

Graduate Student Manual Biotechnology Graduate Program West Virginia State University

August 30, 2010

Academic Year 2010 - 2011

This manual is intended for Graduate Students and Faculty in the Biotechnology Graduate Program at West Virginia State University. It is an un-official guide to procedures and policies; it is not a contract, nor does it replace or supersede WVSU regulations.

This manual is a provisional document that will be supplemented and amended over time. Members of the Biotechnology Program are encouraged to propose changes to the Biotechnology Faculty and to provide additional information as it becomes available (especially see Appendix F, "Frequently Asked Questions").

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I. Contacting the Biotechnology Graduate Program

The Biotechnology Graduate Program is physically and administratively housed within the WVSU Department of Biology.

Administrative Secretary
Ms. Glenna Curry 304 - 766 - 3102 gcurry4@wvstateu.edu

Program Assistant
Ms. Audrana Austin 304 - 766 - 5778 aaustin1@wvstateu.edu

Chair, Graduate Admissions Committee
Dr. Tim Ruhnke 304 - 766 - 3066 ruhnketr@wvstateu.edu

Director, Biotechnology Graduate Program
Dr. Richard Ford 304 - 766 - 5742 fordri@wvstateu.edu

Dean, College of Natural Sciences and Mathematics
Dr. Katherine Harper 304 - 766 - 3142 harperkl@wvstateu.edu

Biotechnology Graduate Program web site: <http://www.wvstateu.edu/biotechnology/>

Biotechnology Graduate Program email: ruhnketr@wvstateu.edu

Biotechnology Graduate Program address: 101 Hamblin Hall
West Virginia State University
PO Box 1000
Institute, WV 25112
Fax (304) 766-4199

II. Description of the Biotechnology Graduate Program

In Fall 2003, the Department of Biology at West Virginia State College launched a graduate program in Biotechnology. The Biotechnology Graduate Program at WVSU is a unique program in the life sciences that emphasizes skills that a 21st century biologist will need. The goal of the Master's Degree Program in Biotechnology is to provide instruction in the broad field of biotechnology, as well as specialized training in the current concepts and technological advances of a sub-discipline of biotechnology. Students learn state-of-the-art biotechnology and use acquired techniques to conduct research that addresses environmental, agricultural and biomedical issues. In addition, our affiliation with the Research Scientists of the Gus R. Douglass Institute for Land Grant Research provides opportunities to choose from a surprisingly diverse variety of research projects.

Curriculum and Program Options

Successful completion of the Biotechnology Graduate program leads to either a Master's of Science in Biotechnology or a Master of Arts in Biotechnology. The M.S. component of the program prepares students for continued graduate education in an area of the life sciences or diverse careers in the Biotechnology, Pharmaceutical, and Environmental Sciences; and Health Care industries. The M.S. track requires the development and completion of an independent research project. Secondary Education professionals can also take advantage of the program by pursuing an M.A. (non-thesis) in Biotechnology. This track allows students to choose from a variety of elective courses to meet program requirements.

We divide the broad field(s) of Biotechnology into two areas of concentration: Organismal / Environmental and Molecular / Microbial. Biotechnology education is built on five core courses: Current Concepts in Biotechnology (lecture), two semesters of Techniques in Biotechnology (lab), Biostatistics, and Biotechnology Seminar. All students teach two sections of undergraduate courses.

The MS Degree continues with four electives in your chosen area of concentration, plus research, writing, defense, and public presentation of your own Master's Degree thesis work.

The MA Degree continues with six electives in your chosen area of concentration, plus a comprehensive exam covering your Master's coursework.

Biotechnology Graduate Faculty and Research Interests

Department of Biology

Dr. Mark Chatfield	Plant Physiology, Microbiology, Molecular Biology chatfield@wvstateu.edu <i>Dr. Chatfield's lab is interested in the interaction between microflora of the soil and trees, particularly with respect to reclamation of strip mines.</i>
Dr. Sean Collins	Social Insect Biology, Insect Population Biology, Ecology scollin5@wvstateu.edu <i>Dr. Collins' lab uses molecular approaches to define population distributions of social wasps.</i>
Dr. Bonnie Dean	Human Anatomy & Physiology, Nutrition deanbo@wvstateu.edu
Dr. Jonathan Eya	Fish Biology and Nutrition, Aquaculture, Nutrigenomics, Nutritional Immunology eyajc@wvstateu.edu <i>Dr. Eya's lab is interested in applied aquaculture, and is currently exploring mitochondrial gene expression relative to nutrition.</i>
Dr. Richard Ford	Chair, Department of Biology; Director of the Biotechnology Graduate Program;

- Principles of Biology, Microbiology fordri@wvstateu.edu
- Dr. Gerald Hankins Tumor Biology, Gene Therapy ghankins@wvstateu.edu
Dr. Hankins' lab studies aspects of meningioma biology, including gene therapy and the effects of exogenous chemicals (ex. progesterone) on gene expression.
- Dr. Katherine Harper Dean of the College of Natural Sciences and Mathematics.
Genetics, Cell Biology, Virology harperkl@wvstateu.edu
- Dr. Rob Harris Muscle Physiology harrisro@wvstateu.edu
Dr. Harris studies the response of smooth muscle cytoskeletal response to stimuli such as mechanical stress and nutritional chemicals (ex. resveratrol).
- Dr. David Huber Environmental Microbiology, Environmental Microbial Genomics, Microbial Diversity, Biofilms, Anaerobic Digestion huberdh@wvstateu.edu
Dr. Huber's lab uses molecular approaches to characterize the identity and function of microbial communities in poultry waste treated in a thermophilic anaerobic digester.
- Dr. Barbara Liedl Research Scientist and Associate Professor. Horticulture, Plant Breeding and Genetics, Plant Reproductive Barriers, Speciation, Sustainable Agriculture liedlbe@wvstateu.edu
Dr. Liedl's lab is developing insect and disease resistant greenhouse tomato varieties and also developing and demonstrating hydroponic, sustainable/organic and ornamental technology and/or production systems suitable for use by small producers. In the last year they have evaluated rice hulls as an media component for hydroponic production, and vegetable, herb and ornamental variety trials.
- Dr. Padma Nimmakayala Research Scientist and Assistant Professor: Quantitative Genetics, DNA marker assisted plant breeding padma@wvstateu.edu
Dr. Nimmakayala's research focuses on molecular marker development, genetic and physical mapping, marker assisted selection in vegetable crops (pepper, watermelon, sweetpotato and other cucurbits).
- Dr. Umesh Reddy Plant Genomics, Biotechnology ureddy@wvstateu.edu
Dr. Reddy's lab specializes in genomics of significant traits in commercially important plants, including cotton, peppers, melons.
- Dr. Tim Ruhnke Chair, Biotechnology Graduate Admissions Committee
Systematics and Evolution of Parasitic Platyhelminths, Environmental Parasitology ruhnketr@wvstateu.edu
Dr. Ruhnke studies the phylogeny and evolution of tapeworms in sharks and rays, using both traditional phenotypic characterization as well as molecular (rDNA) approaches.
- Dr. Vickie Wolfe Environmental Education, General Education, Energy vwolfe@wvstateu.edu
- Dr. David Stafford Visiting Research Professor. Anaerobic Digester

Other Affiliated Biotechnology Faculty

- Dr. Eric Blough Marshall University
proteomics and cell signaling pathways

Dr. Oman Isikhuemhen	North Carolina A+T State University Mushroom Biotechnology
Dr. Elizabeth Murray	Marshall University Biotechnology, Integrated Science and Technology, Entrepreneurship
Dr. Ramona Neal	Senior Chemist, MATRIC
Dr. Gary Rankin	Chair, Department of Pharmacology, Marshall University Physiology and Toxicology
Dr. Teodoro Espinosa-Solares	Faculty, Department of Agroindustrial Engineering Chapingo Autonomous University, Mexico
Dr. Maiyon Park	Marshall University Department of Biochemistry and Microbiology
Dr. M. Nurul Islam-Faridi	Research Geneticist, Tree Molecular Cytogenetics Lab, Southern Institute of Forest Genetics, US Forest Service; Associate Professor (Adjunct) Department of Ecosystem Science and Management, Texas A & M University

III. How to Apply to the Program

Application materials:

- Application Form (Appendix H)
- Statement of Purpose (Appendix J)
- Recommendation Form with three letters of recommendation (Appendix K)
- sealed, official copies of all post-secondary academic transcripts
- application fee for US residents is \$20.00. Checks made out to "West Virginia State University"

Requirements for Admission:

- Undergraduate degree from an accredited college or university with a strong background in biological sciences and physical sciences
- Overall GPA of 3.0 on a 4 point scale
- Overall Natural Science GPA of 3.0 on a 4 point scale
- Minimum GRE General Combined Test Score of 950
- Three letters of recommendation which address the applicant's academic competencies
- Letter of support from a research Advisor who has agreed to sponsor the student. This is only required for students applying for the MS program. We encourage you to contact and discuss this with any member of the Biotechnology Graduate Faculty.

Applicants who do not meet the admission standards may be granted a waiver for **ONE** of the requirements

For international students, the following additional documents are required for consideration of full admission to the program:

- TOEFL scores of 550 for students whose native language is not English
- an affidavit of financial support
- proof of immunization
- evaluation of all post-secondary academic transcripts by an evaluator of foreign credentials in the United States. We recommend ECE (<http://www.ece.org>) or World Education Services (<http://www.wes.org>).
- application fee for non-US residents is \$30.00. Checks made out to "West Virginia State University".

IV. Program Requirements

a. Biotechnology Program Core Classes 12 credits of core classes:

- BT 511 Seminar (2 credits total): 1 credit for each of two semesters
- BT 555 Statistics (3 credits)
- BT 567 Current Concepts in Biotechnology (3 credits)
- BT 571 Techniques in Biotechnology I (2 credits)
- BT 572 Techniques in Biotechnology II (2 credits)

b. Biotechnology Program Areas of Concentration

- Organismal/Environmental: Choose elective courses from Biol 510, Biol 521, Biol 550, Biol 565, Biol 575, Biol 605, Biol 635, Biol 660, Biol 671, BT 598, BT 599, Chem 512.
- Molecular/Microbial: Choose elective courses from Biol 550, Biol 561, Biol 660, Biol 635, Biol 671, BT 598, BT 599, Chem 512, Chem 525, Chem 531, Chem 533.

c. MS Degree Requirements

- 30 total credit hours
- 12 credit hours of biotechnology program core courses
- 12 credits elective classes in one of two areas of concentration
- 6 credit hours of graduate research BT 695 Master's Thesis Research
- Research Advisor must be a member of WVSU Biotechnology Graduate Faculty
- Thesis Committee composed of three faculty (one may be an external examiner)
- The Adviser and the student's Thesis Committee will assist the student in developing the plan of study for the MS degree and thesis proposal. The student's Thesis Committee must accept both.
- Two sections of graduate teaching experience minimum
- Oral defense of thesis and public presentation of thesis research

d. MA Degree Requirements

- 36 total credit hours
- 12 credit hours of biotechnology program core courses
- 24 credits elective classes in one of two areas of concentration
- No thesis required
- Two sections of graduate teaching experience minimum
- Written and/or oral comprehensive examination over the course work

V. Performance Standards and Graduation

A normal course load is 9 credit hours for full time graduate students. General requirements for graduation vary depending up on the option being sought. All students must complete coursework with a cumulative GPA of 3.0 on a 4-point scale. Students must complete all requirements within a period of five years following the date of admission to the program. The Dean of the College of Natural Sciences and Mathematics ("the Dean") may extend these limits upon recommendation of appropriate program faculty and approval of the Biotechnology Graduate Faculty.

grading

The following grades are issued for graduate programs with the following GPA value:

A	4.0 - Outstanding
B	3.0 - Satisfactory
C	2.0 – Unsatisfactory/Passing
F	0.0 – Unsatisfactory/Failing

Other grades include:

S	Satisfactory
U	Unsatisfactory
I	Incomplete

In courses applicable to graduate degrees, only the grades A, B, and S represent satisfactory scholarship.

grade point average and academic disqualification

If a student in the Biotechnology Graduate Program receives a final grade of C in two courses in the Program (either Biotechnology courses or other courses required in his/her Plan of Study), that student will receive a Letter of Warning. If a student receives a third C in such courses, he/she will be dismissed from the Program. A final grade of F in a course is grounds for dismissal from the Program.

academic warning, probation, dismissal

Students may appeal final grades as described (for undergraduate students) in the WVSU Catalog.

The Biotechnology Program will tolerate no academic / professional misconduct. Un-acceptable behavior includes, but is not limited to: plagiarism, cheating, vandalism, fighting. Should anyone be found to have engaged in such behavior, we will immediately remove him / her from the Program, and the infraction will remain on file as part of that student's permanent academic record.

incomplete grades

The grade of I (Incomplete) is awarded at the discretion of the instructor upon the request of the student for work not completed because of a serious interruption not caused by the student's own negligence. Faculty members reserve the right not to award an Incomplete. An incomplete grade is not to be assigned to thesis credits to indicate that the work is in progress. Conditions for completing the course work and having a grade assigned are set by the instructor. The work must be completed by the date decided by the instructor, but no later than the end of two semesters immediately following the semester in which the Incomplete was awarded.

A student with two or more grades of I is not permitted to register until the work has been completed and the grade assigned.

audit grade

A student wishing an "Audit" grade in a course must officially register for the course. The student must also submit a written request to the instructor by the fourth week of class. The instructor's decision will be final and will be transmitted to the student in writing. A student may re-register for the course at a later date and receive a grade and academic credit.

thesis work

"In Progress" (IP), "Satisfactory" (S) or "Unsatisfactory" (U) or letter grades may be assigned each semester for thesis work, since these grades do not imply approval of the thesis itself.

"IP" Grades may be assigned to signify adequate progress on theses and projects in which continuous registration is required. All "IP" grades will automatically be changed to "S" grades by the Registrar upon final acceptance of the thesis and completion of all degree requirements.

repeat courses

Graduate students may repeat no more than two courses with no course being repeated more than once. The original grade will remain posted on the student's permanent record and both grades will be used to determine the student's GPA.

active status

Active status entitles students to utilize the University resources. Master's programs require a minimum of one credit hour per semester to maintain active status in the program.

Lapses in enrollment for three or more consecutive semesters require that the student apply for readmission subject to the admission procedures, criteria and policies in effect at the time the reapplication is made.

thesis enrollment requirement

Once enrollment in thesis credit is initiated, continuous registration for at least one credit hour each semester (including the summer term) is required until the thesis requirement is fulfilled.

Each graduate program must establish procedures to ensure that students in the program maintain satisfactory academic progress toward both the required grade point average and completion of degree requirements. Graduate students must be informed of these procedures at the time they are admitted. The Director is responsible for monitoring program compliance with this requirement.

leave of absence

A student who finds it necessary to be excused from registration in a graduate degree program for three or more consecutive semesters must formally request a leave of absence from the graduate program. Leave time must be approved by the appropriate academic Dean. Leave will be granted only under exceptional circumstances. Recipients of student loans should note that leave of absence constitutes a break in their program of study, resulting in loss of their loan repayment grace period and/or eligibility for student deferment.

International students on F1 and J1 visas normally fall out-of-status during the period of a leave and must return to their home country during the leave.

When a student returns from a leave of absence, decisions concerning previous or current program of studies will be mutually agreed upon by the student's Master's Thesis Committee (for MS students) or the Director (for MA students) and the student.

readmission

"For the record it will be our practice for any graduate student who does not enroll for a semester or more to obtain approval for readmission from the Dean of the college which administers his or her graduate program, regardless of the student's academic standing." Dr. Teeuwissen, January 20, 2009

comprehensive examination

Master of Arts (MA) in Biotechnology candidates are required to take and pass a comprehensive examination. This must be completed no later than Week 9 of your final semester. At the Department of Biology Faculty meeting of September 20, 2007, it was decided that, starting Spring 2008, comprehensive exams will include all graduate coursework taken by the student. The Faculty member who taught each course (or if he/she is not available, Faculty members possessing expertise in that area) will write and grade questions for that topic.

graduation

The student is responsible for making certain that all requirements have been met and that every deadline is observed.

Each student who plans to graduate is required to submit to the Registrar's Office an Application for Graduation form. This form, supplied by the Registrar's Office, must be submitted before the end of the third week of classes of the academic semester in which graduation is expected (see Part VIII., "Timeline..."). A student turning in the Application for Graduation after the deadline will graduate the following semester. A graduation fee of \$60 must be paid at the time of application. The Application for Graduation must be signed by the academic advisor prior to being submitted to the Registrar's office.

A student denied graduation must complete the requirements for graduation and reapply for graduation.

A student must be registered for the semester in which the degree is received.

The University will confer the Master's degree when the following minimum conditions have been met:

- Submission of the required application for graduation form
- Certification by the Dean that all requirements of the degree being sought have been completed
- Achievement of the grade requirements as defined in the University Catalog
- Achievement of the grade requirements established by the appropriate school or program for major and core courses, course sequences and concentration
- Satisfactory completion of a thesis (MS degree only).

No student shall be approved for graduation before the Dean has certified to the Registrar that all academic requirements have been met. The Registrar must promptly notify the candidate and the Dean (or Director) if graduation is not approved for any reason.

time limitations

Biotechnology students must complete their degrees within five years from the date of matriculation. This requirement may be waived for students who entered the program in AY 2002-2004. Transfer credit must be based on graduate work completed within the five-year period immediately preceding matriculation. Students may apply to revalidate credit taken more than five years prior to matriculation, if course work is relevant to the degree and if approved by the Director and Dean.

Applicants for readmission whose last enrollment in the program was five or more years prior must have their transcripts re-evaluated by the Director and the Advisor. Some courses may need to be repeated or some additional course work required.

transfer credit

Students may apply for transfer of a maximum of six (6) graduate credits to be used toward the requirements of the degree. Ordinarily, these transfer credits will satisfy elective requirements only. Transfer credit must be based on graduate work completed within the five-year period immediately preceding matriculation. A petition for Transfer Credit Form (Appendix G) should be filled out by the student and, with an official transcript attached, should be submitted to the Director. Be sure to meet with your advisor to discuss transfer credits and assure that the required courses fit your program of study.

Students requesting a transfer of credit are obligated to make the case for the courses in question. If the requested transfer is for a graduate level course equivalent to one of our own courses, this is usually not an issue and the transfer petition can be handled routinely. If the requested transfer is for a graduate level course not equivalent to one of our own or from a field other than Biotechnology, the student should provide the Director with two things. First is a written rationale for how the course makes an essential contribution to their program of study. Second is a copy of the syllabus of the course in question. Other information may be requested as needed.

VI. Guidelines for Writing the Thesis

Only MS candidates are required to write a thesis. The content and format will, for the most part, be determined by your Advisor and Master's Thesis Committee (the "Committee"). Be advised that writing your thesis will be time consuming and difficult. Understand that your Advisor and Committee will not sign your thesis until they are satisfied with it.

However, be aware that WVSU has set standards for theses, and specifies such particulars as the format of the thesis, how copies are to be prepared for binding, and deadlines for submission.

See Appendix E for further information about writing and submitting the thesis.

VII. Graduate Assistantships

Graduate Assistantships are awarded to students on an annual basis, without regard to financial status, race, sex, age, color, religion, disability, national origin or ethnic origin. Our assistantships (teaching or research) not only provide valuable training and experience, they also come with a tuition waiver, partial fee waiver, and a stipend for two semesters (the GTA stipend for AY 2009 - 2010 is \$10,000).

Recipients of **Graduate Teaching Assistantships** (GTA) are chosen by the Biotechnology Graduate Faculty, based on such factors as the number of assistantships available and the academic preparedness of the candidates. Once a graduate student has been awarded a GTA, the Faculty make every effort to continue supporting the student for four (4) contiguous semesters. Once you have been awarded a GTA, the procedure for getting on the payroll is given in Appendix A.

The teaching performance of GTAs is to be evaluated each semester by the faculty member with whom the GTA has taught. See Appendix C for the form.

GTAs are permitted to purchase Faculty / Staff parking permits.

Recipients of **Graduate Research Assistantships** (GRA) are determined by the Biotechnology Graduate Faculty and administrators of the Gus R. Douglass Institute. At present, these GRA positions are funded by the Douglass Institute. The Douglass Institute first notifies the Biotechnology Faculty of the number of funded GRA positions. The Faculty subsequently provide the Douglass Institute administrators with a ranked list of candidates. This ranking is based on such factors as the academic preparedness of the candidates and a fair distribution of GRA positions among eligible labs. Graduate Research Assistants receive a full tuition and partial fee waiver, plus a stipend (the GRA stipend for AY 2008 - 2009 was \$12,000).

Once you have been awarded a GRA, the procedure for getting on the payroll is found in Appendix B.

GRAs are not issued Faculty / Staff parking permits.

Graduate Students who are not up-to-date with Program deadlines jeopardize their eligibility for renewal of their Graduate Assistantships. Although it is the responsibility of the student to know and meet all deadlines, the Thesis Advisor and Director will help this happen. See section VIII "Timeline and Deadlines for Graduation with a Master's Degree in Biotechnology", below.

New foreign students, be advised that you cannot be employed or paid until you have a Social Security number. You cannot apply for one until you have been in the US for ten days, and you should allow time for the application to be processed.

office and mailbox assignments

The Department of Biology makes every attempt to place GTA students in offices with computer and phone access. The objective is to provide a place for the GTA to meet with his/her students. After all GTAs have been seated, the Department seeks to find office space for all GRAs. However, office space in Hamblin Hall is limited, and therefore this is not always possible.

Office assignments are made at the discretion of the Director, in space made available by the Dean. Graduate students should not need to be told that, in all locations in Hamblin Hall, they are expected to behave as professional academics and scientists.

Mailboxes are provided in the main Biology office, Hamblin Hall room 101. Be sure to check them regularly, even daily.

VIII. Timeline and Deadlines for Graduation with a Master's Degree in Biotechnology

Note that summer(s) counts as a semester, whether you take classes in the summer or not.

MS degree:

In your first semester in the program:

With the help of Ms. Audrana Austin, Dr. Tim Ruhnke, and/or Dr. Ford, make sure that all items on the Biotechnology Graduate Program Student Requirement Checklist (Grad Checklist) are completed. This is located in Hamblin 101D. Note that each step of your journey through the program requires signatures on the checklist. This form is shown in Appendix D.

Get to know the faculty members with whom you might do research for your MS. Ask questions, discuss, negotiate.

With the consent of the faculty member, commit to a lab in which to do your MS research (i.e. choose a Master's Thesis Advisor) and get the Advisor's signature on your Graduate Student Checklist. Your Checklist is kept in your file in H101D.

In your second semester:

With the help and approval of your advisor, form a Master's Thesis Committee and get their signatures on your Checklist.

With the help and approval of your Advisor and Committee, establish a Plan of Study and get signatures.

In your third semester:

With the help of your Advisor, write your Master's Thesis Proposal. Submit your completed Proposal to your Committee two weeks prior to meeting with them.

Meet with your Committee, secure their approval of your Proposal, and get signatures.

In the semester before you intend to graduate:

With your advisor, determine when you will graduate. Make sure that you have:

completed all required coursework (with appropriate GPA), or are currently enrolled

This includes core Biotechnology courses, research credits, and electives.

gotten all transfer credits and other anomalies on-record with WVSU. Remember, if it's not on your WVSU transcripts, it doesn't exist.

completed all course deficiencies or other un-fulfilled requirements (you must be un-conditionally enrolled in the program)

completed (or are currently competing) two sections of teaching.

During the semester in which you intend to graduate:

You must be an active student (i.e. enrolled for at least 1 credit) in the semester in which you graduate.

You must apply for graduation by as announced in the WVSU Academic Calendar.

You must finish your research.

With your advisor, establish a "**Thesis Writing Plan**" by the **end of Week 3**. This is a written agreement between you, your Advisor and your Committee that sets deadlines for writing and completing the thesis.

Write your thesis. Allow plenty of time.

Get approval from your Advisor that the thesis is complete and ready to defend.

Announce / advertise the **public presentation** of your thesis no later than two weeks prior to presentation (by **end of Week 12**).

Give completed, ready-to-sign copies of the thesis to your Advisor and Committee. **Schedule your thesis** defense at least one week prior to the defense (by **Monday of Week 13**).

Defend your thesis no later than **Monday of Week 14**.

Make corrections to your thesis to the satisfaction of your Advisor and Committee

Get final approval of your thesis. Have your Advisor and Committee sign (the signature page of) the completed copies of your thesis.

Do a **public presentation** no later than the **end of Week 14**.

Give a minimum of three **final copies** of your thesis, ready for binding, to the library no later than the **Monday of Week 16** (i.e. finals week).

Upon receipt of three ready-to-bind theses, the library will give you a written Master's Thesis Deposit Receipt. Return it to your Advisor.

The library will return one bound copy to the Biology Department for the Department files.

The Department will pay you for this copy.

Your advisor will officially notify the Director that you have completed all requirements for the MS degree.

The Director and Dean will notify the Registrar that all requirements for your graduation are completed. Deadline is the **5:00 pm, the Wednesday of Week 16**.

If notified of a problem with your graduation, the Director will notify you immediately.

MA degree:

In your first semester in the program:

With the help of Ms. Audrana Austin, Dr. Tim Ruhnke, and/or Dr. Ford, make sure that all items on the Biotechnology Graduate Program Student Requirement Checklist (Grad Checklist) are completed. This is located in Hamblin 101D. A copy of this form is shown in Appendix D.

As an MA student, your advisor is the Director of the Biotechnology Graduate Program

In the semester before you intend to graduate:

Meet with the Director to verify that you are ready to graduate. Be sure that

You have completed all required coursework (with appropriate GPA), or are currently enrolled. This includes core Biotechnology courses and electives.

You have gotten all transfer credits and other anomalies on-record with WVSU. Remember, if it's not on your WVSU transcripts, it doesn't exist.

You have completed all course deficiencies or other un-fulfilled requirements (you must be un-conditionally enrolled in the program)

You have completed (or are currently competing) two sections of teaching.

During the semester in which you intend to graduate:

You must be an active student (i.e. enrolled for at least 1 credit) in the semester in which you graduate.

You must apply for graduation as announced in the WVSU Academic Calendar.

You must pass a **Comprehensive Exam**, based on information from, and administered by faculty who teach Biotechnology Core courses. Deadline is by the **end of Week 9**.

The Director and Dean will notify the Registrar that all requirements for your graduation are completed. Deadline is the 5:00 pm, the Wednesday of Week 16.

If notified of a problem with your graduation, the Director will notify you immediately.

IX. Safety

At the start of each academic semester, the Biotechnology Graduate Faculty hold an Orientation and Safety Meeting for all Biotechnology Faculty and Graduate Students (old and new). Purposes of the meeting include introduction of Program personnel, orientation as to matters of registration and scheduling, and other administrative topics. However, an important topic covered in these meetings is safety, especially in the laboratories. Attendance is mandatory, and roll is taken. Please understand that safety is paramount in the WVSU Biotechnology Graduate Program.

The College of Natural Sciences and Mathematics has a Safety Committee which coordinates with the campus-wide Safety and Parking Committee. An NSM Safety Manual is currently being prepared. Many safety and emergency protocols are already in place, and will be explained during the Orientation and Safety meeting.

Also refer to safety information linked to the WVSU web page. We encourage all students to enroll in the WARN (Wide Area Rapid Notification) system. This is done through the WVSU web page. The following documents are also linked to the WVSU web page under "Campus Safety":

[Emergency Response Guide](#)

[Campus Crime](#)

[Emergency Response Memo - February, 2010](#)

[Emergency Response Guide - Shelter-In-Place Procedures](#)

X. Graduate Student Association

In AY 2007 - 2008, the students of the Biotechnology Graduate Program formed the Graduate Student Association. Through this fully-recognized academic organization, Graduate Students can speak with a stronger voice to address the entire range of issues that affect them. A representative of GSA participates at faculty meetings of the Program. The GSA actively participates in recruitment, informational and public relations activities. An GSA web site is in the offing.

XI. Appendices:

- A. how to get on the payroll as a Graduate Teaching Assistant
- B. how to get paid as a Graduate Research Assistant
- C. Evaluation of Graduate Teaching Assistant by Faculty Member in Charge of the Course
- D. Biotechnology Graduate Program Student Requirement Checklist
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Appendix A. How to Get Graduate Teaching Assistants Onto the Payroll. Tuition Waiver.

The TA should see Mrs. Audrana Austin (Academic Program Associate) to complete this process. However, if she is unavailable, the following steps should be followed. A new application must be completed each semester.

We recommend that the TA walk the forms through as far as Mrs. Brunetta Dillard, Step 5.

New foreign students, be advised that you cannot be employed or paid until you have a Social Security number. You cannot apply for one until you have been in the US for ten days, and you should allow time for the application to be processed.

1. Fill out (yellow) "Application for WVSU - R&D Corporation Student / Temporary Employment" form.

Position applied for is **Graduate Teaching Assistant**

Administrative Area is **Academic Affairs**

Fill out the entire packet (3 forms of I.D: e.g., WVSU I.D., Driver's License, etc.)

Reason for Hiring is **Graduate Teaching Assistant**

Funding Source is **Title III, Activity 4**

Allocation is the **total amount that the assistantship will cost (for one semester).**

2. Student needs to get these signatures:
Supervisor (on this form) is Dr. Richard Ford
Director (on this form) is Dr. Katherine Harper.
3. Make photocopies of everything and leave the copies in the Biology Department office.
4. Student should take the form to Academic Affairs (131 Ferrell Hall) to obtain the signature of the "Vice President". Currently that position is held by Dr. Charles Byers.
5. The form should then be delivered to Mrs. Brunetta Dillard, (R&D Business Manager, 200 East Hall). She will forward the form to the R&D Executive Director.
6. Dr. Byers' office will forward the form to Ms. Pam Anderson, (Human Resource Specialist, Research and Development Corporation, 200 East Hall). She will forward to Ms. Carla Boggess, (Payroll Benefits Specialist, Research and Development Corporation, 200 East Hall).
7. Carla is the person to see for setting up Direct Deposit. If you choose not to take advantage of this service, you will need to see Carla each pay period for your check.

Tuition Waiver

1. BT program gives copy of Letter of Admission (which mentions assistantship, tuition and fee waiver) to:

Mr. Bryce Casto (Vice President of Student Affairs, 333 Sullivan Hall)

Mr. Tryreno Sowell (Director, Office of Admissions and Recruitment Services, 106 Ferrell)

Ms. Donna Hunter (Interim Director, Office of Registration and Records, 127 Ferrell)

Mrs. Kristi Williams (Cashier's Office, Manager of Auxiliary Services, 125 Ferrell).

2. You are not charged for tuition and some fees are waived.

Appendix B. How to Get Graduate Research Assistants Onto the Payroll. Tuition Waiver.

Ms. Fatiema Wilkerson will help with this. Each semester you should confirm that the paperwork is OK.

New foreign students, be advised that you cannot be employed or paid until you have a Social Security number. You cannot apply for one until you have been in the US for ten days, and you should allow time for the application to be processed.

1. Fill out (yellow) "Application for WVSU - R&D Corporation Student / Temporary Employment" form.

position applied for is Graduate Research Assistant
administrative area is Agricultural and Environmental Research Station (AERS)
fill out entire application packet (2 forms of I.D., plus WVSU I.D., W-4, etc.)
reason for hiring is Graduate Research Assistant
funding source is Research Assistantship (mention specific assistantship)
allocation is the total amount of the assistantship (for one or two semesters)

2. Student gets these signatures:
supervisor (on this form) Dr. Ulises Toledo, I think. As of Fall 2008, this is in flux.
director (on this form) is the research Principle Investigator (i.e. Advisor)
3. Make photocopies of everything and leave copies in files in Biology Department office.
4. Student takes the form to Ms. Fatiema Wilkerson, Research Coordinator, in Hamblin 129. If Ms. Wilkerson determines that the forms are complete, leave the packet with her and she will handle it from there.
5. Ms. Wilkerson will send the packet to the ACEOP Office.
6. The ACEOP Office notifies payroll of the assistantship.
7. You get paid.

Tuition Waiver

1. Director of the Biotechnology Graduate Program writes to the Dean of NSM, who gives copy of Letter of Admission (which mentions assistantship, tuition and fee waiver) to:

Mr. Bryce Casto (Vice President of Student Affairs, 333 Sullivan Hall)
Mr. Tryeno Sowell (Director, Office of Admissions and Recruitment Services, 106 Ferrell Hall)
Dr. John L. Fuller (Director, Office of Registration and Records, 127 Ferrell Hall)
Mrs. Kristi Williams (Cashier's Office, Manager of Auxiliary Services, 125 Ferrell Hall)
Mrs. Regina Callender (Payroll Supervisor, 125 Ferrell Hall)
Dr. Orlando McMeans (Dean of ACEOP, 202 ACEOP Administrative Building)
Dr. J. Ulises Toledo (Director of Business and Finance, ACEOP, 304 ACEOP Administrative Building)

2. You are not charged for tuition and some fees are waived.

Appendix C. Evaluation of Graduate Teaching Assistant by Faculty Member in Charge of the Course

The faculty member in charge of the course should, throughout the semester, observe the Graduate Teaching Assistant's work in both the classroom as well as in preparation for their teaching. The faculty member should provide guidance to the GTA as needed during the semester. The faculty member should complete and sign this form during the final two weeks of the semester. The GTA should sign to acknowledge his/her receipt of the form, and may attach a written response to the evaluation. Signed copies will be given to the GTA and the faculty member, and the original will be kept in the GTA's file.

GTA being evaluated _____

faculty member doing the evaluation _____

course, section(s), semester, year _____

date(s) of classroom observation(s) _____

How often did the GTA teach the lab?

___ always ___ usually ___ some ___ rarely ___ never ___ NA / ?

.....
On a scale of 1 (worst) to 5 (best), or ? if unknown, how would you rate the GTA in:

_____ punctuality in starting and ending labs

_____ knowledge of the theory underlying the labs

_____ knowledge of the lab activities

_____ conveying to students the purpose of the lab vis-à-vis the theory

_____ teaching effectiveness

_____ interactions with the students in class

_____ interactions with students outside of class

_____ effectiveness in testing

_____ test preparation (appropriate, fair)

_____ grading (appropriate, fair)

_____ promptness in returning materials to students

_____ keeping appointments made with the students and faculty

_____ maintaining a professional demeanor and attitude

_____ growth / development during the semester

_____ **average score** (excluding NA / ?)

.....
Specifically or generally, what are the GTA's best qualities with respect to his/her job?

Specifically or generally, in what areas should the GTA work to improve?

other remarks, observations, suggestions:

In sum, was the GTA's performance unsatisfactory, satisfactory, or superior?

signature of faculty member in charge of course _____ date _____

signature of GTA _____ date _____

Signature of the GTA does not denote agreement with the comments, only that the GTA has had the opportunity to review this evaluation. The GTA may, if desired, attach a written response to the evaluation which will accompany this evaluation in the GTA's permanent file.

Appendix D. Biotechnology Graduate Student Checklist

form Fall 09

name _____ MS or MA track _____

file contains: * to be updated each semester

- | | |
|---|--|
| ___ application form | GRE score _____ |
| ___ application fee | ___ three letters of recommendation |
| ___ Statement of Purpose | ___ letter to student of acceptance into program |
| ___ emergency contact info * | date mailed _____ full / conditional |
| ___ undergraduate transcripts | ___ graduate tuition and fee waiver * |
| ___ acceptance letter from student | ___ Title III Activity IV funds (teaching) |
| ___ Assistantship Letter of Intent * | ___ Land Grant Research funds (research) |
| TOEFL score _____ | ___ letter of acceptance to student * |
| ___ records copied to Admissions Office * | ___ application for employment and W-4 * |

Orientation and Safety Seminar _____
attendance dates _____

deficiencies and remediation Student must be fully admitted and complete all remediation before graduation

Faculty Advisor to be chosen in the first semester _____

Master's Research Thesis Committee (MS) to be chosen in the second semester

- | | |
|----------|----------|
| a) _____ | c) _____ |
| b) _____ | d) _____ |

graduate coursework MS: 30 credits, MA: 36 credits

core courses	MS and MA: 12 credits	<u>semester</u>	<u>grade</u>
BT 511 Seminar (1 credit)	_____		
BT 511 Seminar (1 credit)	_____		
BT 555 Statistics (3 credits)	_____		
BT 567 Current Concepts in Biotech. (3 credits)	_____		
BT 571 Techniques in Biotech. I (2 credits)	_____		
BT 572 Techniques in Biotech. II (2 credits)	_____		

electives MS: 12 credits
MA: 24 credits

course

semester

grade

research MS: 6 credits

semester

grade

BT 695 (____ credits) _____

BT 695 (____ credits) _____

BT 695 (____ credits) _____

teaching (MS and MA) Record the course and semester of all courses taught. File should include classroom observations.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Committee approval of Plan of Study (MS and MA) to be established in the second semester

a) _____ c) _____

b) _____ d) _____

Committee approval of thesis proposal (MS) to be completed in the third semester.
Keep a copy of the proposal in the student's file)

a) _____ c) _____

b) _____ d) _____

public presentation of thesis research (MS)

Committee members' signatures. Indicate **pass or fail**

a) _____ c) _____

b) _____ d) _____

**oral defense of thesis research (MS) or
comprehensive examination (MA)**

Committee members' signatures. Indicate **pass or fail**

a) _____ c) _____

b) _____ d) _____

application for graduation (MS and MA)

Have you applied to graduate? Are you aware of due dates?

thesis delivered to Library (MS)

Library issues a Master's Thesis Deposit Receipt. Keep a copy in the file.

Department of Biology keys

keys assigned _____

keys returned _____

Please leave contact information with Ms. Glenna Curry so we can keep in touch after you leave WVSU.

Appendix E. Biotechnology Thesis Handbook

Biotechnology Program Graduate Thesis Policies and Guidelines

Working Draft: March 2005. Edited January 18, 2008

All MS graduate students must prepare a thesis, which must evidence originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation in some area of biotechnology. Students are encouraged to begin exploring ideas and working toward the thesis or project goal early in their program of study. Examples of previous students' theses will be made available in the Department's thesis library.

Students are expected to demonstrate the ability to conduct research or produce a significant, original project in a discriminating and disciplined manner. The thesis topic should be one that will further the student's knowledge and ability in the specialty by demonstrating skill as a researcher. The outcome should be an effort that serves as a foundation for the pursuit of independent work when the graduate program is completed.

Thesis proposals are presented to and evaluated by the Master's Thesis Committee in a meeting with the student convened for that purpose. The Committee will consist of the student's Advisor and at least two other faculty members chosen by the Advisor and student. The proposal must be submitted to the Committee at least two weeks prior to the meeting. Meetings cannot be scheduled at the end of the semester when finished theses are being evaluated. Students are encouraged to present their proposals in the first half of each semester, well before early registration time.

Students must maintain good progress (defined by the Advisor in consultation with the student) on the thesis during each semester he/she is enrolled in BT 695, and this will be reflected in a grade of P (Passing) on the student's semester grade report. Students who receive a grade of U, unsatisfactory, may not continue on their current project. Under special circumstances, with the support of a Advisor, students may appeal this rule to the Biotechnology Graduate Program Director and the Dean of the College of Natural Sciences and Mathematics and allowed to continue in their original track.

The student's Committee must approve the finished thesis before it is deposited with the Director. When the Committee approves the work, each Committee member will indicate so by signing the cover page of a new, clean copy of the approval signature page.

This signed copy of the thesis along with its approval sheet should be deposited in the Director's office. Finished, signed, approved theses are due in the Director 's office by the 12th week of the semester (specific deadlines will be announced each semester). *Note that the "Timelines" section of the "Graduate Student Manual" (Section VIII) gives a different date. Experience has shown that the dates in this Handbook (Section VIII) are the ones that count.* Graduate students must also provide the office with an electronic version of their written thesis (on disk or CD-ROM, in MS-Word and PDF formats).

Thesis presentations will be scheduled in the final weeks of each semester; students are required to present and defend their work. Relevant procedures and a set of deadlines will be announced each semester. A final copy of the thesis with all approval signatures, after any necessary revisions, must be deposited in the Department's library and the University Library. This should be a publication-ready document, conforming to all of the usual expectations of library-deposited theses available in the major style guides. For theses, the title page should have the signatures of Advisor, members of the Committee, the Director and the Dean. The Title Page format may be found later in this manual.

Procedure for Submitting the Thesis Proposal

The student must submit five double-spaced copies of a proposal to his or her Advisor. The title page format for the proposal is included in this manual. The proposal must include at least the following items:

1. The student's full name.
2. The date of submission of the thesis proposal.
3. The department of academic specialization.
4. The degree sought by the student.
5. The tentative title of the thesis (subject to modification in consultation with the student's Committee).
6. Places for the signatures of the members of the Committee.
7. A place for the signature of the student's Advisor.
8. A place for the approval of the Director.
9. A place for the approval of the Dean.
10. A cogent and concise statement of the project or the major problem of research. This should include a selected bibliography pertinent to the subject.

The thesis proposal must have the approval of the student's Advisor, the Director, and the Dean. All theses involving human participants or animal subjects are subject to federal regulations and University policy. Appropriate approval from the Institutional Review Board (IRB) must be obtained depending upon the nature of the proposed research. Approval must be obtained before thesis proposals can be approved and prior to initiation of research.

A familiarity with the rules and regulations as governed by the IRB application is recommended. For further questions, please contact the Office of Academic Affairs.

Upon approval of the proposal by the Dean, copies of the proposal will be distributed by the Dean to the Director, the Advisor, members of the Committee, and the candidate.

Master's Thesis Committee

The Committee consists of the student's Advisor as chair and at least two other members of the Graduate Faculty, one of who may be from outside the department. The Advisor will nominate the members of the Committee after consultation with the student. The Director appoints the Committee members upon the request of the Advisor and sends written notification to the student, Committee members, and Dean. That said, the way it has been done in the Biotechnology Graduate Program is that the student and Advisor choose the Committee, and membership of the Committee is made official by getting signatures on the Checklist.

Timelines for Submitting Theses

At the start of each semester, the Director will distribute specific deadline dates for submitting theses to Faculty and Graduate Students. Experience shows that the timelines that are enforced are the ones given in Section VIII of this Handbook, rather than those shown in italics, below. Ultimately, it is the student's responsibility to meet these deadlines. Questions or problems should be directed to the Advisor or the Director.

1. All theses are due *at least three (3) weeks* prior to the commencement ceremony in which the degree is to be conferred. Prior to submission to the Biology/Biotechnology office, the thesis must have been defended and any and all changes and/or corrections from this defense must have been completed.
2. The copy of the thesis that is presented to the Biology/Biotechnology office for pre-checking must be a copy (printed on regular white paper as opposed to archival paper) that is free from all errors and is, to the best of the student's knowledge, a perfect copy. The Biotechnology Program is not responsible for proofreading the thesis; however, the entire document will be read for format and grammar. If errors are found, the thesis will be returned to the student for corrections, which could delay graduation. Students should be sure to follow the margin requirements, pagination, placement of tables and figures, etc., as specified in this manual. If done properly, this should greatly reduce the number of changes that will have to be made.

3. After the Biology/Biotechnology office has cleared the thesis and any necessary corrections have been made, final copies may be made.
4. After copies are made students should get committee members' signatures. All signature pages must be printed on the same archival paper as the manuscript and all signatures must be original and must be rendered only in **black ink**. Any other color ink is not acceptable. Signature sheet format is found later in this manual.
5. After the Committee members have signed the signature pages, they should be submitted to the Director and the Dean for their signatures. The Dean will also date the signature page in the space that is provided.
6. After all signatures are secured, each complete copy of the manuscript to be bound should be placed in a 10" x 13" clasp envelope. Three copies are required (these are for: the Office of Academic Affairs, the Library, and the Department). Students may have as many additional copies bound as desired. The student is responsible for the cost of binding of all copies except for the Departmental copy; the Department will reimburse the student for the cost of this copy. Currently this cost is approximately **\$40.00 per copy**, subject to change.
7. Students are to schedule an appointment with the University Library and to deposit the thesis for binding. Ellen Ressmeyer is currently the person with whom the appointment should be made.
8. At the time the thesis is deposited with the Library the student will be given a "Master's Thesis Deposit Receipt". This receipt must be taken to the Advisor to verify delivery and to ensure that the student receives graduation clearance.
9. Students are encouraged to submit the thesis earlier than the due date. This ensures a much quicker turn around.
10. Electronic versions of theses must be provided to the Biotechnology office as well as the paper copy. These are to be submitted on disk or CD-ROM in MS-Word and PDF formats.

Format and Appearance of the Thesis

Prospective graduates: be sure to follow these guidelines without deviation. Use the cover page, signature page forms, etc. exactly as given below. Even if your Advisor and Committee are OK with the format and appearance of your thesis, the Director, the Dean, and even the Librarian can reject it for failure to conform to these guidelines. And deadlines for graduation are firm.

Number of Copies

The student is expected to prepare the text of the completed thesis in accordance with the usual practices of good English. The student is also expected to provide copies of the manuscript including all tables and figures and copies of slides, if any, for all members of the Committee.

Following the defense of the thesis and acceptance by the Committee, a copy of the complete manuscript free from all errors must be submitted to the Director for pre-checking. In the pre-check, the Director will examine the manuscript in detail so that any errors of format found at that point can be corrected before the archival and final copies are made. When format errors have been corrected, the student will prepare an original (archival copy) and at least two copies of the final text.

The original (archival copy) and at least two additional final copies of the thesis must be submitted to the Dean for official approval. If approved, the original and two copies shall become the property of the University.

Therefore, if the student wants a personal copy, with a completed signature page, or additional signed copies, they must be presented with the original and the two required copies.

Paper and Duplication

A. Archival Copy (Original)

The thesis must be printed on high quality, durable, white paper, 8-1/2 x 11 inches in size and at least twenty-pound weight.

The paper chosen for the archival copy of the thesis must be selected for its permanence and durability and must be acid-free with a minimum of two percent alkaline reserve. Erasable papers are not acceptable for any portion of the project or thesis.

The electronic version of the thesis should be submitted on CD-ROM in both MS-Word and Adobe PDF file formats. There should be one electronic copy of all thesis material to accompany each paper copy (i.e., if you make four paper copies, make four electronic copies).

No compression or password protection should be used. All fonts used should be embedded in the document.

A. Copies

Copies of the thesis must also be on acid-free paper with a two percent alkaline reserve, again with a minimum weight of twenty pounds. Papers with high rag content do not work well in electrostatic or xerographic copy machines. If papers containing cotton rag are used in this type of copy machine, the rag content should not exceed twenty-five percent. When there is a higher rag content, the copied image can easily be erased or rubbed off.

Photocopying is a good method of duplication, but copy quality must be extremely good. This standard of quality is possible only if the machine used is very clean and well maintained.

Copies with stray marks, smudges, or other irregularities will not be accepted. The electrostatic method of photo duplication, which uses dry toner and a fusing technique with heat and pressure, is preferred. Duplication methods that use papers coated with an image-forming layer are not acceptable, nor are those that use processes involving zinc oxide.

Photocopies should have consistently dark print quality with high contrast throughout the thesis. Any copies that appear significantly lighter than the rest must be recopied to conform to a uniform dark, clear print quality. It should be noted that photocopy machines enlarge the original by approximately one percent. This varies slightly among different machines, but it is important to be aware of this enlargement so that margin limitations will not be exceeded. Tables and figures may be reduced on reduction photocopy machines provided that any accompanying text does not become smaller than the typeface of the text or than elite type.

Preparing the Manuscript

Printing

Computer printers must be of letter quality. Dot matrix printers are, for purposes of these requirements, not of letter quality and therefore not acceptable. Acceptable font styles are: Arial, CG Times or Times New Roman and font sizes: 11 or 12. Nonstandard typefaces, such as script, are not acceptable. Italics are permitted for mathematical and statistical expressions and scientific names of genera, species, and the like. All textual material should be computer printed or typewritten. Special symbols may be drawn in black India ink.

All printing, including pagination, must be of the same size and style. The text of the manuscript must be double-spaced, but long tables, long quotations (defined as 100 words or as stipulated within the student's discipline and applied consistently), footnotes, and multi-line captions should be single-spaced. Text must be on only one side of the paper. All paragraphs must be indented five spaces. Do not right justify the text. Students are encouraged to bring sample pages of the final manuscript to their thesis directors to see that all manuscript requirements are being met.

Margins

The following minimum margins must be observed:

1-1/2 inches at the top, one inch at the bottom and right, and 1-1/2 inches on the left side of the page. The extra half-inch on the left is to allow for binding. This same 1-1/2 inch binding margin must be left on the appropriate side if the paper is turned ninety degrees in the typewriter when typing tables, charts, or other similar material. All information, including titles, footnotes, and tables, must conform to the margins specified (except for page numbers). Large plates, charts, etc., must be reduced when possible so that they fit within the prescribed margins, but notations or writing on them must be easily legible and no smaller than elite type. When plates larger than 8-1/2 x 11 inches cannot be reduced, refer to the section entitled "Oversized Material" for directions.

Pagination

Every page on which any typing, figure, table, or drawing appears is counted and numbered with the following exceptions: the approval sheet is neither counted nor numbered; the title page is counted as page i but not numbered; the abstract title page is counted but not numbered, although the number assigned to this page is used in the table of contents; the Literature Cited is preceded by a division sheet containing the centered words Literature Cited, or other heading as determined by the discipline, and this page is counted but not numbered, although the number assigned to this page is used in the table of contents. Can you believe that last sentence! I wonder if this "draft" document will ever be approved. Or even read. But anyways, where were we? If appendices are needed, they follow the Literature Cited and are preceded by a division sheet marked Appendix or Appendices, as appropriate, and it is counted but not numbered. All numbers are placed without punctuation in the upper right hand corner, 1/2 inch from the top edge and aligned with the right margin, except any page beginning with a centered heading must have the page number centered one half-inch from the bottom edge. The preliminary pages (those preceding the text of the thesis) are numbered consecutively in lowercase Roman numerals centered in the bottom margin. The first page to be numbered is the first page following the title page, and it is numbered ii. The text and reference pages are numbered consecutively in Arabic numerals, beginning with 1 on the first page of the text.

Footnotes and Endnotes

Students should follow the most recent MLA guidelines for footnotes and/or endnotes. Note: Depending upon the nature of the thesis and the approval of the Advisor, students may opt to follow other format guidelines instead.

Tables and Figures

The word "table" designates tabulated numerical data used in the body of the thesis and in the appendices. The word "figure" designates all other nonverbal material, such as illustrations, charts, graphs, maps, photographs, drawings, diagrams, and facsimiles of manuscript pages. These may be inserted electronically or through a "cut and paste" method.

All tables and figures must be of reproducible quality. They are to be inserted as near as possible to the portion of the text which they illustrate. The table or figure, including the captions, is to be placed on the page inside the prescribed margins. Tables and figures are not to appear on the same page as the text to which they refer unless they occupy a half page or less; when text is used on the same page, it should be separated

from the table or figure by a triple space. Two or more small tables or figures may be grouped on a single page. Any original figures should be rendered with black India ink. The use of pencil is not acceptable on the original, nor is the use of felt-tip pen as the color bleeds through to the adjacent pages. The use of color, especially in graphs, charts, or maps, should be avoided because colors often cannot be distinguished in copies. Therefore, lines of a graph should be identified using symbols or labels instead of colors. Areas on maps may be indicated by crosshatching rather than by color.

All tables and figures must be produced on quality paper, as specified under "Paper and Duplication". Tables and figures on transparent film or produced by computers on lower-quality paper must be photocopied on the quality paper specified under "Paper and Duplication."

Small figures must be mounted using the dry-mount process. With this method, dry-mount tissue, placed between the figures and the mounting paper, fuses when heat is applied (by either a heat press or an electric iron). Acid-free dry-mounting tissue must be used.

Rubber cement, aerosol spray glues, and gummed or cellophane tapes deteriorate rapidly and therefore are not acceptable. Spray adhesives and dry-mount cements must not be used.

When many smaller figures are used throughout the thesis, it is advisable to distribute the bulk by placing a portion of the figures toward the top of the page and the rest toward the bottom in order to even out the thickness of the manuscript. When smaller figures are being mounted using the above method, it is important to have page numbers and identification of figures already typed on the mounting paper. This identification of figures should be typed either beneath the figure or on the front of the preceding page.

Information should not be typed on the back of the preceding page (facing the figure). Tables and figures are numbered in separate series. Each table and figure, including any in the appendix, must be numbered consecutively in Arabic numerals in its own series. The captions for figures and tables must be identical with those used in the list of tables and the list of figures in the preliminary pages. Page numbers should be given to tables and figures that are interleaved with the text.

Graphs must be drawn on cross-section paper (or prepared by an artist), but the thesis paper margins must be preserved.

Large charts, tables, figures, etc., which must be reduced to fit within the prescribed margins, must have lettering and symbols which, after reduction, are at least as large as elite type so that they can be read easily.

Photographs

As noted, photographs are a type of figure. The following additional regulations apply to photographs. All photographs must be original prints for all copies of the thesis. Black and white photographs are preferred. If a color photograph must be used, a photograph of the same subject in black and white should be included since color photographs tend to fade. The photographs included in the archival copy of the thesis must receive archival processing. Standards for archival processing of photographs are specified by the American National Standards Institute (ANSI). These standards are listed under the following ANSI numbers: PH 4.29, PH 4.30, PH 4.32, and PH 4.33.

Photographs should be printed on an 8-1/2 x 11 inch sheet of single -weight polyfiber photographic paper with a glossy finish and included in the thesis without further mounting. The margins for the photographic image should be the same as those for typing (see "Margins"). If 8- 1/2 x 11 inch paper is not available, the photograph(s) must be printed on a larger paper of this specific type and trimmed to size.

If the photographs are less than 8-1/2 x 11 inches, they should be firmly dry-mounted as discussed in the section "Tables and Figures". Acid-free dry-mounting tissue must be used.

No other adhesive should be used. Rubber cement, gummed or cellophane tapes, spray adhesives, dry-mount cements, photographic corners, and acetate pockets are not acceptable.

Mounted photographs should not extend into the 1-1/2 inch binding margin on the left side of the thesis.

Digitally inserted photographs are also acceptable; they should be in .jpg format.

Note: Please refer to copyright guidelines before reproducing and including photos and other inserts that are under copyright.

Oversized Material

Occasional exceptions to the 8-1/2 x 11-inch paper-size limitation are made when deemed necessary, as is sometimes the case with musical scores. The same physical specifications as listed under "Paper Quality" must be applied to all oversized material included in a thesis.

Charts, maps, graphs, tables, or any other necessary tables or figures which are larger than the standard page size and cannot be successfully reduced may be carefully folded and included in order in the thesis or placed in a large acid-free envelope for storage, when bound in a pocket, attached by the bindery, to the back board of the cover of the thesis. Oversized material to be stored in an envelope should be folded so that it is approximately one inch narrower than the width of the envelope and about 1/8 of an inch shorter than the length of the envelope. For example, if the dimensions of the envelope are 7-1/2 x 10 inches, then the outer dimensions of the folded oversized material to be stored should be no larger than 6-1/2 x 9-7/8 inches. Envelopes made of acid-free material can be obtained from a number of sources.

When oversized material is to be included as a regular page in the thesis, the material should be arranged on the page to allow a margin of 1-1/2 inches on the binding edge. When the figure is folded this binding margin must protrude from the folds and be a 1-1/2 inch stub on the left side of the folded page. The page should be folded carefully so that there are as few folds made as possible, and so that the page can be easily unfolded after the thesis is bound. The folded outer edges of the material should be 1/2 inch smaller than the text pages on all three unbound edges of the thesis. The overall dimensions of the folded material, then, will be approximately 8 x 10 inches. With these dimensions the bindery can safely trim 1/8 inch off the three open edges of the thesis without slicing into the folds.

Computer Printouts

A computer printout to be submitted as part of the thesis should be reduced to the standard 8-1/2 x 11 inch page size. Computer paper, which is 11 x 14-7/8 reduces to 8-1/2 x 11 inches on a photocopy machine set at seventy-seven percent reproduction size. Margin requirements are the same as for the rest of the thesis. The reduced print cannot be smaller than elite type and should be of dark, clear, good quality. Computer printouts must meet the standards specified for paper quality. If the available printer does not produce clear print, the computer printout should be typed.

Slides

Slides must be taken with Kodak Ektachrome 50 Professional film (Tungsten) ASA 50 balanced for exposure by Tungsten (3200K) lamps.

Two-dimensional items must be placed on a flat black wall. Two new 500W (3200K Tungsten photo lamps should be set at forty-five-degree angles to the item to be photographed so that the surface will be evenly lit. Make sure that all extraneous light sources are turned off before starting.

All exposures must be metered from a gray card (eighteen percent reflectance). The gray card should be held near the center of the item. For the light reading, the meter is held within six inches of the surface and in such a manner that the card is not shaded by the meter or by the person holding the meter.

Transparencies must be in a glass mount. Slide-mounting glass should be cleaned to remove contaminants before the slides are assembled. The transparencies must be masked with silver tape before being placed between the glass.

A typed label with the following information should be placed on each slide: name, date, title, and number. Slides must be arranged in correct sequence and numbered consecutively. A small gummed paper dot must be applied to the lower left corner of each mount. Slides, when mounted and labeled, must be placed on 9-1/8 by 11-3/8-inch archival slide pages.

Arrangement of Contents

The thesis typically includes the following parts arranged in the following order. Sample D "Table of Contents" of this manual. See Sample E for an example of "List of Tables."

Thesis Part	Page Assignment
1. front flyleaf (blank)	no page number assigned
2. approval sheet	no page number assigned
3. title page	small roman numeral (assigned, not printed)
4. copyright page (optional)	small roman numeral (printed)
5. acknowledgment or dedication page (optional)	small roman numeral (printed)
6. table of contents	small roman numeral (printed)
7. list of tables (if used)	small roman numeral (printed)
8. list of figures (if used)	small roman numeral (printed)
9. list of abbreviations or symbols (if used)	small roman numeral (printed)
10. abstract	small roman numeral (first page assigned but not printed; second page, if necessary, printed)
11. literature review	Arabic numerals, starting with 1
12. body of thesis (chapters)	Arabic numerals, continuing from body (assigned, not printed)
13. division sheet	Arabic numeral (assigned, not printed), continuing from body
14. literature cited	continuing Arabic numerals (printed)
15. division sheet	continuing Arabic numeral (not printed)
16. appendices (if included)	continuing Arabic numerals (printed)
17. back flyleaf (blank)	no page number assigned

A thesis has three major parts: preliminaries, text, and reference material. Although these divisions are not so labeled in the thesis, the terms are used here for the sake of convenience.

The Preliminary Pages

The preliminary pages include the following in the order given: the approval sheet, the title page, the copyright page if the thesis is copyrighted, an acknowledgments page, a table of contents, a list of tables, a list of figures, a list of abbreviations or symbols, and an abstract.

The function of the approval sheet is to enable the student's Advisor, Committee, the Director, and the Dean or a representative to indicate that the manuscript satisfies the thesis requirement for the particular degree. It includes the title of the thesis, the student's name, and spaces for the prescribed signatures (see Sample B).

The signatures on all copies must be originals and rendered in black ink.

The title page is counted as page i, but the number is not printed on the page. The date should include the month and the year in which the thesis is approved by the student's Committee. Words are underlined (to indicate italics) in the title only when they themselves are titles or when they are scientific terms that are customarily underlined (see Sample C).

A master's candidate must decide whether or not to copyright the thesis. If such a page is used, it is page ii, typed (see Copyright).

An acknowledgments page in which the student expresses recognition of and appreciation for any special assistance is optional but is customarily included. If such a page is used, the word Acknowledgments should be centered without punctuation two inches from the top of the page.

The text of the acknowledgment should begin on the fourth line below.

The contents page should be headed Table of Contents, with the heading centered without punctuation two inches from the top of the page. The listings begin at the left margin four spaces below the heading. The table of contents lists all material following the contents page.

The titles of chapters, parts or sections must be listed and must be worded exactly as they appear in the body of the manuscript. The page number of each part is listed flush against the right margin and below the heading page. Any space between the last word of a section title and the page number can be filled with spaced periods (see Sample D).

The format of the list of tables and the list of figures is the same as that for the table of contents (see Sample E). The list of abbreviations or symbols should follow the form normally used in the student's discipline.

The abstract consists of an essay-style summary of the thesis. It should be a succinct account allowing readers to make an accurate decision as to whether the full contents will aid their study. Diagrams or other illustrated materials and formulas or equations in the abstract are to be avoided if possible (see Sample F). The title on the abstract page should follow the pattern of the title page for the thesis (see Sample F). The abstract title page is not numbered or centered, but the body of the abstract should continue the consecutive Roman enumeration begun with the title page. In other words, the abstract page is assigned a number, but it is not typed. The body of the abstract is to be typed and double-spaced.

The Text

The text, the body of the thesis, is to be double spaced using one side of each page. As indicated in the table of contents, each of the major divisions of the body of the manuscript will begin a page. The heading for the division should be centered without punctuation two inches below the top of the page, the next beginning four spaces below the heading. The pages of the text are numbered consecutively in Arabic numerals from the first page of the text through the bibliography and any appendices.

Literature Cited

For the Literature Cited, the student should follow departmental practice on inclusion or exclusion of works and on the form of the entry. In practice, the Biotechnology Graduate Program merely asks that references consistently adhere to the format of an appropriate journal in the field. This section should begin with a cover sheet headed Literature Cited or another heading as determined by the discipline, centered without punctuation. This page is assigned a number but it is not printed. The heading is repeated on the first page of the literature cited itself, two inches from the top, centered, and without punctuation. The list of sources begins four spaces below the heading.

The sources themselves are frequently arranged in alphabetical order by the last name of the author or the first major word of the title of anonymous publications, but some disciplines may suggest a different grouping of sources. The precise content of the entry should be determined by the discipline, but the intent is to provide all of the information necessary for the reader to locate and consult the sources. Regardless of the form used, each journal citation should include at least the author's name, title of the article, the journal in which it was published, the volume and issue number, year, and pages. Book citations should include, as a minimum, author, title, and publisher. Format of literature citations should conform to those used by the major journals in the investigator's specific field.

Appendices

Appendices should begin with a division sheet marked Appendix or Appendices. This page is assigned a number but it is not printed. All pages following the division sheet are numbered with the consecutive Arabic numerals begun on the first page of the text.

Copyright, Due Date, Binding

Copyright

If copyright is to be secured for the thesis, the notice of copyright must appear at the center of a separate copyright page. The notice consists of three elements: (1) the symbol ©, (2) the year of first publication (the year in which the thesis is approved by the student's Committee), and (3) the name of the owner of copyright (name of thesis author).

Example:

© 1998 by Les B. Happee

Such notice does not include sound recordings. Information on copyright protection may be obtained at the reference desk in the library.

A Master's candidate must decide whether or not to copyright the thesis. It is not required.

Due Dates

Copies of the thesis must be officially deposited with the Dean on or before the date specified in the academic calendar. The report of the oral examination will be filed by the Director with the Dean immediately after the Committee has given final approval. See Section VIII for a generic timeline for completion of the thesis. At the start of each semester, the Director will distribute specific deadline dates for that semester.

Binding

After the signature page is signed by the Dean, the original and at least two copies of the manuscript are each to be placed separately in 10 x 13-inch envelopes. An electronic version of the manuscript (on disk or CD-ROM) must also be submitted at this time.

If slides are a part of the thesis, a complete set of slides in archival slide pages must be placed in each of the envelopes, which contain copies of the manuscript.

The envelopes are to be left unsealed. The following information should be typed on the front center of the envelope: the student's name, permanent home address, title of the thesis, degree, and the month and year in which the thesis is approved.

The thesis and all copies to be bound are taken to the university library and deposited for binding. The student must call the circulation department and make an appointment beforehand. If sound recordings are part of the thesis, mention this when arranging an appointment. The original will go to the Office of Academic Affairs. One copy will be retained by the library and one copy will go to the Biology Department.

The student must bring the Master's Thesis Deposit Receipt from the library to the Advisor to verify deposit for binding. The student must pay the binding costs for all copies, except for the Departmental copy, for which the student will be reimbursed. If the student wishes to have additional copies bound in the same manner, arrangements should be made when copies are deposited for binding. The student has not satisfied all requirements for the degree until the receipt is presented to the Advisor.

The bindery will put the author's surname and the first five words of the title, followed by an ellipsis, if necessary, on the spine.

The Biotechnology Graduate Program uses a yellow cover for Master's theses.

Summary of the Procedure for Depositing the Thesis at the Library

OK, once your thesis is approved and signed by your Advisor and all members of your Thesis Committee, you are ready to make final copies for binding. You may want the faculty to put original signatures on each copy of your signature page (vs. photocopies of the signature page). **Use black ink.**

Deliver no less than three (3) copies of the Thesis to Library. The Library keeps one copy, another goes to Academic Affairs, and the third goes to the Department of Biology (where we will proudly display your work for posterity). Make any additional copies that you want for yourself. As of December 2008, you are charged \$120 to have the first three copies bound, and \$30 for each additional copy. The Department of Biology will pay you for its copy (see the Director). Make payment to the Cashier (125C Ferrell Hall) and bring the receipt of payment to the Library. Keep an electronic copy and maybe a hard copy (un-bound) in your file in the Department of Biology, in case your Thesis gets lost.

Be sure to specify that Master's theses should be bound with gold cloth (i.e. gold cover) with black print.

Upon delivery of your thesis copies to the Library, they will give you a Master's Thesis Deposit Receipt. Take the receipt to your Advisor. It is at this point that the Advisor notifies the Director that you are cleared to graduate. From there, the Director and Dean notify the Registrar.

Library contact person is Ms. Ellen Hassig Ressemeyer, WVSU Archives, Room 206 Drain-Jordan Library.

SAMPLE A: Cover Page of Thesis Proposal

West Virginia State University

Graduate School
THESIS PROPOSAL FOR MASTER OF SCIENCE

Student's Name: _____ Date: _____

Department/Program: _____

Degree: _____

Tentative Title: _____

Committee Members:

Signature: _____ Date: _____ Advisor

Signature: _____ Date: _____ Member

Signature: _____ Date: _____ Member

Approved by Biotechnology Graduate Program Director:

Signature: _____ Date: _____

Approved by the Dean of the College of Natural Sciences and Mathematics:

Signature: _____ Date: _____

SAMPLE B: Approval Sheet of Thesis

THESIS TITLE HERE
SINGLE-SPACED IN CAPITALS

By

John William Doe

A Thesis
Submitted to the
Faculty of the Graduate School
of
West Virginia State University
in Partial Fulfillment of
the Requirements for the Degree
of
Master of Science

Committee:

_____, Advisor

_____, Biotechnology Graduate Program Director

_____, Dean of the College of Natural Sciences and
Mathematics

Date: _____

(Spring, Fall, or Summer) 20__
West Virginia State University
Institute, West Virginia

SAMPLE C: Title Page for **Thesis**

TITLE HERE
SINGLE-SPACED IN CAPITALS

A thesis presented to the faculty of the Graduate
School of West Virginia State University in partial fulfillment of the
requirements for the degree of Master of Science

By

(Student's name in full)

Advisor, Advisor's name,
title, and department

(Month and year in which thesis is approved)

SAMPLE D

Table of Contents

	Page
List of Tables	viii
List of Figures	x
List of Abbreviations	xii
Abstract	xvi
Introduction	1
A Rationale for This Study	4
Objectives	6
Literature Review	7
Methods and Materials	32
Results.....	38
Discussion.....	45
Conclusion.....	53
Literature Cited.....	59
Appendices (if any).....	63

SAMPLE E

List of Tables

Table	Page
1. Susceptibility of drug-resistant <i>M. tuberculosis</i> to R207910.....	12
2. Growth rates of <i>icd</i> ^{NAD} relative to <i>icd</i> ^{NADP} in various genetic backgrounds.....	29
3. Changes in Agriculture in the Developing and Developed Worlds.....	40

SAMPLE F

Sample of Abstract

Abstract

TITLE HERE SINGLE-SPACED IN CAPITALS

John H. Doe, M.A.

West Virginia State University (Month and year degree granted)

Director: Dr. Erasmus B. Soar

(Abstract, typed and double -spaced, starting at this point, continuing on next page if needed.)

DESIGNATED MANUALS

For all Biotechnology Theses:

Gibaldi, Joseph. *The MLA Handbook for Writers of Research Papers*. 6th ed., NY, Modern Language Association, 2003

Or (with permission and approval of advisor and committee):

Publication Manual of the American Psychological Association, 5th Ed. APA, 2001.

HOW TO SET LEADERS (Works with Word)

- Open up a sheet of paper
- Set your margins as follows:
 - Top = 2 inches
 - Left = 1 1/2 inches
 - Bottom = 1/2 inches
 - Right = 1 inch
- Be sure your ruler is displayed - if not, go to View and place a check (by using cursor) by Ruler.
- Type Table of Contents or List of Tables or List of Figures (and Center) - return and change Center heading to left setting so type is not centered.
- By pointing cursor at the **TAB** set (at left end of ruler) choose the left TAB set () and go to about the 5 1/2 mark on your top ruler and point your cursor and set your left TAB and click. With your cursor change your **TAB** set to () and go to the last "hash" mark (probably the third mark past the 5 1/2 mark) on your ruler and again, by pointing the cursor, set this **TAB** here. Return and press TAB two times and type the word Page. (You will notice that it is typing the word Page from right to left). Press Return.
- Next go to FORMAT (top of your screen) and choose TAB. This will open a "window" that has leaders - which automatically has NONE set. Go to 2 and enter a check mark and say OK. This will automatically set your leaders so that they will end where you have marked your LEFT TAB to set. Press TAB once more and this will take you to the end of the line where you can type your page numbers which will automatically line up from right to left.

When you need to change your level of header go back to TAB and with your cursor choose the left () TAB set and set this where it is appropriate. You can keep setting these TABS as your levels of headings change.

Appendix F. Frequently Asked Questions

Must graduate students be full-time to get a GTA or GRA? **yes**

Can a grad be full time with a combination of grad and undergrad courses?
Courses count that are part of the student's approved Plan of Study

May MCATs substitute for GREs ? **no**

May research credits work as MA electives? **A maximum of four (4) credits of Master's Thesis Research (BT 695) may be credited toward the MA degree. The decision to permit this is given by the student's advisor.**

For MS students, may Master's Thesis Research credits may be counted as electives? **no**

May BT 511 credits count as electives? **Up to two BT 511 courses may count toward graduation, but you may take more BT 511s as free electives.**

In order to be eligible for an Evans-Allen Graduate Research Assistantship during the summer, must a student be enrolled in the summer 3 or 6-week session? Must he/she be full-time? **answer is pending**

Are summer Evans-Allen RAs full or part-time? **part-time if they're also taking classes, full-time if they're not**

Do grads get a tuition waiver for summer classes? **Mr. Casto says "no", no summer tuition waivers, period.**

Appendix H.

**APPLICATION FOR ADMISSION
WEST VIRGINIA STATE UNIVERSITY**

Return to: Biotechnology Graduate Program, West Virginia State University, 101 Hamblin Hall
P. O. Box 1000, Institute, WV 25112
Phone: (304) 766-3102

Personal Data:

Date of Application		Social Security Number	
Last Name	First Name	MI:	
Preferred First Name		Date of Birth	
Current Address: Street or P. O. Box:			
City:	State:	Zip:	County:
Home Phone Number:		Business/Other Phone Number:	
Email:	Pager:		
Permanent Address (if different):			
Have you ever been enrolled in school under any other name(s)?			Yes s
If so, please provide full name(s):			No
Are You a U.S. Citizen?	Yes s	No	If not, please indicate immigration status:
		VISA:	
(Include a copy of both sides of your I-551 Card)			

Name of Parent, Guardian or Spouse: (May be used in case of emergency—optional):

(Last, First, Middle):		Relationship:	
Street or P. O. Box:			
City	State	Zip	County
			Countr y
Home Phone:		Business/Other Phone:	
Email:	Pager:		

Additional Personal Data: (Disclosure of additional personal data is optional and will in no way affect a decision concerning your application.)

Date of Birth:	Birthplace (State):	Male:	Female:
Ethnic Status:	Have you ever served in the US Armed Forces?	Yes s	No

Will you be applying for veteran's benefits?	Yes		No		
--	-----	--	----	--	--

Enrollment Data:

Degree in which you plan to enroll:	MA		MS	
Year you plan to enroll:		Term/Semester you plan to enroll:		
State of Residency:		If resident of WV, how long have you (and /or your parent or guardian) lived in WV?		
	Years		Months	

Student Category:

1.		Post-Baccalaureate Graduate	2.		Transient Graduate
----	--	-----------------------------	----	--	--------------------

Academic History:

College(s) Attended (Undergraduate):

Name of College/University	City	State	Date of Graduation	Degree Major

	I plan to take		Took the GRE in	Mo.		Year	
My GRE scores are:	V		Q		Written Assessment:		

Have you been suspended or expelled for academic or disciplinary reasons? Yes No . If you have, are you currently eligible to return to that institution? Yes No .

List the three (3) people you are asking to write letters of recommendation. They should be familiar with your educational and/or professional work and be able to evaluate your potential success as a graduate student.

Name	Position	Address
1.		
2.		
3.		

Application Checklist:

- I am enclosing/having requested official transcripts from the institutions where my degrees were earned.
- I am enclosing/have requested official transcripts for any transfer work I would like used toward my graduate degree.

- I have requested an official score report for the GRE general test and TOEFL, if applicable.
- I am enclosing/having requested three (3) letters of recommendations.
- I have enclosed the \$20 (resident of WV) or \$30 (non-resident) graduate application fee.

I certify that all statements in this application are complete and true and I give the aforementioned Institutions permission to use this information for statistical and reporting purposes. I further understand that any willful misrepresentation of information given in this application may be grounds for denial of my admission or dismissal.

Signature: _____ Date: _____

Note: West Virginia State University adheres to the principles of equal opportunity without regard to race, color, gender, age, creed, national origin or disability. This policy extends to all programs and activities supported by the college.

Appendix I

**WEST VIRGINIA STATE UNIVERSITY
Graduate Assistantship Letter of Intent**

The following information constitutes conditions and terms of an offer made to you for the position described below. West Virginia State University uses this information for the purpose of maintaining personnel files. No persons outside the college are routinely provided this information. If you accept this position, your signature is required.

Name:			
	<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle)</i>
Address:			
Program:		Student SS#	
Responsibilities:			

(Note: Financial restraints and program changes may result in adjustment in specific responsibilities and/or sources of funds during the period of appointment.)

Length/Date of appointment:		To:	
Fractional time appointment:		Hours per week service:	
Annual Stipend:			
Position Offered by:			
	<i>(Program)</i>		
		Date:	
	<i>(Department Chair/Program Director)</i>		
		Date:	
	<i>(Dean of Natural Sciences and Mathematics)</i>		

Approved by:	Date:
--------------	-------

(Vice President for Academic Affairs/Dean of Land-Grant Programs)

Note: WVSU required graduate assistants to be enrolled as students.

Are you a citizen or permanent resident of the United States?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>(If No is checked, you must attach a signed Nonimmigrant Work Understanding.)</i>
------------------------------	-----------------------------	--

I accept the position described above (Please sign on the line below.)

Signed:		Date:	
After signing, please return this form by:			
To:	Dr. Katherine Harper	Address:	WVSU, Biology Dept., P. O. Box 1000, Institute, WV2 5112
Copies to:	<input type="checkbox"/> Student	<input type="checkbox"/> Department	<input type="checkbox"/> Academic Dean <input type="checkbox"/> Vice President for Academic Affairs

Appendix J.

STATEMENT OF PURPOSE

Your statement should include your purpose in pursuing graduate study, any research you wish to pursue, and your future career goals. (Please provide on the lines below or on a separate sheet of paper).

Submitted by:		Date:	
---------------	--	-------	--

