

## **Appendix B: Procedures for Accepting Graduate Students**

### **MS, PhD Programs**

- Student submits application to Department of Biological Sciences and to Office of Graduate Studies. The Departmental application asks which faculty the student is interested in working with.
- Tammy Pruett receives applications, assembles a file for each student, and creates a list of applicants that includes potential advisors identified by the applicant. This list is typically available early in the spring semester.
- Tammy reviews each applicant's transcript to identify likely deficiencies.
- Graduate Faculty review applicant files and indicate on the outside of the file if they are willing to accept the student and serve as the student's advisor.
- The Graduate Programs Committee approves the application

### **DA Program**

- Student submits application to Department of Biological Sciences and to Office of Graduate Studies. The Departmental application asks which faculty the student is interested in working with.
- Tammy Pruett receives applications, assembles a file for each student, and creates a list of applicants that includes potential advisors identified by the applicant. This list is typically available early in the spring semester.
- Tammy reviews each applicant's transcript to identify likely deficiencies.
- Faculty review DA applications and indicate which, if any, students they will accept as advisees.
- Graduate Programs Committee reviews DA applications for those students who have been accepted by a potential advisor and decides to accept or reject applications.

### **All Programs**

- Applicants must be approved by the Graduate Programs Committee before they are accepted into a graduate program.
- Graduate Programs Committee ranks students accepted into the program and makes decisions regarding TA and DA Fellowship awards.