



# Student-Advisor Application Checklist

The Department of Environment and Geography Graduate Committee strives to ensure the integrity and excellence of the graduate program. To assist us in this effort we ask you to go through this checklist for each new graduate student you wish to engage. By completing the checklist and ensuring the accuracy of the application, you will expedite the process and allow the Graduate Committee to fulfill its duties in a timely fashion. Failure to ensure that all aspects of the checklist have been completed can result in the Graduate Committee declining to review an application.

Name of Applicant: \_\_\_\_\_ Name of Advisor: \_\_\_\_\_

Program:  Program Start Date: \_\_\_\_\_

YES  Have I completed a formal and signed letter attesting to my intentions to take on the new graduate student? (Emails are not acceptable, but electronic versions of full letters, e.g., PDFs, are acceptable)

NO

Comments: \_\_\_\_\_

YES  Have the student and I discussed funding and agreed on an appropriate amount? The suggested minimum amount for Master's students is \$15,000 annually for 2 years, and for Ph.D. students is \$18,000 annually for 4 years. If the funding level is less than the suggested minimum, the student must provide a letter stating that they are aware that their funding is outside of the typical condition for graduate students in the department.

NO

Comments: \_\_\_\_\_

YES  Does my proposed student have the minimum required departmental GPA for their intended program, i.e., 3.25 for Masters (last 60 credit hours in their undergraduate degree) and 3.5 for Ph.D.? If they do not, what reasons have I given to the committee to support an exception for the student? If they do not meet the FGS required GPA (3.0 in their last 60 credit hours in their undergraduate degree) the student application will not be considered.

NO

Comments: \_\_\_\_\_

YES  Does my proposed student have the necessary degree requirements for the program in which they are registering? If not, it is very likely the application will be rejected.

NO

Comments: \_\_\_\_\_

YES  Have I described in my letter of support how the student and their experience will fit into my research program?

NO

Comments: \_\_\_\_\_

YES  The student has written a proper letter of intent describing the project they intend to work on for their thesis and I have reviewed it.

NO

Comments: \_\_\_\_\_

YES  Will my student be full- or part-time? Are they currently working full- or part-time and have I stated this in my letter of support?

NO

Comments: \_\_\_\_\_

YES  Do I have desk space for the student when they arrive? Please let the Committee know where they will be housed in your letter of support.

NO

Comments: \_\_\_\_\_

YES  If their previous program and experience does not mesh with their proposed graduate field of interest, how will the student be reconciling this deficiency?

NO

Comments: \_\_\_\_\_

YES  **For adjunct faculty only.** Do I have a departmental co-advisor in place? Have I confirmed their willingness to perform this role? Please state in your letter of reference who they will be and why they are suitable for this role.

NO

Comments: \_\_\_\_\_

Advisor Name:

\_\_\_\_\_

Advisor Signature:

\_\_\_\_\_

Student Name:

\_\_\_\_\_

Student Signature:

\_\_\_\_\_