

GUIDELINES FOR GRADUATE STUDENTS **Department of Entomology and Plant Pathology**

Department Philosophy of Graduate Education

The objective of the graduate program in the Department of Entomology and Plant Pathology at Auburn University is to train professionals through exposure to diverse aspects of the disciplines while maintaining a balance between applied and basic elements of each discipline. The Department of Entomology and Plant Pathology, therefore, offers graduate programs leading to the Master of Agriculture, Master of Science, and Doctor of Philosophy degrees. The Master of Agriculture option is a "non-thesis" option and is recommended for specific cases where a student has well-defined reasons for pursuing the degree.

Graduate degrees are professional degrees that are conferred in recognition of the mastery of a specialized field. Enrollment in graduate school represents a major commitment by students which should be viewed as a period of continued education and the first step in becoming a professional entomologist or plant pathologist. Such a commitment requires an investment of time, over a period of years, as well as on a daily basis. For some, this commitment may necessitate a change in lifestyle. Graduate studies also involve innovative work, and in a scientific field such as entomology and/or plant pathology, carry the responsibility for original research. Thus, the effort invested by each student in his or her research will directly influence a student's overall success.

The Department of Entomology and Plant Pathology considers the Master's degree to be training in a scientific discipline as well as in research. In pursuing a Master's degree, a student is expected to gain a broad perspective in their discipline of study through course work, master the "art" of research by conducting a specific research project under the supervision of a faculty advisor, and communicate his/her results with others through scientific reports, manuscripts and formal presentations.

The Doctor of Philosophy degree is primarily a research degree that is intended to prepare the student for a life of productive teaching, extension activities, and/or original research at the frontiers of knowledge. The Ph.D. student applies knowledge from a M.S. or previous experience on how to do research by conducting original research which demonstrates independence in thought and action. Candidates for this degree are expected to bring to their studies a high degree of self-motivation.

Currently, the preference of faculty in the Department of Entomology and Plant Pathology is that all Ph.D. candidates have a M.S. degree. This is intended to ensure that Ph.D. candidates have the required experience in scientific writing which comes with completing a dissertation. Exceptions to this are allowed in particular circumstances upon approval of the major professor, the student's graduate advisory committee, and the department chair. It is not expected that all M.S. students will continue work toward the Ph.D. degree. Candidates must possess or develop the personality and emotional resources to benefit from the highly individual tutorial relationship that ideally develops between the student and the major professor. They must also have the strength to pursue their own specialized interests in an original and creative way with a minimum

of direct supervision, and they must learn to maintain their academic and human perspectives while engaging in highly specialized studies.

Doctoral candidates are required to independently conduct an original research project, from conceptualization through publication of results; participate in teaching in the Department; make formal presentations at scientific meetings; and critically review scientific publications.

Students must clearly recognize that employment after Graduate School is competitive and not automatic. The Department aims to help productive, successful students find employment. In return, students must develop a distinguished scholastic record during their work at Auburn University.

Departmental Disciplines

The Department recognizes two disciplines relating to graduate studies: ENTOMOLOGY (ENTM) and PLANT PATHOLOGY (PLPA). Although most of the guidelines in this Handbook apply to students in both disciplines, please note that in some cases separate guidelines are provided for each discipline (e.g., core curricula and seminar/forum requirements). Students should choose the discipline in which they wish to major, and must satisfy the degree requirements specified for that discipline.

Assistantships

Financial Assistance

Graduate teaching/research assistantships are available from the Department of Entomology. Research assistantships are also available from extramural grant or contract sources, i. e. USDA, NSF, NIH and industry. The number of assistantships available depends in great part on the success of departmental faculty in obtaining competitive grants. The level of support per academic year is \$15,150 for 1st year M. S. level and \$15,744 for second year M.S and first year Ph.D. level students. Advanced Ph.D. students receive \$16,728. The stated support levels represent minimums for those positions, however, certain programs may supplement these GRA salaries from other funding sources. Graduate student fees/tuition charges are the sole responsibility of the student. These charges are assessed at in-state rates and range between \$1000-2500 per semester. Assistantships are not the same as fellowships or scholarships awarded by internal or external sources. For example, F.S. Arant scholarships are available at a rate equal to the cost of resident tuition and fees at Auburn University for highly qualified applicants. Similarly, transportation or other financial assistance from the Graduate School or the Department is available on a case-by-case basis for students to present research papers at professional meetings.

Assistantships funded through the department are normally awarded for two years for M.S. students and three years for Ph.D. students. These may be extended by the Chair of the Department for one year, upon request by the Major Advisor, depending upon the availability of

funds and the demonstration of satisfactory progress toward the degree. It should be understood that all GRA awards are temporary, and their continuance depends upon student performance and availability of funds. Students holding assistantships are currently charged in-state resident tuition, however most students are eligible for tuition waivers for most courses when enrolled as full-time students in the department. Online courses, for example, are not currently eligible for tuition waivers.

Assistantship stipends support student research under the direction of their primary advisor, which often includes general lab assistance in addition to thesis or dissertation research. Students on assistantships are assigned duties by their Major Professor, or the Department Chair, and generally have obligations to the program, or grant, for which the assistantship is assigned. Workloads are defined on the basis of a normal teaching load or the equivalent time in other duties. Students on assistantships receive the same benefits as other University students. Students should understand that there are various categories of assistantships with differing requirements, duties, and obligations. Hence comparisons among graduate students in regard to duties and time commitment for an assistantship are not advised.

The Department encourages graduate students to present their research during professional meetings at the regional and national level. When possible, transportation and financial assistance may be provided for such attendance, but such funds are not guaranteed. Financial support from the Graduate School to attend professional meetings is also available on a competitive basis.

Registration & Scheduling

Registration

Registration is the process by which existing students sign-up for courses offered the next class session. New graduate students must have an official letter of admission to pre-register. Continuing students must register during the computer-assisted registration held in the semester preceding the one for which they are registering. Students should register for both Summer and Fall sessions during the Spring registration period. New students and students returning after a period of not being enrolled may register during the final registration period, one day before the first day of classes.

Students expecting credit toward a graduate degree must be registered with the Graduate School, and no student is considered a candidate for a degree unless properly registered. The student must also be registered for the academic term of graduation and for any other academic term in which staff or facilities of Auburn University are used for work on a thesis or dissertation, or for taking oral exams.

Credit Load Policies

Graduate School Policies

Graduate School policies are outlined for [Master's](#) or [Ph.D.](#) students in the [AU Bulletin](#). All graduate students must be registered for 9 credit hours per semester to be considered full-time students until completion of the formal course work on their approved plan of study. This includes undergraduate courses, but does not include Research and Thesis/Dissertation, ENTM/PLPA 7990/8990.

Domestic students may be considered full-time if registered for 1 credit hour of Research and Thesis/Dissertation ENTM/PLPA 7990/8990 and with successful petition to the Graduate School to register them for [GRAD7@@0 THESIS / GRAD8@@0 DISSERTATION COMPLETION](#).

International students must fill out an [Authorization to Drop Below Full Time Enrollment Form](#) from the Office of International Affairs that will permit them to be designated as full-time with 1 credit hour of Research and Thesis/ Dissertation ENTM/PLPA 7990/8990.

Note that among the qualifiers for candidacy for the Ph.D., doctoral students must successfully complete the written and oral Qualifying Examination (referred to as the "Prelim"). Graduate students may carry a *maximum course load* of 16 credit hours per semester (14 hours in summer for any combination of terms).

Department of Entomology and Plant Pathology Credit Policies

Courses that a graduate student might take are determined in consultation with his/her major professor and advisory committee. Required courses that must be taken by every graduate student are listed above.

All students in residence on assistantship in the Department of Entomology and Plant Pathology must register for at least 1 credit of Research and Thesis/Dissertation ENTM/PLPA 7990/8990 each semester. Additional credits in 7990/8990 courses should reflect time involved with research. Seminar (ENTM/PLPA 7950/8950) is also required with varying requirements (stated below) depending on degree (M. S. and Ph.D.) programs.

Students on graduate research assistantships (GRA) in the Department of Entomology and Plant Pathology must generally maintain full-time status. Exceptions may be granted in semesters when no courses are being taken and only research efforts are on-going (see above).

Summary of Credit Requirements

The Doctor of Philosophy degree (Ph.D.) is a research based dissertation degree program usually supported with an assistantship. It requires a minimum of 60 credit hours including 1) 30 credit hours must be graded (e.g., A, B, C) graduate course work in 6000-level or higher course after the Bachelor's degree. At least 30 additional credit hours of graduate course work are required that include research (8990) and seminar (8950). Students need a minimum of 10 hours of research (8990) credit in the plan of study ranging from 1 (minimum) to 16 (maximum) per semester. Two credits of seminar (8950) will be counted as a part of the degree hours.

The Master of Science degree (M. S.) is a research-based thesis degree program usually supported with an assistantship. It requires a minimum of 30 credit hours (beyond the Bachelor's degree) in 6000-level (or higher) courses, with at least 21 of the credit hours of which must be discipline specific (Entomology or Plant Pathology) courses, and the remaining 9 credit hours in related areas as determined by the student's Advisory Committee. The 21 credit hours of entomology can include up to (but no more than) 6 hours of research (7990). Only 1 credit of seminar (7950) will be counted as a part of the degree hours.

The Master of Agriculture degree (M. Ag.) is a non-thesis option for students who do not wish to enter a doctoral program. M. Ag degree is not supported with an assistantship and requires a minimum of 32 credit hours in 6000-level (or higher) courses after the Bachelor's degree with 21 credit hours in discipline-specific courses, with the remainder of credit hours taken from other related areas as determined by the student's Advisory Committee. The 21 credit hours of discipline-specific courses will not include research hours (ENTM/PLPA 7990).

Core Curricula

<p>The Core Curriculum in Plant Pathology with credit hours.</p> <p>Plant-Bacterial Interactions, PLPA 6300 (4 credits) Plant Virology, PLPA 7400 (3 credits) Introductory Mycology, PLPA 6200 (4 credits) Plant Nematology, PLPA 7500 (3 credits)</p> <p>Required courses Statistics (e.g., STAT 7000, AGRN 7080, or equivalent) **Seminar, PLPA 7950/8950 ** Research thesis/ dissertation PLPA 7990/8990 * Teaching Practicum, PLPA 7910/8910</p> <p>*Courses required for Ph.D. students; **required for all graduate students</p> <p>Masters' students in Plant Pathology must complete Introductory Mycology (PLPA 6200) and two other core courses; Ph.D. students must complete all five courses in the core curriculum for Plant Pathology. In addition to these core courses, it is strongly recommended that M.S. candidates complete one course from each list below; Ph.D. candidates should complete two courses from each list.</p> <p><u>List A:</u> PLPA 6050, Plant Disease Diagnosis (3 credits) PLPA 6060, Plant Disease Management (3 credits)</p>	<p>The Core Curriculum in Entomology with credit hours.</p> <p>Insect Physiology, ENTM 7200 (4 credits) Insect Morphology, ENTM 6440 (5 credits) Systematic Entomology, ENTM 6300 (5 credits)</p> <p>Required courses Statistics (e.g., STAT 7000, AGRN 7080, or equivalent) **Seminar, ENTM 7950/8950 ** Research thesis/ dissertation ENTM 7990/8990 * Teaching Practicum, ENTM 7910/8910</p> <p>*Courses required for Ph.D. students; **required for all graduate students</p>
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<p>PLPA 7860, Plant Disease Epidemiology (3 credits) PLPA 7080, Field Survey (3 credits)</p> <p><u>List B:</u> PLPA 8880, Physiological & Molecular Plant Pathology (3 credits) PLPA 7930 Journal Review for Entomology and Plant Pathology (1 credit) Courses suggested by the Advisory Committee</p> <p>New students without an introductory course in Plant Pathology on their transcripts will be required to take PLPA 3000 (4 credits), General Plant Pathology. Students who have not been recently enrolled or working in a field related to Plant Pathology, or non-native English speakers, also may be required to take PLPA 3000 by their Advisory Committee.</p>	
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Additional Requirements

General

With the approval of the Advisory Committee, a student may petition the faculty for exception to course curriculum requirements. It is highly recommended that graduate students seeking degrees in Plant Pathology have the following courses or the equivalent on their transcript before completing a degree:

Plant Physiology (e.g., BYMB 6450)
Genetics (e.g., ZYWL 3000 or AGRN 6100)
Microbiology (e.g., BYMB 3000)
Biochemistry (e.g., CHEM 6180)

Teaching Practicum

Each graduate student who intends to complete work for a Ph.D. degree in the Department of Entomology and Plant Pathology is required to participate in instruction of an undergraduate course offered by the Department for at least one semester.

Teaching assignments are made by departmental faculty after consultation with students and their advisors. Scheduling for teaching assignments is made on the basis of expertise, program of study and need. Requests to work in specific courses, or with specific faculty members, are honored where possible. The duties of a teaching assistant are determined by the professor(s) in charge of the course(s) and are supportive of departmental programs. Teaching responsibilities may include the preparation of specimens or reagents, oral presentations of demonstrations or lectures, and/or test preparation and grading. Student performance will be evaluated by the

faculty member responsible for the course. Students not holding a Graduate Teaching Assistantship can register for PLPA 7930, section 008 - Supervised Classroom Experience.

Seminars and Presentations

All full-time graduate students in the Department are required to attend all seminar sessions, regardless of the discipline. Departmental seminars are an important part of the departmental curricula. They provide an opportunity for students and faculty to learn about topics that may not be covered in other courses and to inform all departmental members about ongoing research projects.

Seminars are administered by a departmental seminar committee. This committee establishes the seminar schedules and distributes seminar announcements and evaluations. Evaluations of student presentations are completed by the audience members (typically faculty). Students presenting seminars are evaluated on seminars according to the parameters on an evaluation form then provided a summary of these comments. Grading for ENTM 7950, PLPA 7950, ENTM 8950 and PLPA 8950 is S/U.

All Ph.D. students are required to present two seminars:

- 1) one proposal seminar to be given before the end of the second semester in which they are enrolled, and
- 2) one final seminar to be given during the last semester of enrollment.

All M.S. students are required to present one final seminar during the last semester of enrollment. At the discretion of their Advisory Committee, M.S. students may be required to develop a proposal seminar presented to their Advisory Committee.

All graduates students are expected to provide regular research updates to their graduate committee, which typically include informal presentations. These presentations include data, objectives, methodology, and results.

A student's departmental seminars will focus on the student's thesis or dissertation research. Proposal seminars are to be approximately 30 minutes but the final seminar is expected to occupy the bulk of the class period, period with approximately 10-15 minutes for questions and discussion. Seminar presentations in the Department are considered "formal", i.e., a high degree of professionalism is maintained throughout the process. Students (especially Ph.D. students) should consider their seminars as practice for job interview seminars.

Program Requirements

Major Professor

Students are advised to discuss and clarify what the expectations for graduate students are of

his/her major professor. Specific philosophies and expectations for graduate students vary among major professors, therefore clarification might be needed, for example, about hours of work, computer access, availability of supplies, etc. Faculty who serve as Major Advisors to Masters' students must have "Graduate Faculty Status" conferred by the Graduate School; doctoral students must be advised or formally co-advised by faculty with "Graduate Faculty Status: Level 2."

Advisory Committee

The Advisory Committee functions to guide the student through his/her graduate program, especially in assessing progress of the thesis or dissertation research. This committee also has the responsibility for helping the student develop a Plan of Study and providing guidance toward completion of all degree requirements. This committee reviews the research proposal and must approve the final version of the thesis or dissertation prior to submittal to the Graduate School. It is the student's responsibility, however, to see that all required forms are filled out, approved when necessary by the Advisory Committee or Department Chair, and submitted to the Graduate School by the designated deadlines.

The Advisory Committee for students pursuing the M.Ag. or M.S. degrees should consist of the major professor as committee chair and at least two other faculty; the chair and a minimum of one committee member must be in the Department of Entomology and Plant Pathology. The Advisory Committee for the Ph.D. degree shall consist of the major professor as committee chair and at least three other members. The committee chair and a minimum of two members must be faculty in the Department of Entomology and Plant Pathology. Members of a Advisory Committee are recommended by the major professor in consultation with the student and must be approved by approved members of the Auburn University Graduate Faculty.

Evaluation and Assessment of Student Progress

Students should meet with their Graduate Advisory Committee regularly to assess progress toward their degree. It is the responsibility of the graduate student to organize and schedule these meetings. The student should discuss the format and agenda for the committee meeting in advance with their major professor. All GRA's, and students involved with teaching (TA), are evaluated annually by the supervising advisor (GRA) or the primary instructor of the course (TA). These evaluations are required by and submitted through the Graduate School.

Plan of Study

The Plan of Study is an approved list of courses for the individual student which must be taken in order to satisfy the curriculum requirements for graduation and awarding of the degree. The Plan of Study must be approved by the Graduate Advisory Committee prior to submission to the Graduate School as an official part of the student's file. The appropriate forms to use are noted below. The choice of courses must include all core courses in the student's discipline and the minimum number of course credit hours required by the Department. In selecting courses, the committee should take into account the student's background and previous course work, career goals, and specific courses that will help prepare the student for the thesis or dissertation research

to be conducted. When the Plan of Study is completed, it is the student's responsibility to submit the Plan of Study electronically through [Degreeworks](#). The Advisory Committee members are then prompted by email to approve the Plan of Study. Full-time M.Ag. and M.S. students must submit their Plan of Study to the Graduate School no later than the 2nd semester of enrollment in a graduate program. Ph.D. students should submit their Plan of Study to the Graduate School no later than the 3rd semester of enrollment in the doctoral program. Minor revisions of the Plan of Study can be made with the approval of the Advisory Committee and the Graduate School. Major changes, however, may require submission of a new Plan of Study. Notification and approval of all changes must be provided to the Graduate School before the beginning of the final semester.

Research Outline

The graduate student should present to his/her Advisory Committee a detailed research outline of the proposed thesis or dissertation research early in the student's graduate program.

Residence Requirements

See the current edition of the Auburn University Bulletin for residency requirements.

Thesis and Dissertation

The thesis for the M.S. and the dissertation for the Ph.D. must be the work of the student. Students submit their completed thesis or dissertation via email for electronic publication through [AUETD](#). Students should consult the [ETD Guide](#) available at the Graduate School's web site. The Graduate School accepts only theses and dissertations prepared according to this Guide. The [Graduate School Calendar](#) lists the deadline for acceptance of theses and dissertations by the Graduate School each semester. Also, the Graduate School will check students' theses/dissertations for format prior to the deadline for each semester. Students are strongly advised to use this service.

The Graduate School offers registration in GRAD 7900 ("Thesis Completion" for M.S. candidates) and GRAD 8900 ("Dissertation Completion" for Ph.D. candidates). Information on registration for GRAD 7900 and GRAD 8900 can be found in the [Bulletin](#). Students enrolled in GRAD 7900/8900 must be concurrently enrolled in PLPA or ENTM 7990/8990. Enrollment in GRAD 7900/8900 is for students in the final stages of completing their programs and enables a student to be certified as full-time by the Registrar.

Master of Science in Entomology and Plant Pathology

The topic selected for the thesis must be approved by the student's major professor and advisory committee. The student conducts the research and prepares the thesis under the direction of the major professor. This work is usually considered as being done for the course PLPA or ENTM 7990.

Doctor of Philosophy

The Doctor of Philosophy is primarily a research degree, and the candidate must demonstrate a capacity for independent research by conducting original research and producing a dissertation that constitutes a contribution to knowledge. The dissertation is required of every student and is the primary evidence offered by the student that he or she qualifies for this high academic distinction. The student conducts the research and prepares the dissertation under the direction of the major professor.

The "Guide to Preparation and Submission of Theses and Dissertations," available from the Graduate School, contains policy on copyright, microfilming for "Dissertation Abstracts," and publication of the dissertation. In general, the dissertation may not be published in its entirety before all degree requirements have been completed, but the student can publish, prior to the conferral of the degree, certain findings that later will be incorporated into the dissertation. In this case, appropriate acknowledgment of the earlier publication should be included in the dissertation.

A candidate for a Ph.D. degree should allow a minimum of 12 weeks to prepare his/her dissertation after completion of the research. This is based on estimates of time required for writing and review. Committee members should be given a final draft after comments of the major professor have been addressed. Then, after the student corrects the dissertation, Committee members should be given the corrected dissertation 2 weeks before the examination is scheduled. Approximately 1 more week will be required to incorporate revisions suggested by the Committee and to do the final typing.

These time intervals are approximations subject to considerable variation; for example, some advisors may require research to be written in publishable form before the examination. Students, therefore, must plan very carefully, in consultation with their advisors, so as to allow sufficient time for writing the dissertation between the termination of their research and the date that they must respond to other commitments.

Time Limits and Deadlines- M. Ag. and M.S.

Students in the Master's programs must complete all requirements within six calendar years of first registering in the Graduate School. Reasonable extensions of this time limit may be allowed by the Graduate School upon petition by the student if the Department so recommends. Petitions for extension of time must detail the reasons for delay, the current status of requirements fulfilled, and an estimate of the time required to complete all requirements. It is, however, reasonable to expect a full-time M.S. student to complete degree requirements in less than 3 years.

Master's students who intend to continue for a Ph.D. degree in the Department must submit a written request to enter into a Ph.D. program. This request should be sent to the Chair of the Department three months before completing the M.S. degree.

Time Limits - Ph.D.

Doctoral students are expected to achieve candidacy within 6 years, and to complete all

requirements for the degree within 10 years. It is reasonable to expect that full-time doctoral students can complete degree requirements in less than 5 years.

Checklists

The Graduate School has provided helpful checklists for students enrolled in either [M.S.](#) or [Ph.D.](#) programs. These checklists include benchmarks through various steps (e.g., newly admitted, nearing completion) of the degree program with important links. Students should rely on the checklist to prompt action or discussions with their primary advisor or Graduate Advisory Committee.

Examinations

All students are responsible for scheduling examinations at the appropriate times as indicated below.

Prescriptive Evaluation, optional at the discretion of the Advisory Committee, for both Masters' and Ph.D. students.

The purpose of this evaluation is for the Advisory Committee to discuss the student's background, interests, and goals, and identify possible areas of deficiency. This evaluation process may include an examination (written and/or oral) at the discretion of the student's Advisory Committee. This evaluation should be completed by the end of the first six months of enrollment for Masters' students and by the end of nine months of enrollment for Ph.D. students. The main intent of the prescription evaluation is to formulate the Plan of Study.

Admission To Candidacy (Ph.D. Prelim) Exam, required for Ph.D. students. ["General Doctoral Examination" in [Grad School Bulletin](#)]

A student becomes a candidate for the Ph.D. degree upon successful completion of their prelim. This exam is required of all applicants for the degree of Doctor of Philosophy. It consists of written and oral testing by the student's advisory committee in the student's major and minor areas, plus any related areas of study. The primary purpose of the prelim is to assess the student's understanding of the broad body of knowledge in the student's discipline. The examination also affords the advisory committee an opportunity to review the student's proposed research and understanding of research methods and literature in the chosen field. If the general examination reveals deficiencies in any area, the advisory committee may recommend remedial work, re-examination, or discontinuation of doctoral study.

The written portion of the examination does not require approval in advance by the Graduate School. In the Department, each member of the Advisory Committee administers his/her own written exam to a Ph.D. student, and committee members have the option not to give a written

exam. The intent of the written exam is to test knowledge and the student's ability to communicate in clear written English. The oral portion of this exam is given by the entire committee and requires approval, in advance, by the Graduate School. Arrangements must be made by application to the Graduate School Office at least one week in advance. It is required that the prelim be taken by the end of the second year of enrollment or by completion of 2/3 course credits required for the degree. The oral examination should be conducted immediately after the successful completion of the written examination. At least one complete semester must intervene between the general oral and final examinations. Successful completion of the prelim requires unanimous support of the student's advisory committee. If the prelim is failed, a second prelim exam may be given on recommendation of the committee and approval by the Dean of the Graduate School. Further examinations require exceptional circumstances and approval by the Graduate Council.

Final Examination, required for both Master's and Ph.D. students.

The Final Examination, also called the "defense" is administered by the student's advisory committee. The main objective of the final examination is for the student to provide defense of their entire thesis or dissertation, including the literature review, the experimental methods, results and conclusions. Questions also may be asked of any area in the student's discipline and of any minor areas of study that a student pursued, which is the primary focus of the exam for M.Ag. students.

After an initial draft of the student's thesis or dissertation has been completed and approved by the student's advisory committee, the Final Examination can be scheduled. Doctoral candidates must submit their dissertation to the Graduate School for appointment of an outside reader. The outside reader serves as a representative of the Graduate School and reviews the dissertation. The student's advisor may recommend a specific Graduate Faculty member as an outside reader, and this may be done at any time rather than waiting until after the dissertation is submitted. When the Graduate School has approved the dissertation, Doctoral candidates may apply for the final examination on a Doctoral First Draft Approval Form from the Graduate School. This application must be filed with the Graduate School at least one week in advance of the exam.

Successful completion of the Final Exam requires unanimous support of all members of the student's Advisory Committee. Any member of the Graduate Faculty may attend these Final Examinations and ask questions; however, only committee members may vote on the student's success. If a student fails the final examination, a second final examination may be given on recommendation of the advisory committee and approval by the Dean of the Graduate School. Further examination requires exceptional circumstances and approval of the Graduate Council.

The Final Examination needs to be scheduled not later than the deadline indicated in the Graduate School Calendar. In addition to successful completion of all examinations, final copies of the dissertation must be submitted to the Graduate School before the degree is conferred.

Additional Departmental Considerations

Research and other responsibilities may dictate irregular working hours. Extended periods of unaccountable absence are not in keeping with expectations of graduate students. Graduate students should not underestimate the effect that their observed work schedule and habits can have on their major professor and Advisory Committee. Regular working hours for the University are 7:45 a.m. to 4:45 p.m.

Equipment Use and Purchasing. Graduate students do not have the authority to commit funds, equipment, space, or materials belonging to the University to any person or organization and should refer such requests to their major professor. Laboratory equipment may be used with the consent of the responsible faculty member. A written record of loans should be made. Lost or stolen equipment must be reported to the major professor. The Department of Entomology and Plant Pathology does not furnish paper, pencils, computer supplies, copies, calculators, and other supplies for personal use by graduate students. Supplies needed for an official project should be procured by the major professor. Use of long distance telephone service is for official business only and permission for each use must be secured from the major professor. Graduate students may not encumber university funds for the purchase of equipment or supplies or use the Xeroxing purchase order in the library without permission of your major professor. Graduate students will be required to pay for unauthorized purchases.

Travel. Graduate students who travel on departmental funds should become thoroughly familiar with travel regulations. Before making an official trip or driving a state vehicle, you must be on the in-state travel list and secure the permission of your major professor. This will frequently require completing a "Request for Authority to Travel" form at least five days prior to travel if you are traveling out of state. Following such an official trip, information on the itinerary and purpose of trip, along with specific expenditures and receipts, must be provided on appropriate forms (also available in departmental business offices).

Faculty in the Department of Entomology and Plant Pathology believe that participation in scientific meetings is an important part of the training of graduate students. Graduate students gain valuable experience from presenting papers at such meetings where they act as representatives of the Department and the University. When possible, the Department will provide financial support to students who wish to participate in scientific meetings. Funds designated for graduate student travel are under the control of the Department Chair. Individual faculty may agree to provide additional support if they have the resources to do so. Graduate students are encouraged to apply for travel support from the Graduate School. Obtain the Application for Graduate Travel Awards Form from the Graduate School Homepage or the Graduate School to apply for these funds.

All graduate students are required to provide some assistance to the teaching program. Holders of fellowships and traineeships are not required to perform duties other than graduate study and research.