READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 327

SUBJECT: Guidelines to Request a Letter of Recommendation

Responsibility of: Program Director
Revised: February, 2013 Reviewed: February, 2013

Purpose

These guidelines are designed to assist the student in securing a letter of recommendation from faculty at Reading Hospital School of Health Sciences-Nursing Program.

Procedure

A student may request that a faculty member write a letter of recommendation on his/her behalf. The guidelines listed below are to be followed:

- The student should request a letter of reference from faculty whom he/she feels are best able to give a current description of his/her abilities. (Example – a faculty member who was a clinical instructor for a student in NUR 101 and only knows the student in that capacity, may not be the best person to write a letter of reference for a student currently enrolled in NUR 206)
- The student is required to complete the *Release Form for Written Letters of Reference.* Request forms are available from the Nursing Program secretary on HS2.
- The student must indicate on the form whether or not he/she waives his/her right to view the reference. If the student checks the section "right to access reference is waived" (recommended) this indicates that the student gives up his/her right to view the reference. If the student checks the section "not waived" this indicates that the student has the right to request to see the written reference.
- The student submits the completed *Release Form for Written Letters of Reference* to the faculty member who is being requested to write the recommendation/reference.
- The student should give faculty members a minimum of two weeks to complete the reference.
- The faculty member has the option to either accept or decline the request and will notify the student.
- The delivery of the completed reference to the intended recipient must be secure.
    - It is recommended that all letters of reference be written on official school stationary (or an official reference form as supplied by the recipient).
    - The preferred method of delivery is for the faculty member to write the reference and send it directly to the contact person listed on the release form.
    - If the student requests to deliver the reference (as in the case where the student is required to submit all forms together in one packet) the faculty member should write the reference on official stationary and seal it in an official school envelope with the faculty member's signature written across the seal to indicate that the reference is official.

- Faculty are advised that email delivery of a plain word document creates security risks as word documents can be altered and forwarded without the knowledge of the faculty member. It is suggested that if an e-mailed document is requested, it should be in PDF format and followed by an official signed paper copy sent to the intended recipient.

- The faculty member will place the “Release Form for Written Letters of Reference” in the official student file.

READING HOSPITAL SCHOOL OF HEALTH SCIENCES
Nursing Program

RELEASE FORM FOR WRITTEN LETTERS OF REFERENCE

REFERENCE REQUEST

I hereby request _____ to write a letter of reference on my behalf.
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In accordance with the Family Educational Rights and Privacy Act of 1974 (PL 93-380), recommendations may be shown to the registrant upon request unless the right is waived.

Right to access reference waived_____ not waived _____

Reference type:

Position sought for employment: _____

Scholarship sought: _____

Other: _____

Contact Person:_____

Title: _____

Address: _____

_____

Email address: _____

Student (print name): _____

Date: _____

School Activities/ Organizations: _____