

Guidelines for Applying to the Master of Science (MS) in Biology Program Pittsburg State University (Pittsburg, Kansas)

Description of Program:

There are three options available to students interested in obtaining a MS in Biology from PSU (see below). Typically, MS degrees are obtained within two years of matriculation. Individual master's programs are developed by the student in consultation with her or his faculty advisor and a graduate committee. Areas of study depend on the research interests of individual faculty. A limited number of graduate teaching assistantships become available each year in the Department. These provide a small stipend and valuable teaching experience. Assignments are usually made into the laboratory sections of undergraduate courses. If accepted as a graduate student, you will receive an application for an assistantship with your admission packet of information.

- **Option I - Thesis.** A minimum of 30 credit hours including BIOL 801 Introduction to Research, at least one hour in BIOL 800 Seminar and BIOL 890 Research and Thesis (4-6 hours) is required. With the approval of the advisor and chairperson, up to nine hours may be taken outside the Department of Biology. All full-time graduate students are required to attend graduate seminar when offered.
- **Option II - Problem.** A minimum of 32 credit hours including BIOL 801 Introduction to Research, at least one hour of BIOL 800 Seminar and BIOL 891 Research Problems (3-6 hours) is required. With the approval of the advisor and chairperson, up to nine hours may be taken outside the Department of Biology. All full-time graduate students are required to attend graduate seminar when offered.
- **Option III - Professional Masters.** This option is intended for science professionals (e.g. those entering or currently serving as in-service teachers, and those in environmental/ ecological/ biotechnological careers) who need more experience in their areas of biological science and more focused preparation for work outside of their academic advancement. Requirements: A minimum of 36 credit hours. BIOL 800 Seminar (1 hour), BIOL 801 Introduction to Research (3 hours) with a grade of B or better, BIOL 803 Biometry (3 hours), BIOL 892 Professional Experience (3 hours) is required.

Admission Requirements:

Students must have completed a BS in Biology with at least 25 hours of acceptable undergraduate courses in biology. These should include fundamental courses in botany, ecology, zoology, genetics, microbiology, and physiology. A cumulative total of 13 hours of chemistry, including organic chemistry is required. However, a student may count certain senior-graduate or graduate level chemistry on the degree requirements upon the recommendation of the advisor.

How to Apply:

The application has two phases: an initial application and a final application. For the initial application, the applicant must send a letter of intent, PSU Biology Graduate Admission Application Form, and official transcripts (see below for more details). For the final application, the applicant needs to submit other application documents as required by the Office of Graduate and Continuing Studies at PSU (see below). The overall procedures of the application is shown below.

Initial Application Procedure:

Step 1: Complete the **PSU Biology Graduate Admission Application Form** which can be found by clicking a link on the webpage at <http://www.pittstate.edu/departments/biology/graduate.dot> . Be sure to indicate which faculty member(s) you would be interested in working with.

Step 2: Write a formal “**letter of intent**” to state your area of research interest, scholarly experience, and academic and career goals. The letter should include at least 250 words. This letter is essential and extremely important for the department to process and consider your application. The application will be processed ONLY AFTER this letter is received.

Step 3: Send the **letter of intent**, **PSU Biology Graduate Admission Application Form**, and **official transcripts** together via email or mail to:

Graduate Coordinator
Department of Biology
Pittsburg State University
1701 S. Broadway
Pittsburg, KS, 66762
biol-graduate@pittstate.edu

Note: Only when all documents including your letter of intent, PSU Biology Graduate Admission Application Form, Reference Forms, and official transcripts are received, will your application be processed. No exceptions.

Final Application Procedure:

This should only be completed after being informed by the Department of Biology that your application is complete and that a faculty member has agreed to serve as your advisor/mentor.

Step 1: The applicant needs to visit the homepage of the Office of Graduate and Continuing Studies at PSU (<http://www.pittstate.edu/office/graduate>), and fill out the Graduate Studies Application by clicking an “APPLY HERE” link located on this webpage.

Step 2: Distribute three PSU Biology Graduate Reference Forms (available on the webpage at <http://www.pittstate.edu/departments/biology/graduate.dot>) to your references and ask them to submit them in a timely manner to the address shown above in the initial application instructions (submission by email of scanned copy is fine).

Timeline for the application

Procedures	Deadlines	
	Fall Semester	Spring Semester
For the <u>initial application</u> , applicants send letter of intent, PSU Biology Graduate Admission Application Form, and official transcripts to the Biology Graduate Coordinator	April 1	August 15
Department of Biology sends emails to the applicants regarding the result of initial application by:	May 1	September 15
For the <u>final application</u> , applicants submit (1) the graduate application through the Office of Graduate and Continuing Studies at PSU, and (2) three references using the PSU Biology Graduate Reference Form to the Biology Graduate Coordinator	June 1	October 15
Office of Graduate and Continuing Studies at PSU announces the result of final application by emails and mails by:	June 15	November 1

Revised: October 11, 2016