommendation:  

(Please print)  

_____Yes, I highly recommend for admission  

Signature _______________________________  

_____ Yes, I recommend  

Agency/Organization ______________________  

_____ Yes, I recommend with reservations  

Address ___________________________________  

_____ No, I do not recommend for admission  

Degree _________________________________  

Title/Position ____________________________