

**Botany and Plant Sciences**  
**Annual Evaluation and Application for Financial Assistance**  
**Due April 7, 2007 to the Graduate Student Affairs Center**

All students should submit the following items by April 7, 2007:

1. "Report on Progress of Graduate Student" for the current academic year, including an up-to-date one-page summary of research progress to date, work remaining to complete the degree and plans for completing the research and degree
2. "Application for Teaching Assistant Position"
3. All continuing (both domestic and international) students must fill out a FAFSA form every year to receive any fellowship financial support. Applications and instructions are available at ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

Financial support of continuing graduate students is the responsibility of the Major Professor, as described in the student's initial recruitment award package. Most packages consist of a combination of Fellowship, Departmental support, and grant support. All funding commitments to graduate students made in the award package will be honored. Continuing graduate students past the first (M.S.) or second (Ph.D.) year are expected to be supported on grant funds from their Major Professor. If grant funds are not available for continuing students who were admitted without multiple year commitments, every effort will be made to provide departmental funding, based on the standards and criteria outlined below. Departmental funds will consist of a combination of GSR and TA support, as funds allow. No departmental funds are available for non-resident tuition. Regardless of the source of financial support, each student must fill out all forms in this packet.

All graduate students in Botany and Plant Sciences must consult with their Major Professor and Guidance, Thesis, or Dissertation Committee to prepare the annual "Report on Progress of Graduate Student," regardless of the source of financial support. All students must also submit the "Application for Teaching Assistant Position," regardless of the source of financial support. In addition, all students must take the Teaching Assistant Development Program Training, and International Students must pass the Speak Test. Failure to do so may jeopardize eligibility for a Teaching Assistantship. Note that students may not apply directly to other Departments for TA appointments, but instead must apply using the forms in this packet.

**DEPARTMENTAL STANDARDS FOR MAKING ACCEPTABLE PROGRESS**

1. Students must be making acceptable progress toward their degree objective. By Graduate Council definition, students are expected to finish their Ph.D. in a total of five years, which is considered normative time. For most Master's students, acceptable progress is represented by enrollment for not more than two years. Students beyond normative time plus one year (total of six years for the Ph.D., three years for the M.S.) will not be considered by the Department for any financial support. Progress towards the degree objective includes completing required coursework and achieving research objectives. Evidence of research achievement may include publications or presentations authored or co-authored by the student and the awarding of grant support for their research.
2. To be eligible for departmental support, students must have a cumulative grade point average (GPA) in courses in the major area of  $\geq 3.25$ .
3. Ph.D. students are expected to have passed their Qualifying Examinations by the end of their second year in the Ph.D. program. When this is not the case, the Progress Report should state why this has not been possible. Students who have passed their Qualifying Examination must have submitted their Research Proposal to their Dissertation Committee within six weeks of passing the examination. The student must revise the research proposal to the satisfaction of the Dissertation Committee within three months of the date that the Qualifying Examination was passed.

### **CRITERIA FOR AWARDING DEPARTMENTAL SUPPORT**

1. Making acceptable progress towards the degree
2. Commitment made in the initial recruitment award package
3. Eligibility for one year of Department of Botany and Plant Sciences support (GSR/TA) during the graduate program, as per the current Departmental funding model
4. Financial hardship leading to retention problems

### **CRITERIA FOR AWARDING TEACHING ASSISTANTSHIPS**

1. Preference of the instructor
2. The student's preparation and training for teaching a particular course
3. Meeting the teaching requirements of the Ph.D. program
4. The student's goals upon completion of the degree (i.e., if the student desires a teaching position)
5. Financial hardship leading to retention problems

**Botany and Plant Sciences**  
**Report on Progress of Graduate Student for Academic Year 2005-06**

Name \_\_\_\_\_ Qtr Admitted \_\_\_\_\_ Qtr TAST/SPEAK test passed \_\_\_\_\_

Program \_\_\_\_\_ Major Area \_\_\_\_\_

Date of Passing Qualifying Exam \_\_\_\_\_ Date Degree Expected \_\_\_\_\_

Date Research Proposal Submitted to Dissertation Committee \_\_\_\_\_ (Due within 6 weeks of passing the qualifying examination.)

Date of last Guidance, Thesis, or Dissertation Committee Meeting (if no meeting has been held within the last eight months, please explain why) \_\_\_\_\_

Dissertation or Thesis Title \_\_\_\_\_

Coursework completed and remaining:

TA Experience:

Directions/Comments by Committee Members and Student:

**In consultation with the appropriate committee, the student should prepare and attach a one-page summary of research progress to date, work remaining to complete the degree, and plans for completing the research and degree. A brief statement of career goals should also be included.**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Major Professor and Chair, Guidance, Thesis, or Dissertation Committee Date

\_\_\_\_\_  
Member, Guidance, Thesis, or Dissertation Committee Date

\_\_\_\_\_  
Member, Guidance, Thesis, or Dissertation Committee Date

\_\_\_\_\_  
Graduate Advisor Date

cc: Major Professor; Guidance, Thesis, or Dissertation Committee Members, Graduate Advisor (signatories); Student; Graduate Division; Student File

