**Dear Faculty members** – This template letter is for students switching from one GDPE degree program to another GDPE degree program (MS to PhD, for example). The graduate school requires a GS7 form, and GDPE requires the simple letter below to make sure expectations are clear.

Please fill sections that are highlighted in yellow or in some cases, delete them if not relevant. It would be great if you could also delete the brackets and remove the highlighting. We encourage faculty members to be as transparent as possible in detailing the financial support available and expectations

WHEN YOU ARE DONE, PLEASE DO THE FOLLOWING:

Save the file with your student’s name

Upload the file as a word doc to the GDPE Website (<https://webcms.colostate.edu/eid/index.php?return=https://ecology.colostate.edu/letter-of-commitment/&sid=b7210dqlfqt8tl57bt1bg3ovvd>)

GDPE will finalize any other programmatic details and then send the letter in a formal email (please **do not** send this letter to your students directly!)

[DATE}

Dear [Insert Applicant’s Name]:

You have been approved to transfer from the Graduate Degree Program in Ecology (GDPE) [MS plan A/MS plan B/PhD/PhD HEI specialization] into the GDPE [MS plan A/MS plan B/PhD/PhD HEI specialization] program starting [semester/year] working in Dr. [*Insert advisor’s name here*]’s lab group.

Changes in funding or expectations to the original offer letter given the change in degree program include:

* (Please list any pertinent changes)

Please see your original offer letter for conditions regarding funding as well as tuition and fee information.

We expect you to continue to invest genuinely in the program, through participating in seminars, professional development and social events, the Front Range Student Ecology Symposium ([FRSES](https://frses.org/)), and more. We look forward to continuing to work with you as you earn your degree and beyond.

Sincerely,

Dr. Ruth Hufbauer, GDPE Director

Cc:

Dr. ADVISOR

Dr. ADVISING DEPT HEAD

ADVISING DEPT. GRADUATE COORDINATOR

Mitsuki Kumagai, GDPE/CMB Support Specialist

Dr. Jennifer Neuwald, GDPE Assistant Director