



PURDUE
UNIVERSITY®

Forestry and Natural Resources
Faculty Handbook to
Graduate Student Admissions

Prepared August 2022 by the FNR Graduate Committee



Table of Contents

- 1 Introduction1**
- 2 Recruitment.....2**
- 3 Applicant Evaluation and Admittance3**
 - 3.1 Student Materials.....3
 - 3.2 Timeline.....3
 - 3.3 Ranking and Approving Applicants5
 - 3.4 Communicating Decisions to Applicants7
- 4 Funding Sources8**
 - 4.1 Departmentally-funded Students8
 - 4.2 Fellowship-Funded Students9
 - 4.2.1 Departmental9
 - 4.2.2 University9
 - 4.3 Self-funded Students12
- Appendix A1**

Tables

- Table 1. FNR Graduate Committee Personnel1
- Table 2. Application Deadlines2
- Table 3. Admission Evaluation Timeline for Spring 2023 Applicants4
- Table 4. Admission Evaluation Timeline for Fall 2023 Applicants.....5
- Table 5. Factors Considered when allocating Departmental Funding to Ranked Applicants6
- Table 6. Fellowship Summary.....11

Acronyms

AY	Academic Year
CoA	College of Agriculture
ESE	Ecological Sciences and Engineering
FNR	Forestry and Natural Resources
FTE	Full Time Employment
FY	Fiscal Year
GRE	Graduate Record Examinations
TA	Teaching Assistant

1 Introduction

The objective of this handbook is to describe the processes the Purdue University Department of Forestry and Natural Resources (FNR) Graduate Program uses in graduate student admissions. Specifically, this handbook outlines the admissions process to provide faculty guidance on how the process works and highlights how to be competitive for departmental and university fellowship funding opportunities.

The FNR Graduate Program is administered by the FNR Graduate Program Head (i.e., Department Head) as well as the FNR Graduate Committee, which is comprised of FNR faculty members and the FNR Graduate Program Coordinator. The FNR Graduate Committee is led by the committee Chairperson. The FNR Department Head and FNR Graduate Committee reviewed the program and established the guidelines and policies which are presented in this handbook. The current FNR Graduate Committee is comprised of seven faculty members, one non-voting Graduate Program Coordinators, and one non-voting Graduate Student Council Representative (Table 1).

Table 1. FNR Graduate Committee Personnel

Name	Title	Email
Michael Jenkins	Chair, Professor of Forest Ecology	jenkinma@purdue.edu
Andrew DeWoody	Professor of Genetics	dewoody@purdue.edu
Elizabeth Flaherty	Associate Professor of Wildlife Ecology and Habitat Management	eflaher@purdue.edu
Jacob Hosen	Assistant Professor of the Internet-of-Things and Ecological Analytics	jhosen@purdue.edu
Jingjing Liang	Assistant Professor of Quantitative Forest Ecology	jjliang@purdue.edu
Zhao Ma	Professor of Natural Resource Social Science	zhaoma@purdue.edu
Robert Swihart	Professor of Wildlife Science	rswhart@purdue.edu
Jackie Getson	Graduate Program Coordinator, Data IQ Program Specialist	jgetson@purdue.edu
Kelsey Tobin	Graduate Student Council Representative, PhD Student	tobin6@purdue.edu

2 Recruitment

Faculty members are encouraged to recruit top-quality applicants well in advance of departmental deadlines for applications. For any applicant to be considered for departmental funding, they must have a completed application package submitted by the deadline (Table 2). Applicants who meet the application deadline are also eligible for fellowship nominations by faculty or the department.

Table 2. Application Deadlines

Term	Deadline
Spring	September 15 at 11:59 pm ET
Fall	December 1 at 11:59 pm ET

Applicants on external funds can be admitted at any time, subject to the pre-term deadlines of International Student Services (if applicable) and the Graduate School. Externally funded applicants can be admitted for graduate study in FNR with demonstration of funding to the FNR Business Office and approval of the FNR Graduate Committee Chair. Approval of the FNR Graduate Committee Chair requires that the applicant have a complete application with all materials, meet the minimum academic requirements for admission into FNR (e.g., GPA 3.0/4.0), and that no concerns are identified in the Chair's review. If the Chair has a conflict of interest (e.g., applicant is Chair's prospective student) or if the application does not meet minimum standards, the FNR Graduate Committee Chair will convene the FNR Graduate Committee.

Commitment to Diversity

The FNR Graduate Committee is committed to increasing diversity within the FNR graduate student body. Current efforts to increase diversity applications which includes reviewing applications holistically using a ranking system and departmental funding dedicated to diverse applicants. Faculty should also support minority and other diverse applicants by encouraging the applicant to submit a diversity essay with their application. The essay is not required for official admission to the Purdue University Graduate School but many fellowship and other funding sources rely on the essay. Faculty should advocate for applicants who could enhance diversity by reviewing fellowship funding sources (see Section 4) to nominate applicants appropriately. The FNR Graduate Committee also recognizes that diversity recruitment is an ongoing process and continues to review program policies to promote and enhance diversity and inclusion in FNR.

Discrimination against individuals on the basis of race, gender, religion, national origin, age, disability, or other protected status is prohibited by Purdue University as a matter of policy ([webpage](#)) and shall not be a factor in allocation of graduate assistantships.

Dual Program Applicants

Several interdisciplinary graduate programs across campus regularly partner with the FNR program. For example, Ecological Sciences and Engineering (ESE) is an interdisciplinary graduate program and a common partner with FNR. These applicants should apply to ESE first and list FNR as a second-choice. Dual program applicants interested in an FNR faculty advisor who would also like to be considered in the competitive funding process must have their application submitted by the FNR deadline. Dual program applicants must receive admission approval from the FNR Graduate Committee and their other program. Graduate Program Coordinators between both programs work together to advise the student on the programmatic requirements.

3 Applicant Evaluation and Admittance

3.1 Student Materials

All applicants must complete the following materials regardless of funding source. This also includes dual program applicants (e.g., ESE applicants). Further information can be found on the FNR Graduate Admission [webpage](#). Applicants must submit the following application materials:

- Graduate School Slate Application,
- English Proficiency exam scores ([if required](#)),
- Responses to FNR Questionnaire,
- Official transcripts,
- Copy of Diploma if degree awarded date not listed on transcript,
- Statement of Purpose,
- Three letters of recommendation, and
- Diversity essay (to be considered for a diversity-related funding).
- Application fee ([waivers available](#))

Graduate Record Examinations (GRE) scores are not an admission requirement for the FNR Graduate Program. However, if the GRE score is provided it may be considered by the FNR Graduate Committee during the application review process.

GPA Considerations

Applicants must have a minimum 3.0 GPA in order to be considered for departmental funding. Additionally, FNR requires a minimum 3.0 GPA in order to be admitted unconditionally. If below 3.0, the student will be placed on probation during their first term.

Many foreign universities do not use a 0-4.0 GPA scale when calculating academic achievement. International applicants should always provide a copy of their transcripts and endeavor to highlight the rigor of their program through recommendation letters, personal statements, and other areas of the application.

FNR Questionnaire

All applicants are required to provide responses to the following questions (limit of 250 words per response).

1. Describe a situation that demonstrates your work ethic and ability to complete complex tasks in a timely manner.
2. Provide an example of a work/academic situation that typifies how you handle adversity when striving to attain a goal.
3. What motivates you to pursue your proposed graduate studies, and how will completion of these studies prepare you to achieve your career goals?
4. Please describe a specific example from your work/academic experience that demonstrates your curiosity and creativity.
5. Please describe what diversity and inclusivity means to you, and why it is important to foster in a research team.

3.2 Timeline

The admissions timeline is dictated by many sources including fellowship deadlines set by the different schools and offices administering them. In order to remain competitive with other institutions, adhere to fellowship deadlines, and respect faculty and staff schedules, a specific timeline was enacted by the FNR Graduate Program to process applications for spring and fall terms (Table 3 and 4, respectively).

Table 3. Admission Evaluation Timeline for Spring 2023 Applicants

Deadline	Task
September 10, 2022	Funding extensions requests due for students whose funding expires in Fall 2022
September 15, 2022 at 11:59 pm, ET	Applications due
September 20, 2022	Applicant packages (restricted Box) and evaluation surveys (Qualtrics) sent to prospective faculty advisors
September 30, 2022	Prospective faculty advisor evaluations due
October 3, 2022	Application packages and prospective faculty advisor evaluations sent to FNR Graduate Committee for evaluation
October 14, 2022	FNR Graduate Committee evaluations due
Week of October 17, 2022 (date TBD)	FNR Graduate Committee meeting to review, approve, and rank applicants for department lines and fellowships as well as review and approve applicants on external funding
Week of October 17, 2022	FNR Graduate Committee Chair sends a memorandum of applicant approval and ranking for FNR Department Head to approve
Week of October 24, 2022	FNR Department Head approves and/or modifies
October 31, 2022	Initial offer letters sent as well as denials sent to applicants without faculty advisor support Applicants with offer letters approved in Slate for Graduate School review
November 15, 2022	Offer letter responses due Alternate offer letters created and sent, if necessary Graduate School deadline to admit an externally funded international student
November 18, 2022	Denials sent to all other applicants
November 22, 2022	Memo sent to faculty with final admission numbers Funding extensions requests due for students whose funding expires in Spring 2022
November 23-26, 2022	University closure Thanksgiving break
January 9, 2023	Graduate School deadline to admit an externally funded domestic student

Table 4. Admission Evaluation Timeline for Fall 2023 Applicants

Deadline*	Task
November 22, 2022	Funding extensions for current students due
December 1, 2022 at 11:59 pm, ET	Applications due
December 6, 2022	Applicant packages (restricted Box) and evaluation surveys (Qualtrics) sent to prospective faculty advisors
December 12, 2022	Finals week begins
December 17, 2022	Prospective faculty advisor evaluations due End of term
December 19, 2022	Application packages and prospective faculty advisor evaluations sent to FNR Graduate Committee for evaluation
December 23, 2022	University closure begins
January 3, 2023	University reopens
January 6, 2023	Winter Session Ends
January 9, 2023	Semester begins
January 10, 2023	FNR Graduate Committee evaluations due
Week of January 9, 2023 (date TBD)	FNR Graduate Committee meeting to review, approve, and rank applicants for department lines and fellowships as well as review and approve applicants on external funding
Week of January 9, 2023	FNR Graduate Committee Chair sends a memorandum of applicant approval and ranking for FNR Department Head to approve
Week of January 16, 2023	FNR Department Head approves and/or modifies
January 24, 2023*	David M. Knox and George Washington Carver Fellowship nominations due
February 1, 2023	Initial offer letters sent as well as denials sent to applicants without faculty advisor support Applicants with offer letters approved in Slate for Graduate School review
February 15, 2023	CoA fellowship nominations due
April 15, 2023	Offer letter responses due Alternate offer letters created and sent, if necessary
April 21, 2023	Denials sent to all other applicants
April 21, 2023	Memo sent to faculty with final admission numbers
July 15, 2023	Graduate School deadline to admit an externally funded international student
August 21, 2023	Graduate School deadline to admit an externally funded domestic student

*Fellowship deadlines based on 2022 dates and are subject to change.

3.3 Ranking and Approving Applicants

Prospective Faculty Advisors

Once applications are downloaded and compiled, the application packages are sent to the prospective faculty advisors identified by the applicant, along with a questionnaire (Appendix A) via Qualtrics. Faculty have two weeks to complete the questionnaire. The FNR Graduate Committee requires that prospective faculty advisors interview the applicant prior to completing the application review in the questionnaire. If the prospective faculty advisor indicates that they have not interviewed the applicant, the questionnaire will not let them review the application; therefore, the applicant will not be considered in the FNR Graduate Committee review.

The questionnaire includes questions which also evaluates faculty:

- interest in serving as the student’s advisor,
- perspective on each portion of the application package,
- level of interest in the applicant, and
- funding requests.

If departmental funding is requested for an applicant, the Qualtrics form will ask faculty to explain why the student may be a successful teaching assistant (TA) and explain the applicant’s ability to TA a high need FNR undergraduate course(s). Depending on how many applications are received, faculty may be asked to rank students and select up to three top applicants to the FNR Graduate Committee for review if they are requesting department funding for them.

FNR Graduate Committee

Once the application packages are reviewed by prospective faculty advisors, the applicant packages and the corresponding prospective faculty advisor evaluations are sent to FNR Graduate Committee members. At minimum, three FNR Graduate Committee members evaluate each package. FNR Graduate Committee members cannot evaluate their own prospective students.

The FNR Graduate Committee members have two weeks to complete their evaluation. Once complete, a composite score per applicant is generated. This composite score calculation is provided at the end of Appendix A. Composite scores are then normalized by evaluator to control for systematic differences in scoring among evaluators. The normalization is conducted across all the applicants evaluated by an individual committee member, so the applicant's score of that committee member is relative to the average applicant score given by that individual committee member. This normalization is then repeated for each committee member. The applicants are then ranked. The FNR Graduate Committee meets and discusses each student by rank order to determine admittance status and funding source. Comments made by the prospective faculty advisors in the questionnaire are used to facilitate the discussion of an applicant's merits or weaknesses.

The applicant ranking is primarily used for department funding and fellowship nomination assessment. The FNR Graduate Committee usually gives preference to admissions that are funded at least 50% from external sources. In addition to composite ranking, the FNR Graduate Committee has developed additional factors (Table 5) to determine departmental funding allocations. The FNR Graduate Committee Chair reviews the status of assistantship funding with the FNR Business Office and a memorandum is sent to the FNR Department Head. The memorandum includes the list of graduate student applicants recommended for admission during the following term by the FNR Graduate Committee, funding sources for assistantships, and ranked priority for departmental funding, if needed.

Department Head

The FNR Department Head reviews the memorandum with the Chair of the FNR Graduate Committee and approvals for applicant admissions and assistantship funding are made.

FNR Graduate Committee Chair

Once the final list of approved applicants is determined, the FNR Graduate Program Coordinator will move applicants in Slate for Graduate School review. The FNR Graduate Committee Chair provides signature authority during this process and notes if any applicant is admitted with conditions (e.g., if the applicant GPA is less than 3.0, they are automatically placed on probation).

Table 5. Factors Considered when allocating Departmental Funding to Ranked Applicants

Factor
Preferential allocation of assistantships to junior faculty
Promotion of gender and cultural diversity among graduate students
Promotion of balance between foreign and domestic students as well as geographic distribution of foreign students
Equitable distribution of graduate students among Areas of Specialization in the department
Maintenance of a desired balance between MS and PhD students in the department
Confirmation that faculty potentially receiving graduate students with departmental assistantships have demonstrated the ability to obtain outside funding to support student research and have demonstrated the ability to successfully supervise graduate students to the completion of their degree program in a timely manner

3.4 Communicating Decisions to Applicants

Once the FNR Department Head reviews and confirms final admission and funding decisions, the offer letters are drafted and the Graduate School is notified. Offer letters may take up to two weeks to create because they require review and information provided by the FNR Business Office, Department Head, Graduate Committee Chair, and faculty advisor.

FNR Offer Letter

Admitted students will receive an email from the Graduate Program (with the FNR Department Head, Graduate Committee Chair, Business Office, and faculty advisor copied) confirming their admission to the FNR Graduate Program and containing a personalized funding offer. The offer letter will list: the student's faculty advisor, funding stipend amount, funding source, thesis/dissertation research topic (necessary depending on assistantship funding source), cost of attendance, health insurance information, and research title. The letter will indicate if a student is admitted with conditions, if necessary. The offer letter will also include a response deadline; students must respond before this deadline to confirm their acceptance or refusal of the position. Per Purdue University policy, faculty cannot pressure students before the offer deadline, but should maintain regular communication with students who receive offer letters.

Applicants who accept the offer must sign the offer letter and email it back to the FNR Graduate Program. Faculty should inform the FNR Graduate Committee Chair whenever they learn an accepted student plans to decline an offer. If the student was to be supported with departmental funds, funding does not remain with the faculty advisor but goes back to the FNR Graduate Committee to be reallocated to an alternate student based on prior ranked priorities for admission and assistantship funding.

Graduate School

The Graduate School uses their own admission standards to admit students to the Purdue University West Lafayette Campus. These standards all coincide with FNR admission policies so the process is usually simple. Students will be informed via email of their acceptance to the Graduate School and will need to log in to their application to agree to the Graduate School terms, accept admission, and complete the new student information form.

Denials and Ability to Reapply

Non-competitive applicants will be sent a denial notification through the Graduate School via Slate. Applicants that were competitive but lacked funding will receive a notification of regret from the FNR Graduate Program promptly, except for the 3-5 most highly ranked applicants who were not offered an assistantship (potential alternatives). These alternatives are held in reserve pending the outcome of offers to successful applicants. All applicants who were denied admission are offered the opportunity to have their application materials held for review for the next funding period (e.g., fall applicants may request to be reviewed for spring funding). The FNR Admission Guidelines are included in the correspondence to ensure that applicants are aware of and satisfy the requirements for subsequent review. Faculty advisors interested in students denied admission by the FNR Graduate Committee will be notified before the student.

4 Funding Sources

4.1 Departmentally-funded Students

If departmental funding is approved, department-funded students will be admitted during the fall and spring terms. Faculty have a cap on the number of departmental funding lines allocated to them in an Academic Year (AY). The rationale for these caps are:

- It is a hybrid of student-centric and faculty-centric model that focuses on the merits of both the applicants and faculty advisors.
- It places caps on the maximum FNR assistantships per faculty member to ensure balance among faculty members in departmental funding allocations.
- It has a strong mechanism to enhance diversity.
- It incentivizes faculty to leverage external funding opportunities.

Faculty Cap

Faculty departmental funding caps apply to Fall 2019 admits onward.

- Each faculty member may only have one graduate funding line that is fully supported (100% full time employment [FTE]) by departmental funds at any given time. Note: this does not mean that a faculty member is guaranteed a graduate funding line at any particular time. There are insufficient departmental funds for every faculty member to hold a fully supported graduate funding line at all times.
- Each faculty member can also have a maximum of two additional graduate funding lines that will be supported 50% FTE by departmental funds and 50% FTE by funds outside the department (all college, university, state or federal funds qualify for the match). Faculty member must demonstrate to the FNR Graduate Committee the availability of extramural funds at the time of applicant evaluation. No departmental funds (start-ups, special agreements, etc.) can be used for the 50% FTE match.
- Co-advised students will be divided between the co-advisors for purposes of cap accounting.
- Each faculty member cannot receive more than 200% FTE departmental support funds for graduate students in any AY.
- Start-up funds, faculty retention funds, and special agreement funds made between the FNR Department Head and individual faculty member for graduate student support will not be counted against the aforementioned caps.
- During each admission period, only those applicants, whose proposed faculty advisor has not reached the aforementioned caps, will be considered for FNR departmental funding. Exceptions can be made through the FNR Graduate Committee for exceptional outstanding applicants.

Faculty Accountability

The FNR Graduate Committee will keep track of the following two metrics that demonstrate effectiveness of faculty advisors:

1. Finishing students in a timely manner. Note, students who do not pass their preliminary examination will be evaluated differently as it is not necessarily the fault of the advisor.
2. Publications of student research
 - MS students should have at least one manuscript submitted within a year of graduation
 - PhD students should have at least two manuscripts submitted within a year of graduation

If there is a repeated pattern of delayed graduations and lack of publications, the FNR Graduate Committee will take that into consideration in future funding allocations, as per Table 5.

Availability and Extension of Departmental Funding

The number of available assistantships is determined based on the fiscal year (FY) budget and anticipated graduation of current students supported by department funding.

Faculty members who wish to request an extension of departmental funding to support a current student or to request that the department assist with funding continuation for a current student requiring additional support due to other circumstances (e.g., grant dollars have been exhausted, unexpected research delays, illness, etc.) must make the request to the FNR Graduate Committee Chair in writing prior to the application deadline for each term.

The FNR Graduate Committee Chair will work with the FNR Department Head, who will determine approvals for each extension request. Funding extensions will reduce funds available for new students, so each request for extension will be scrutinized accordingly.

TA Requirement

All graduate students with assistantships supported by departmental funds are required to serve as Teaching Assistants for FNR courses as assigned. For additional information, see the FNR Graduate Student Handbook Section 7.

4.2 Fellowship-Funded Students

4.2.1 Departmental

FNR will make every effort to dedicate 1-2 assistantships that increase the diversity of its graduate student population where appropriate each FY. This assistantship does count towards the faculty caps specified above. Diversity is broadly defined to include, but is not limited to race, gender, ethnicity, and social background (e.g., first generation college graduates). The FNR Graduate Committee will identify potential students in the applicant pool each semester and make recommendations to the FNR Department Head for these diversity assistantships as part of the normal student admission and ranking process.

4.2.2 University

Fellowships from the university come in three types: a) those managed by the [Graduate School Fellowship Office](#) b) those administered and allocated by the College of Agriculture Research and Graduate Education (ARGE) Office, and c) those provided to interdisciplinary graduate programs for recruitment (Table 6).

College of Agriculture

Fellowships allocated to the College of Agriculture (CoA) are awarded through a competitive process requiring alternating weeks of nominations and reviews of nominees beginning in February and ending in April of each year.

A limited number of Frederick N. Andrews, Ross, Purdue Doctoral, and Bilslund Dissertation fellowships are allocated to the CoA each year for recruitment purposes. The departmental representatives to the Graduate Council in the CoA are allowed to submit nomination materials for review by the council, nominees are assigned a numerical score by each member of the council. After reviewing the scores of the nominees, the Associate Dean for Academic Programs awards a subset of the fellowships every other week until all are allocated.

The FNR Graduate Committee reviews the applications (including those competing for departmental assistantships as well as those to be funded externally) for each fall term and selects those who have the best potential to be awarded a fellowship from the CoA based on 1) past experience with the Graduate Council, 2) quality of applicants, 3) fit of applicants to the intent of the available fellowships, 4) discussions with the prospective faculty professor regarding the commitment to recruiting the student, and 5) discussions with the FNR Department Head regarding commitment of departmental funding towards the fellowship.

When a student is nominated for a fellowship by FNR, the department is agreeing to 1) admit and completely fund the student even if they are not awarded a fellowship and 2) fund the remainder of the student's stipend after the first- or second-year recruitment fellowship has been expended.

Graduate School

Fellowships administered and awarded by the [Graduate School](#) generally require an application from an individual student or the nomination of a student by their prospective faculty advisor. Applications of students who are awarded such fellowships must be reviewed by the FNR Graduate Committee to ensure that the student meets the minimum GPA requirement for admission into FNR and that no potential problems are identified in the remainder of the application materials. Details regarding all fellowships that are administered by the Graduate School can be viewed on the Graduate School [webpage](#).

Interdisciplinary Graduate Programs

Fellowships provided to interdisciplinary graduate programs for recruitment (e.g., Lynn Fellowships) are administered and awarded by each interdisciplinary graduate program (e.g., PULSe, ESE, etc.). These students are screened and admitted by the individual interdisciplinary graduate programs and become associated with individual academic departments. However, the FNR Graduate Committee reviews the application material of each interdisciplinary student that joins the FNR Graduate Program to ensure that these students meet the minimum admission requirements and takes appropriate action if they do not.

Table 6. Fellowship Summary

Name	Amount	Eligibility Criteria	Nomination Due*	Nominator	Source
Chappelle	1 year stipend and tuition scholarship, payment of most fees and medical insurance benefit	Purdue University undergraduate applying for graduate programs. Award given based on character and intellect, promise of degree attainment.	January 17 5pm	Prospective student	GS Fellowship Office
George Washington Carver	5 years salary and tuition coverage	PhD applicants from HBCU, HSI, or Tribal College. Awarded based on desire to pursue a faculty career, and completion of diversity essay in their application. Must be a US high school graduate.	January 23 5pm	FNR Graduate Committee (with support of faculty advisor); FNR can nominate 2	GS Fellowship Office
David M. Knox	2 years salary and tuition coverage	MS applicants from diverse backgrounds; must be a US high school graduate and have completed the diversity essay in their application.	January 23 5pm	FNR faculty advisor and FNR Graduate Committee; FNR can nominate 2	GS Fellowship Office
Purdue Doctoral	4 years salary and tuition coverage; 2 years from the GS and 2 years matched by department	Exceptional PhD applicant who can bring diversity, not guaranteed to FNR	January 20 12pm	FNR faculty advisor and FNR Graduate Committee; can make 2 nominations	ARGE Office
Frederick V. Andrews	4 years salary, medical insurance supplement, and tuition coverage; 2 years from the GS and 2 years matched by department	Exceptional PhD applicant; not guaranteed to FNR	April 21 12pm	FNR Graduate Committee	ARGE Office
Ross	4 years salary, medical insurance supplement, and tuition coverage; 1 year of support from the GS and 3 years matched by department	PhD applicant; FNR guaranteed one each FY	April 21 12pm	FNR Graduate Committee	ARGE Office
Lynn	4 years salary and tuition coverage	PhD applicant in interdisciplinary program	Contact ESE Director	FNR faculty advisor and FNR Graduate Committee	ESE Director and GS
Bilsland	1 term salary and tuition coverage	Only for students in their last term of doctoral program; FNR guaranteed one each FY	April 21 12pm	FNR Graduate Committee	ARGE Office
ARGE	1 year funding for MS awardee and 2 years for PhD awardee. Department must match with 1 or 2 year for MS or PhD awardee, respectively.	MS or PhD applicants who can enhance diversity. Only nine awarded each FY. Faculty advisor must have a McStennis or Hatch project.	February 15 12pm	FNR Graduate Committee or faculty advisor	ARGE Office

GS = Graduate School

*Deadlines are based on the Fall 2022 applicants and subject to change. Deadlines are updated by the Graduate School Fellowship Office and College of Agriculture ARGE Office each year. Times are all in ET.

4.3 Self-funded Students

Students are generally not admitted without stipend support (i.e., support from the department, an external grant, a fellowship source, or private sponsor) unless:

- The prospective advisor for the student making the request provides written justification to the FNR Graduate Committee requesting an exemption for the student based on special circumstances (e.g., students who are employed or returning from the work force and are willing to financially support themselves while conducting graduate studies).
- The prospective advisor may request an exemption from the FNR Graduate Committee by stipulating a willingness, in writing, to provide a portion of the stipend support for the student requesting admission. Minimal obligations of support are considered a half-time appointment for at least 1 term or a quarter-time appointment for two terms. Further, the prospective advisor must certify in writing that they will seek external funding to continue to support the student in question at a minimum level of quarter-time stipend support as appropriate for the completion of their degree objectives. The advisor also must certify, in writing, that the student requesting admission is aware that departmental support is not guaranteed after expiration of the advisor's support and that should the student apply for departmental assistantship support they will be evaluated anew with incoming applicants.

All students admitted to the FNR graduate program, regardless of financial support, should be treated equally in all aspects, including provision of desks and support for travel to present findings at professional meetings and conferences.

Appendix A
FNR Faculty Evaluation for Prospective
Students

FNR Faculty Evaluation for Prospective Students

student_name Please answer the following questions regarding the prospective student [Student Name].

Q1 Would you be willing to act as faculty advisor for this applicant?

- Yes
- No
- Maybe

Skip to end of Survey: If Would you be willing to act as faculty advisor for this applicant? = No

Q2 Have you conducted a formal or informal interview (online or in-person) with this applicant prior to reviewing this application material?

- Yes
- No
- Maybe

Skip to end of Survey: If Have you conducted a formal or informal interview (online or in-person) with this applicant prior... = No

Display Q3: If Have you had any interactions/contact with this applicant prior to reviewing this application mater... = Yes or Maybe

Q3 How would you rate the overall quality of the interview(s) with this applicant?

- Very Good
- Good
- Acceptable
- Poor
- Very Poor

Q4 Please indicate the quality of the following application materials.

	Very Poor	Poor	Acceptable	Good	Very Good
Response to FNR question 1 regarding: <i>work ethic and time management</i>	<input type="radio"/>				
Response to FNR question 2 regarding: <i>handling adversity</i>	<input type="radio"/>				
Response to FNR question 3 regarding: <i>motivation and career goals</i>	<input type="radio"/>				
Response to FNR question 4 regarding: <i>curiosity and creativity</i>	<input type="radio"/>				
Response to FNR question 5 regarding: <i>collaboration strengths and weaknesses</i>	<input type="radio"/>				
Education experience (coursework adequacy, trend of student performance, program, etc.)	<input type="radio"/>				
Research experience	<input type="radio"/>				
Non-research work experience	<input type="radio"/>				
Statement of Purpose	<input type="radio"/>				
Recommendation #1	<input type="radio"/>				
Recommendation #2	<input type="radio"/>				
Recommendation #3	<input type="radio"/>				

Q5 Please indicate the overall quality of the application materials.

- Very Good
- Good
- Acceptable
- Poor
- Very Poor

Q6 Do you have any concerns regarding this applicant?

- Yes
- No
- Maybe

Display Q7 and Q8: Do you have any concerns regarding this applicant? = Yes or Maybe

Q7 Please explain your concerns regarding this applicant.

Q8 Please explain why the department should admit this student and consider this student for fellowship and assistantship in light of the concerns detailed above.

Q9 Would you recommend this applicant for any funding? Please choose all that apply.

- Departmental
- External
- Fellowship
- Self-funded (if applicant has shared that they will not need funding)
- Startup
- Other (please specify): _____

Q10 Please explain your rationale for your selection in the previous question.

Display Q11: Would you recommend this applicant for any funding? = Departmental

Q11 You requested department funding for this student. Students on department funding are required to be a TA, please indicate why you believe this student would be a successful TA? Additionally, indicate if this applicant would be able to be a TA for a high needs course (e.g., techniques courses, GIS course, vertebrate ecology labs).

Q12 Do you have any additional comments regarding this prospective student?

Composite Score Calculation

Since multiple Graduate Committee members reviewed each applicant's application package, a composite score was developed for each applicant.

Mean review of applicant response to 5 FNR questions:

$$\text{Mean 5 questions} = \text{mean}(Q4_1, Q4_2, Q4_3, Q4_4, Q4_5)$$

Mean review of reference letters:

$$\text{Mean letters} = \text{mean}(Q4_10, Q4_11, Q4_12)$$

$$\text{Applicant score} = \text{Mean 5 questions} + \text{Mean letters} + Q4_6 + Q4_7 + Q4_8 + Q4_9 + Q5$$

$$\text{Composite score} = \text{mean of all applicant scores}$$