

**Florida Gulf Coast University  
Division of Justice Studies  
10501 FGCU Blvd. South  
Fort Myers, FL 33965-6565**

**Master of Science in Forensic Studies 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 Forensic Studies program is a self-managed process; therefore, the applicant is responsible for collecting and submitting all reference letters. This insures 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 15<sup>th</sup> and November 1<sup>st</sup>.

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 Forensic Studies. 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.

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

Referee Name \_\_\_\_\_

(Please print)

Signature \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

Degree \_\_\_\_\_

Title/Position \_\_\_\_\_

Recommendation:

\_\_\_\_\_ Yes, I highly recommend for admission

\_\_\_\_\_ Yes, I recommend

\_\_\_\_\_ Yes, I recommend with reservations

\_\_\_\_\_ No, I do not recommend for admission