

**BALL STATE UNIVERSITY
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT
GRADUATE APPLICATION PACKET**

Departmental Policy and Procedure

If you plan to apply for the M.S., M.A., Ph.D., and/or EMHS Graduate Certificate program at Ball State University, contact the Department of Natural Resources and Environmental Management Graduate Advisor, Dr. Joshua Gruver, to make the initial inquiry and begin the application review process.

Summary of Application Procedure

Your admission to BSU requires two key steps:

1. Admission by the BSU Graduate School.
2. Admission by the program (department) where you plan to complete your graduate studies.

BSU Graduate School Admission Requirements

1. Complete the online BSU Graduate School Application. Go to:
<https://www.bsu.edu/academics/collegesanddepartments/gradschool/admissions>
2. The Graduate School application will require that you ask your undergraduate institution to forward your **transcripts** directly to the Graduate School. Your overall undergraduate GPA should be greater than 2.75, or your second half GPA greater than 3.0. If your GPA is below 2.75, you may be granted conditional admission by the Graduate School, with certain specific requirements to be fulfilled before being admitted unconditionally.
3. Provide the names and email addresses of at least **two references**. The Graduate school will contact your references and will provide them with a unique link so they can complete the online reference form and upload their letters of recommendation directly to the BSU Graduate School system.
4. If you plan to apply for a graduate assistantship in the NREM Department, you must contact ETS, the company that conducts the **GRE**, to send your GRE scores directly to the BSU Graduate School. The instructions appear in the Graduate School online application.
5. If English is not your primary language, or if your country of origin is not in the list of Exempted Countries, you must take the **TOEFL** exam. Ask ETS to send your TOEFL score directly to the BSU Rinker Center for International Programs, following the instructions in the BSU Graduate School online application.

Natural Resources and Environmental Management Department Admission Requirements

1. Submit at least **two reference forms** through the online Graduate School application as explained in the previous section. Include the e-mails of your references to the online form. The admission system will send an automatic message to your references with a web link so they can fill out the form and upload their recommendation letters to the BSU admission system.
2. **Send your GRE Scores** to the BSU Graduate School as explained above, if you wish to apply for a scholarship in our department.
3. **Submit essay responses** for questions 1-3 listed below.
4. If you are an international applicant you must submit your **TOEFL scores** as well.

Required Graduate Application Essays

You must submit essay responses for questions 1-3 below to be considered for admission.

1. Indicate your reasons for wanting to enroll in the graduate program in Natural Resources and Environmental Management at Ball State University; briefly outline (approx. 1-2 pages) how this graduate experience will fit with your career goals.
2. List special interests, work experience, and activities in which you have participated relative to natural resources and environmental management (1-2 pages).
3. What research or creative interests to you have for the Master's program? What ideas for a Master's project would you propose? (1-2 pages)

Essays should be sent to the NREM Department Graduate Director via e-mail (MS Word or PDF format) or standard mail **one full semester before** the semester in which you wish to start the program.

Send materials by e-mail to: jbgruver@bsu.edu

Or by standard mail to: Dr. Joshua Gruver
Graduate Program Director
Department of Natural Resources and Environmental Management
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