

Dear Prospective Graduate Student:

Your interest in the Graduate Program in the Biology Department is greatly appreciated. The necessary materials to review or submit for admission to the Graduate School at Pittsburg State University are a part of this document and include:

1. Biology Department Criteria for Graduate Admission (one page)
2. Application Form for Biology Graduate Studies and Assistantship (three pages)
3. Letter of Evaluation and Recommendation (two pages; three letters required)
4. Biology Department Graduate Faculty Information (one page)
5. Graduate Assistant Applicant Check List (one page)

Please review the Biology Department Criteria for Admission first. Admission to the graduate program in the Department is not an open process. Because of the strong mentoring relationship expected between the graduate student and the graduate advisor, a faculty member must sponsor you in order to be admitted to the program in the Department. Particular attention should be given to the Application Procedures on the bottom half of that page. **Although not listed first, one of the most important application procedure is Step 5, contacting a graduate faculty member in the Department and having them agree to serve as your faculty advisor.**

International applicants should pay careful attention to requirements from the PSU Graduate School (<http://www.pittstate.edu/office/graduate/>) and, if accepted as a graduate assistant, requirements regarding employment from PSU Human Resources Services (<http://www.pittstate.edu/office/hr/>).

Thanks again for your interest in our graduate program. We hope the information and materials we have provided will help direct your application process. Please let us know if you need additional information.

Revised: May 18, 2009

BIOLOGY DEPARTMENT CRITERIA FOR GRADUATE ADMISSION

Persons wishing to pursue a Master's degree in the Department of Biology are required to be admitted to BOTH the Pittsburg State University Graduate School and the Department of Biology. All necessary admission requirements MUST be completed prior to initial enrollment in the Department of Biology.

GENERAL REQUIREMENTS:

1. GPA of 3.0 or higher (based on 4.0).
2. Completed Graduate School application materials.
3. Enroll in and pass any deficiency courses before applying for candidacy.
4. Once accepted, maintain a "B" average.
5. Choose an Option (I or II)
6. Attend graduate seminar.

REQUIRED COURSES:*

1. BIOL 801 Introduction to Research.
2. BIOL 800 Seminar.
3. BIOL 890 Research and Thesis. (Option I only)
4. BIOL 891 Research Problems. (Option II only)

* Other courses may be required by your faculty graduate advisor in conjunction with your graduate committee.

APPLICATION PROCEDURES:

1. Complete application materials for admission to the Graduate School (<http://www.pittstate.edu/office/graduate/>). Be sure to submit official copies of all undergraduate and graduate transcripts to them. Send Graduate School application materials and transcripts **DIRECTLY** to the Graduate School, **NOT** the Department of Biology.
2. Complete the enclosed application materials for graduate studies in the Department of Biology. Return to the Biology Graduate Coordinator (address below).
3. Submit to the Biology Graduate Coordinator a letter outlining your academic and career goals.
4. Request three references to complete the Letter of Evaluation and Recommendation form and have them mailed to the Biology Graduate Coordinator.
5. **You must contact a graduate faculty in your area of specialty and obtain approval from them to serve as your graduate advisor.**
6. Any course deficiencies are to be resolved as early as possible after enrollment.

Send all appropriate application materials to:
Dr. James Dawson, Chairman
PSU Biology Department
1701 S. Broadway
Pittsburg, KS 66762

Revised: May 18, 2009

APPLICATION FORM FOR BIOLOGY GRADUATE STUDIES (Page 1)

PRINT OR TYPE

(1) Date: Day: _____ Month: _____ Year: _____

(2) Name: Last: _____ First: _____ Mi: _____

(3) Current Address: Street or Route: _____

Box Number or Apartment Number: _____

City: _____ State: _____

Country: _____ Zip (Postal) Code: _____

Phone: _____ E-mail: _____

(4) When do you plan to begin attendance? Fall: ___ Spring: ___ Summer: ___ YEAR: _____

(5) CHECK THE AREA OF YOUR INTEREST FOR GRADUATE STUDIES:

Aquatic Biology: ___ Biology Education: ___ Botany: ___ Cell Biology: ___

Conservation: ___ Ecology: ___ Environmental Biology: ___

Fish and Wildlife Management: ___ Genetics: ___ Immunology: ___

Microbiology: ___ Molecular Biology: ___ Natural History: ___ Physiology: ___

Taxonomy: ___ Zoology: ___ OTHER (specify) : _____

(6) Name the Biology Department faculty member who has agreed to accept you as a graduate student.

(7) How did you become aware of our Biology Graduate Program?

(8) What are your plans or goals after completing graduate studies at Pittsburg State University?

APPLICATION FORM FOR BIOLOGY GRADUATE STUDIES (Page 2)

(9) List all degrees held, granting institutions, and year (most recent first).

1. _____
2. _____
3. _____

(10) Undergraduate GPA (based on 4.0): Overall: _____ Major: _____

(11) Undergraduate Major: _____ Undergraduate Minor: _____

(12) List all graduate courses you have taken at other institutions and the name of the institution.

(13) What is the number of graduate hours you have taken at Pittsburg State University, if any?

(14) List undergraduate honors, scholarships, society affiliations, etc.

1. _____
2. _____
3. _____
4. _____

(15) List the names and addresses of three individuals you have asked to write letters of recommendation for graduate study.

1. _____
2. _____
3. _____

(16) Have you ever held a fellowship or assistantship? If so, please give names and the institutions where held.

APPLICATION FORM FOR BIOLOGY GRADUATE STUDIES (Page 3)

(17) Are you interested in a graduate teaching assistantship in the Biology Dept? Yes: ___ No: ___

(18) If yes, then list any employment you have had that would be relevant to an assistantship.

1. _____

2. _____

*NOTE: Graduate assistantships are awarded only to students who are pursuing masters or education specialist degree programs. Letters and complete official transcripts of all courses taken and degrees previously received must be sent directly to: **PSU Office of Graduate Studies; 1701 S. Broadway; Pittsburg, KS 66762**, from the appropriate registrar(s) in support of this application. Assistantships are awarded to those whose records are substantially above average. This application and documents will not be returned to the applicant.*

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all the educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, age, marital status, ancestry, or disabilities.

The Immigration Reform and Control Act of 1986 requires PSU to verify the identity and employment eligibility and complete an I-9 form for every employee (including Graduate Assistants) hired after November 6, 1986. Visit the PSU Human Resources web site (<http://www.pittstate.edu/office/hr/>) for more information. You will not be allowed to start work without providing appropriate documentation.

I HAVE READ AND UNDERSTOOD THE DEPARTMENTAL CRITERIA FOR ADMISSION TO GRADUATE STUDIES IN THE DEPARTMENT OF BIOLOGY AT PITTSBURG STATE UNIVERSITY AND CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE.

SIGNATURE

DATE

Mail completed and signed form to:
Dr. James Dawson, Chairman
PSU Biology Department
1701 S. Broadway
Pittsburg, KS 66762

Revised: May 18, 2009

**LETTER OF EVALUATION AND RECOMMENDATION FOR GRADUATE STUDIES
(Page 1)**

PRINT OR TYPE

TO THE APPLICANT: Please sign either number 1 or number 2 below.

Evaluation of (applicant's name): _____ Date: _____

1. I wish to have access to this statement and understand that under Public Law 93-3801 I shall have the right to read this document.

Signature: _____ Date: _____

2. I wish this statement to be confidential, and hereby waive any and all rights of access granted me by Public law 93-380 to this document.

Signature: _____ Date: _____

TO BE COMPLETED BY THE EVALUATOR

(1) Name: _____ Profession: _____

(2) Address: _____
P.O Box / Street/ Route

City: _____ State: _____

Country: _____ Zip (Postal) Code: _____

Phone: _____ E-mail: _____

(3) *Please Mark the Appropriate Category*

Category	Excellent	Good	Average	Poor	No Opinion
Self-motivation					
Oral expression					
Writing skill					
Ability to work with others					
Self-confidence					
Independence					
Reliability & responsibility					
Enthusiasm for studies					
Breadth of intellectual interest					

**LETTER OF EVALUATION AND RECOMMENDATION FOR GRADUATE STUDIES
(Page 2)**

(4) How long and in what capacity have you known the applicant?

(5) Overall Recommendation?

_____ Highest Recommendation _____ Strongly Recommended

_____ Recommend as Satisfactory _____ Would Not Recommend

_____ Insufficient Evidence to Evaluate

(6) Please make comments or attach a letter concerning the above student's qualifications to pursue graduate studies.

Please return this form to:

Dr. James Dawson, Chairman
PSU Biology Department
1701 S. Broadway
Pittsburg, KS 66762

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Biology Department Graduate Faculty Information

- Joseph A. Arruda, Professor of Biology. [Ph.D., Kansas State University]
Specialties: limnology, water quality and biological monitoring and assessment, land snails
Advising Areas: environment, ecology, marine biology, pre-pt, pre-med
Heckert Wells 323 / voice: (620)235-4738 / jarruda@pittstate.edu
- Peter Chung, Assistant Professor of Microbiology. [Ph.D., Kansas State University]
Specialties: microbiology, microbiology, molecular biology (nucleic acid manipulation and protein expression systems in microbes and coccidia), tissue culture
Advising Areas: pre-medical, pre-pt, microbiology
Heckert Wells 303 / voice: (620)235-4736 / pchung@pittstate.edu
- James T. Dawson, Professor of Botany, Chairperson. [Ph.D., University of Kentucky]
Specialties: algology, plant physiology, medical mycology
Advising Areas: pre-dental, pre-medical, botany
Heckert Wells 223 / voice: (620)235-4734 / jdawson@pittstate.edu
- Cynthia S. Ford, Associate Professor of Biology. [Ph.D., Kansas State University]
Specialties: natural history, parasitology, environmental education, biological illustration
Advising Areas: natural history, ecological restoration
Heckert Wells 321 / voice:(620)235-4728 / cford@pittstate.edu
- Steven D. Ford, Professor of Zoology. [Ph.D., Purdue University]
Specialties: vertebrate zoology, mammalogy, ornithology, ecology, wildlife management, anatomy
Advising Areas: pre-wildlife, zoology, ecology
Heckert Wells 330 / voice: (620)235-4745 / sford@pittstate.edu
- David Gordon, Associate Professor of Biology. [Ph.D., University of California at Davis]
Specialties: entomology, ecology
Advising Areas: pre-medical, pre-veterinary, pre-optometry, pre-forestry, entomology
Heckert Wells 325 / voice: (620)235-4735 / dgordon @pittstate.edu
- Virginia Rider, Professor of Zoology. [Ph.D., Arizona State University]
Specialties: gene regulation, reproductive physiology, implantation, mammalian oocyte maturation
Advising Areas: pre-medical, pre-veterinary medicine;
Heckert Wells 213 / voice: (620)235-4739 / vrider@pittstate.edu
- Neal Schmidt, Instructor. [D. Pharmacy, University of Colorado Health Sciences Center]
Specialties: anatomy and physiology
Advising Areas: pre-physical therapy, pre-medical
Heckert Wells 304 / voice: (620)235-4737 / nschmidt@pittstate.edu
- Dixie L. Smith, Associate Professor of Biology. [Ph.D., Kansas State University]
Specialties: soil ecology, grassland ecology, woodland expansion, science education
Advising Areas: secondary education
Heckert Wells 220 / voice: (620)235-4741 / dsmith@pittstate.edu
- Stephen L. Timme, Professor of Botany, Director, T. M. Sperry Herbarium. [Ph.D., Mississippi State University]
Specialties: bryology, biosystematics, tropical biology;
Advising Areas: plant systematics, botany, plant ecology
Heckert Wells 302 / voice: (620)235-4740 / slt@pittstate.edu
- James R. Triplett, Professor of Zoology. [Ph.D., University of Kansas]
Specialties: ichthyology, limnology, fisheries management, aquaculture;
Advising Areas: pre-fisheries, aquaculture, marine biology
Heckert Wells 205 / voice: (620)235-4730 / jtriple@pittstate.edu
- Xiaolu Wu, Assistant Professor of Biology. [Ph.D., University of Illinois at Chicago]
Specialties: cell and molecular biology, virology
Advising Areas: pre-medical, microbiology
Heckert Wells 203 / voice: 620.235.4036 / xwu55@yahoo.com
- Daniel Zurek, Associate Professor of Biology. [Ph.D., University of California - San Diego]
Specialties: cellular and molecular biology, biotechnology, and plant molecular physiology.
Advising Areas: pre-medical, cell and molecular, biotechnology
Heckert Wells 222 / voice:(620)235-4746 / dzurek@pittstate.edu

Graduate Assistant Applicant Check List

- _____ Application made to Pittsburg State University Graduate School
- _____ Application made to PSU Department of Biology
- _____ Application made for Department Graduate Assistant (if desired)
- _____ Financial aid forms completed and sent to ACT (U.S. residents only). This is important. Delay in processing your financial aid package may make you ineligible for an assistantship. In the event you are appointed to a graduate assistantship, your financial aid status may change. You must contact Financial Aid Office for a reassessment of your aid package.
- _____ Make arrangements for TOEFL and TSE testing (international students who have not previously passed these tests only).

If you are recommended for a graduate assistantship, you will receive a recommendation letter from the Office of Graduate Studies. Your official appointment will be contingent on (but may not be limited to) the following conditions being met. You will receive an official appointment letter from the Office of Graduate Studies upon your appointment.

- _____ Acceptance to the Pittsburg State University Graduate School
- _____ Acceptance by the PSU Department of Biology
- _____ Passing the TOEFL and TSE tests (international students only)
- _____ Contacting Financial Aid Office for a reassessment of your aid package (U.S. residents only).
- _____ Your acceptance of the appointment as indicated by returning a signed appointment letter.

After your official appointment , but before beginning work, you must do the following:

- _____ Go to the PSU Human Resources Services office to complete the required I-9 and W-4 forms. You must provide documentation establishing your identity and authorization to work. You will not be allowed to start work without providing appropriate documentation. Contact Human Resources or the Graduate School for information on appropriate documentation.

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