

FES Graduate Student Application Review January 2013

When a potential major professor is seriously considering a student for acceptance, the faculty member will provide a written statement to the review committee that :

1. Explicitly identifies the qualifications of the student for the degree program (see the next page for a table to help with details) according to the requirements for the FES degree program.
2. Explicitly identifies any remedial coursework or additional working knowledge that they require of the student as a condition of acceptance
3. Explicitly outlines plans for funding (or not) the student. If a faculty member is expecting some resources to support the student but those resources are not guaranteed then a statement specifying the details as clearly as possible should be submitted (although it is recognized that this is often uncertain).

The potential major professor will then email the completed documentation to the FES Office staff member in charge of Graduate applications (currently Cheryll Alex). The form on the next pages doesn't have to be used but the review and plan should address all the required points.

For MS and MF applicants, the faculty member should cite evidence of:

- Academic competency (including GPA, GRE scores)
- Oral and written communication skills
- Intellectual curiosity and drive
- Past work-related activities that reflect potential academic capability
- A maturity that will allow the independent work required of a graduate student

For Ph.D. applicants, the faculty member should cite evidence of:

- All of the traits listed above
- Significant experience in research, including planning, execution, analysis, interpretation, and writing
- Depth and breadth, both in research experience and course work
- Intellectual and emotional maturity.

The prospective student's application as well as the faculty member's statement will be reviewed by at least two members of a Graduate Admissions Review Committee. At this time the committee will be the current Curriculum Committee until an admissions committee is constituted. If any reviewer raises a concern, the whole committee, to the extent possible, will review the application. If the concerns continue to exist, they will be summarized and sent to the potential major professor and department head for resolution.

Review of FES Graduate Degree Applicant

REQUIREMENTS FOR (name) _____ applying for a _____ degree (MS, MF, Ph.D)	
Name of Reviewer:	Evidence for qualifications
Above average academic competency	
Excellent oral communication skills	
Excellent written communication skills	
Intellectual curiosity and drive	
A maturity that will allow for the independent work required of a graduate student	
Potential academic capability – including critical thinking skills	
ADDITIONAL REQUIREMENTS FOR Ph.D APPLICANTS	
Significant experience in research, including planning, execution, analysis, interpretation, and writing	
Depth and breadth, both in research experience and course work	
Intellectual and emotional maturity.	
OTHER SPECIFIC SKILLS OR KNOWLEDGE (fill in description as you need)	
BACKGROUND OR REMEDIAL COURSEWORK OR KNOWLEDGE REQUIRED	
FUNDING PLAN FOR STUDENT	