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CLEMSON
UNIVERSITY

Entomology Graduate Programs

GRADUATE STUDENT REQUIREMENTS



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INTRODUCTION

These Graduate Student Requirements are provided to assist you to accomplish your academic and career objectives and to help you comply with general requirements and expectations for all entomology graduate students. The "Requirements" constitute an Entomology Graduate Program supplement to "The Graduate School Announcements." While the "Requirements" do not always provide absolute rules and procedures, you should understand that they do provide a statement of the Program's normal resources, requirements, and expectations; therefore, you should familiarize yourself with them completely. Your Faculty Sponsor, Major Advisor, the Entomology, Soils, and Plant Sciences Department Chair, and other entomology faculty members are available to help you understand the various aspects of the "Requirements" but of course it is your responsibility to make best use of the resources and to comply with the Graduate School and Entomology Graduate Program requirements and expectations discussed here.

In order to be eligible for awards supported by entomology endowments, scholarships, and fellowships, to receive Entomology Graduate Program support for nominations for College or University fellowships, or to receive Program support for any award nominations, all items on the on-line checklist/progress report (see page 32) must be current.

A checklist attached to this document summarizes the primary deadlines you will need to meet.

A. Admission to the Entomology Graduate Program.

1. Admission to the Entomology Graduate Program is accomplished under the regulations of the Clemson University Graduate School. All application materials must be submitted to the Graduate School for processing. Inquiries about the Entomology Graduate Program are welcome and encouraged; these may be directed either to the Department Chair, to the Entomology Graduate Program Coordinator, or to other entomology faculty members.
2. Ultimately, all applications are reviewed by the members of the Entomology Graduate Program Admissions Subcommittee. This Subcommittee's recommendation concerning admission (Form ED-1) is approved by the Entomology, Soils, and Plant Sciences Department Chair and by the Graduate School, which has final authority on admissions.
3. Applications may be accepted in the Entomology Graduate Program for persons who are either M.S. or Ph.D. degree-seeking students or non-degree students. The Entomology Graduate Program cooperates with the Plant & Environmental Science Program.
4. The following credentials and criteria are those that have been met or exceeded in most of the recently accepted applications for the Entomology Graduate Program:
 - a. Strong letters of recommendation from at least two referees familiar with the applicant's academic history;
 - b. A Grade Point Ratio (GPR) of at least 3.00 (on a 4.00 scale) or its equivalent in undergraduate coursework during the last two (2) years of continuous enrollment or the last 60 credit hours of discontinuous enrollment (M.S. degree candidates) or a GPR of at least 3.00 or its equivalent in graduate coursework (Ph.D. degree candidates) -- Master of Science degree applicants have been accepted provisionally with a GPR of 2.50;
 - c. A Graduate Record Examination (GRE) score of at least 1000 for the combined verbal and quantitative components plus a score of 4.0 on the analytical writing portion. Provisional acceptance into the Entomology M.S. program has been made with a combined verbal and quantitative score of at least 900 plus an analytical writing score of at least 3.5.

- d. For students from countries where English is not the official language, a score on the Test of English as a Foreign Language (TOEFL) of 213 on the computer-based (550 paper-based) examination (Sections 1, 2, and 3 combined). Graduate students or visiting scholars have been accepted with a score of 173-212 on the computer-based (500-549 paper-based) examination if other evidence of proficiency was available, such as strong letters from English language teachers;
 - e. Other factors have demonstrated the ability of a student to benefit from graduate study in the Entomology Graduate Program and have influenced the Entomology Graduate Admissions Subcommittee to recommend provisional acceptance (M.S. degree applicants only) or full acceptance when some of the credentials and criteria above have been less than indicated. Examples of such factors have included high quality publications or other evidence of scholarly work, strong recommendations by one or more Entomology Graduate Program faculty with whom the student would work, a high reputation of the school(s) or teacher(s) with which the applicant studied previously, compatibility of the applicant's career goals with the strengths of the Entomology Graduate Program, etc.
 - f. To help the applicant and the Program discover important features about each other, the applicant is strongly urged to visit Clemson University and meet the Entomology Graduate Program's faculty, staff, and students.
5. Applicants whose applications have been accepted by the Graduate School are assigned (by the Entomology Graduate Program Coordinator) an Entomology Graduate Program Sponsor, who will serve as an advisor, advocate, and liaison for the student until he/she selects a Major Advisor or elects not to enroll in the Clemson University Graduate School.

B. Graduate Student Advisors and Administrators

1. The Major Advisor is chosen by the student, with the consent of the Entomology, Soils, and Plant Sciences Department Chair (Form ED-2).
 - a. The Major Advisor, with concurrence of the Advisory Committee, advises a graduate student on the selection of courses, supervises and directs a M.S. or Ph.D. degree-seeking graduate student's thesis/dissertation research, and chairs all faculty committees that evaluate a degree-seeking student's academic progress.
 - b. If a Major Advisor has not been determined at the time of enrollment, the Department Chair will appoint a temporary Advisor, usually the student's Sponsor. Students in this category should consult with members of the faculty and, by mutual agreement, select a Major Advisor by the end of the first semester of enrollment.
 - c. An Entomology Graduate Program faculty member who is stationed far from campus may serve as Co-Major Advisor for a graduate student provided that a Co-Major Advisor is stationed on the Clemson University main campus. Whenever there is more than one Major Advisor, one Co-Major Advisor will be designated the Principal Co-Major Advisor to chair Advisory Committee meetings and to function in other official ways as Major Advisor. Whenever a student is stationed substantially at a location far from his or her Major Advisor, a Co-Major Advisor must be designated who is stationed at the same place as the student.

2. A degree-seeking student's Advisory Committee is chaired by the Major Advisor and consists of at least two (2) additional faculty members for the M.S. degree or at least three (3) additional faculty members for the Ph.D. degree. At least one (1) of these members (for both M.S. and Ph.D. degree Advisory Committees) must be chosen from outside the Entomology Graduate Program. At least two (2) members of the Advisory Committee must be voting faculty of the Entomology Graduate Program, as defined by the Department bylaws. The Advisory Committee shall be selected by the student in consultation with the Major Advisor and approved by the Department Chair (Form ED-2).
 - a. The purpose of the Advisory Committee is to advise the student concerning academic and research matters, evaluate the student's progress, administer examinations, and evaluate the student's thesis research.
 - b. This Committee should meet with the student as soon as feasible in order to discuss his/her proposed curriculum and tentative research program, certainly before the second semester of enrollment, usually at the occasion of the Qualifying Examination.
 - c. A change in the membership of the Advisory Committee can be requested by the student or a Committee member, but must meet the approval of all concerned. In the event of a conflict, the person requesting the change will prepare a written petition for the Major Advisor and Department Chair, justifying the desired change in membership. The Department Chair will attempt to find a mutually acceptable compromise and, if unsuccessful, will appoint an arbitration committee to advise him/her. The decision of the Department Chair will be final.
3. The Graduate Coordinator is the Chairperson of the Academic Programs Committee's Graduate Admissions Subcommittee (B.4., below). The Graduate Coordinator is responsible for administration of the admissions procedures for graduate students (from the time an application and application fee are received until a Sponsor or Major Advisor is selected) and administration of the Requirements policies (including supervision of graduate student compliance with the Requirements).
4. The Academic Programs Committee's Graduate Admissions subcommittee recommends acceptance to the Graduate School in the Entomology Graduate Programs (Form ED-1).
5. The Academic Programs Committee interprets the policies of these Requirements, grants waivers of these Requirements in special cases, and recommends to the Entomology Graduate Program Faculty changes to these Requirements. Students or faculty with requests for interpretation, waivers, or changes of the Requirements should make them to the Chairperson of the Committee.
6. The Chair of the Department assigns or approves all faculty responsibilities (e.g., major advisors, advisory committee members, arbitration committee members), approves recommendations for admissions, approves allocation of graduate student assistantships, endorses the results of graduate student Qualifying Examinations (Forms ED-2), and approves all graduate student Plans of Study (Forms GS-2).
7. The Dean, College of Agriculture, Forestry, and Life Sciences, administers all teaching activities and teaching faculty responsibilities in the fields of study in the College of Agriculture, Forestry, and Life Sciences, administers College scholarships and fellowships, approves funding for assistantships for Graduate Teaching Assistants, and approves all graduate student Plans of Study (Forms GS-2).

8. The Chief Operating Officer of the SC Experiment Station or Director of the South Carolina Agriculture & Forestry Research System (Experiment Station) approves AFRS funding for assistantships for Graduate Research Assistants.
9. The Chief Operating Officer of the SC Cooperative Extension Service/Director of the SC Cooperative Extension Service approves Extension Service funding for assistantships for Graduate Extension Assistants.
10. Dean of the Graduate School administers and ultimately approves all official graduate student work. This responsibility involves formulating policies and standards and unifying administrative procedures concerning all graduate work at Clemson University, including graduate admission policies, graduate programs, university-wide graduate scholarships and fellowships, and the granting of degrees.

C. Assessment Examination (Form ED-2)

1. All incoming graduate students will be required to take an Assessment Examination which covers basic science and general knowledge and the student's comprehension of the scientific method.
2. The examination will be administered by the student's Advisory Committee. The exam will be given prior to the beginning of the second regular (fall or spring) semester of enrollment.
3. The examination will serve the following purposes:
 - a. It will test the student's general knowledge.
 - b. It will test the student's understanding of the scientific method and general scientific concepts and the student's ability to generalize and synthesize from different scientific disciplines, and his/her understanding of entomological subjects.
 - c. It will assist the Advisory Committee in formulating its recommendations and requirements.
4. The report of the examination (Form ED-2) is to be entered into the student's Entomology Graduate Program file. It is signed by the Major Advisor and the Advisory Committee members, and is to be endorsed by the Department Chair. A report must be filed for each examination.

D. Program Planning Review

1. Immediately following the Qualifying Examination, a Program Planning Review will be administered by the student's Advisory Committee for all incoming graduate students, whether or not they received previous degrees from Clemson University.
2. The purposes of the Review will be as follows:
 - a. It will assist the Major Advisor and Advisory Committee to formulate a plan to overcome deficiencies identified in the Qualifying Examination and relevant to the student's career objectives.
 - b. It will assist the Major Advisor and Advisory Committee to outline a Plan of Study (GS-2) and a research program consistent with the student's career objectives.
 - c. It will serve as a basis in the final and/or comprehensive examinations for assessment of student progress in knowledge, skills, and attitudes attributable to the graduate program.
 - d. This meeting will serve as an annual committee meeting and be so indicated on form ED-2.

3. At least one week prior to the Qualifying Examination and Program Planning Review, the student will provide his/her Major Advisor and each member of his/her Advisory Committee the following materials:
 - a. A brief statement of the student's career objectives.
 - b. A list of science and mathematics courses (and any other courses especially relevant to their stated career objectives) that were taken previously in college or graduate school and the grade received for each.
 - c. A list of courses the student anticipates undertaking in their proposed graduate degree program.
 - d. A preliminary general research plan. (N.B.: This is not yet expected to be a fully developed Research Plan -- see Section I., Form ED-3.)

E. Plan of Study (Form GS-2)

1. The Plan of Study (Form GS-2) is a listing of the courses that a student plans to complete and apply toward the minimum credits required for the particular degree program (Sections E.3., F, G, and H, below). It should list at least six (6) credits of thesis research (ENT 891) in the case of M.S. students, or at least eighteen (18) credits of doctoral research (ENT 991) for Ph.D. students. For M.S. students, one-half or more of the remaining credits should be courses with 800-level or higher course numbers. A tentative thesis title must be placed on a 3 X 5 card and attached to the Form GS-2 for the office of the Dean, College of Agriculture, Forestry, and Life Sciences.
2. The graduate student's Plan of Study should be developed as completely as possible in conjunction with the Program Planning Review. This plan should be completed, approved by the Advisory Committee and the Department Chair, and forwarded to the Graduate School before the beginning of the student's second regular semester. As part of the planning process, a schedule of anticipated milestones will be recorded on the student's CHECKLIST/PROGRESS REPORT.
3. In addition to the minimum credits listed below, all students must satisfy coursework recommended by the Advisory Committee and any Core Courses (Sections E, F, and G) required for the particular degree program.
 - a. M.S. - A minimum of twenty-four (24) semester hours of graduate credit (exclusive of thesis research) and six (6) semester hours of thesis research (ENT 891) are required. At least one-half of the total graduate credit hours (exclusive of research credits) required by the advisory committee must be selected from courses numbered at the 800 level or above.
 - b. Ph.D. - The Graduate School has not established minimum course work credit requirements for Doctoral Programs at Clemson University, but encourages doctoral degree advisory committees to require courses other than those that directly support the dissertation research. Eighteen (18) or more hours of doctoral research (ENT 991) are required, along with Entomology Graduate Program Core Courses and any other requirements established by the student's Advisory Committee.

F. M.S. Degree Core Curriculum

1. Prerequisites: The M.S. Degree Program in Entomology is designed for students who have completed satisfactorily a B.S. or B.A. degree and a general entomology course at an accredited 4-year baccalaureate-granting institution and who have been admitted to the Graduate School. Other prerequisite courses, peculiar to the needs and goals of the student as they may be identified by the student and his/her Advisory Committee may also be required. These and the general entomology course (ENT 301) may be undertaken while the student is enrolled in the M.S. Degree Program in Entomology.
2. Objective: The M.S. Degree Program in Entomology is designed to produce well-rounded entomologists, knowledgeable in the fundamentals of insect diversity, structure, and function and in the broad spectrum of modern entomological science and scientific research.
3. Courses: To accomplish this objective, a minimum core of courses is to be undertaken by each M.S. Degree candidate in Entomology. These are as follows:

Level	CREDITS		Minimum Total
	600	800	
ENT 600 Insect Morphology	4		
ENT 870 Insect Physiology & Molecular Biology		4	
Insect Systematics / Taxonomy*	3	3	
ENT 809 Seminar in Entomology**		3	
EX ST 801 Statistical Methods		4	
Electives***		3	
Minimum Subtotal	7	17	
ENT 891 Master's Thesis Research		6	
MINIMUM TOTAL ****	7	23	30

*Courses in Insect Systematics/Taxonomy may be selected from the following, at least one of which must be either ENT 615 or ENT 808:

- ENT 615 Insect Taxonomy,
- ENT 669 Aquatic Insects,
- ENT 808 Taxonomy of Immature Insects, or
- ENT 853 Applied Systematics.

**Seminar is to be taken each semester for Pass/Fail credit (Seminar in Entomology - ENT 809). That is, more than three (3) credits of ENT 809 may be taken, depending on the number of semesters that a student is in residence. If the student has a scheduled, weekly extenuating circumstance that prevents participation in the seminar, the requirement may be waived for that semester; however, the total credit requirement still remains.

***Electives may be selected from Entomology or other disciplines pertinent to the student's area of study, as determined by the student and the Advisory Committee. Some of these may be other than 800-level courses, but see following note.

****Additional courses may be required by the student's Advisory Committee. For M.S. degree candidates only, when these courses are to be listed on the Graduate Degree Curriculum (Form GS-2), there should not be more credits of 600-level courses than of 800-level courses, exclusive of thesis research. Other courses that are undergraduate courses or courses that are considered deficiencies (for example, ENT 301 General Entomology) are not included in this calculation and are listed separately on the Form GS-2.

4. Variations in these M.S. degree prerequisites and course expectations may be recommended by the student's Advisory Committee and approved by the Graduate Admissions and Policy Committee and the Department Chair (Section H.3., below).

G. Ph.D. Degree Core Curriculum

1. Prerequisites:

- a. The Ph.D. Degree Program in Entomology is designed for students who have completed satisfactorily
 - (1) A B.S. or B.A. degree at an accredited 4-year baccalaureate-granting institution or a M.S. degree at an accredited graduate-degree-granting institution,
 1. Ordinarily, a Master's Degree, with a thesis requirement, is expected of students admitted into the Ph.D. program. Students who are exceptions to this expectation must have demonstrated competence in independent research and outstanding academic ability.
 - (2) A general entomology course,
 - (3) 12 credits of a modern or classical foreign language with a "B" average or better, and
 - (4) Admission to the Graduate School.
 - b. Students who have not satisfied the foreign language prerequisite may do so either (1) by passing the Graduate School's basic reading knowledge examination (its Foreign Language Requirement) in one of the languages for which it provides such examinations or (2) by completing with a "B" average or better a 3-credit reading comprehension course in one of those languages or in some other modern or classical language at Clemson University or some other accredited graduate-degree-granting institution. Students whose native language is other than English are presumed to have met the foreign language prerequisite by virtue of their admission to the Graduate School. Other, equivalent means for demonstrating foreign language competence that meet the objectives of a particular student's professional goals may also be recommended by a student's Advisory Committee for approval by the Department Chair. Upon satisfying the Foreign Language Requirement, the student will provide a completed ED-11 form for his/her official Entomology Graduate Program file.
 - c. Other prerequisite courses, peculiar to the needs and goals of the student as they may be identified by the student and his/her Advisory Committee, may also be recognized. These other prerequisite courses, the prerequisite foreign language course or examination, and the general entomology course may be undertaken while the student is enrolled in the Ph.D. Degree Program in Entomology.
2. Objective: The Ph.D. Degree Program in Entomology is designed to prepare students to be well rounded research scientists who are respected nationally and internationally for their competence and productivity in entomological science and related interdisciplinary fields.

3. Courses: To accomplish this objective, a minimum core of courses is to be undertaken by each Ph.D. degree candidate that consists of the core courses of the M.S. Degree Program* and structured** electives*** that support the research of the candidate.

*The core courses of the M.S. Degree Program are cited in Section F.3. above. For the Ph.D. Degree Program, the exceptions to this list of core courses are

- (a) That ENT 662 is not required for Ph.D. candidates unless recommended by the candidate's Advisory Committee (but see Section O, below) and
- (b) That at least 18 credits of Doctoral Dissertation Research (ENT 991) are required [instead of 6 credits of Master's Thesis Research (ENT 891)].

**Structured courses are those for which a standard syllabus is on file.

***Electives are to be structured courses selected from Entomology or other disciplines pertinent to the student's area of study, as determined by the student and the Advisory Committee. If a Ph.D. degree-seeking student has not first obtained an M.S. degree, the student should expect to undertake a total of at least 45 credits of structured courses, including at least the structured M.S. core courses, with sufficient electives to make the difference.

4. Variations in these Ph.D. degree prerequisites and course expectations may be recommended by the student's Advisory Committee and approved by the Graduate Admissions and Policy Committee and the Department Chair (Section H.3., below).

H. Waiver of Course Requirements:

1. A student who has undertaken, at another institution, a course equivalent to one of the structured courses listed in Sections F.3. and G.3. (above) may exempt it by demonstrating competency and/or providing evidence of equivalency to his/her Advisory Committee and the faculty member responsible for that subject area.
2. When determined necessary by the Advisory Committee or core-course faculty member, a special examination may be offered to meet these requirements. Such examinations should be scheduled with the consent of the Major Advisor and Department Chair, and the Department Chair will appoint the examiner. The examiner will transmit a memorandum stating his/her recommendation to the Department Chair for the student's file. In the case of M.S. Degree Candidates, because of Graduate School requirements, such waived courses must be substituted with structured courses that satisfy the Graduate School rule regarding 600- and 800-level courses; these substitute courses are to be approved by the student's Advisory Committee and the Department Chair, compatible with the student's goals and needs.
3. Waiver of a structured core curriculum course can be accomplished only by concurrence of the Advisory Committee, the Graduate Admissions and Policy Committee, and the Department Chair.

I. Research Proposal (Form ED-3)

1. All students who are required to complete a Master's Thesis or Doctoral Dissertation should submit a detailed research proposal to their Advisory Committee for recommendations and approval by the end of the second full semester of enrollment. The requirement is important because it describes the proposed subject matter of the student's thesis/dissertation, provides a means for assessing its feasibility, and gives the student valuable preparatory experience for grant proposal writing. Initial plans for the research and format for the proposal should be discussed with the Advisory Committee in advance, usually at the time of the Qualifying Examination.
2. This proposal should follow the format recommended by the Advisory Committee and include the following:
 - (a) A thorough literature review,
 - (b) Research needs or problems, hypotheses, and objectives of the research,
 - (c) The experimental design, methods, and statistical analyses which will be used in the collection, analysis, and interpretation of data, with a schedule for their accomplishment, and
 - (d) a budget of anticipated expenses.
3. The proposal must be attached to a completed Form ED-3 and be placed in the student's Entomology Graduate Program file upon its completion.

J. Annual Progress Reports (Form ED-4)

1. To help the student sustain optimum progress toward completion of his/her degree, the student must arrange a meeting with the Advisory Committee at least once each year to determine that satisfactory progress is being made in his/her program, both in research and coursework, and a written statement to that effect (completed Form ED-4), signed by the Major Advisor and all Advisory Committee members, will be placed in the student's file following each such meeting with the Advisory Committee.
2. The student should supply the Advisory Committee with a written progress report prior to each meeting, which will be attached to the completed Form ED-4.

K. Residency (Form ED-5)

1. All degree-seeking graduate students must satisfy residency requirements of the Graduate School and the Entomology Graduate Program. Evidence of satisfying this requirement will include completion of Form ED-5 for the student's Program file.
 - a. M.S. Students: Residency is satisfied by completion of nine (9) hours of graduate credit (including ENT 891) during a single semester or two consecutive summer sessions, or completing fifteen (15) hours of graduate credit (including ENT 891), on the Clemson University campus.
 - b. Ph.D. Students: Residency is satisfied by compliance with Graduate School Requirements. Form ED-5 can be used to satisfy any necessary reporting requirements for the Graduate School regarding residency.

L. Teaching Requirement (Form ED-6; Ph.D. degree-seeking students only)

1. To help attain the poise and organizational skills usually anticipated in professional entomologists holding the Ph.D. degree, each Ph.D. student is required to assist with the teaching of at least one course for at least one semester. This assistance must involve more than mere laboratory preparation. The Advisory Committee, in conjunction with the course instructor, will decide how the student will best satisfy this obligation. Evidence of satisfying this requirement will include completion of Form ED-6 for the student's Entomology Graduate Program file.

M. Publication Requirement (Form ED-7)

1. To help attain the publication record usually expected of professional entomologists holding the M.S. or Ph.D. degree, each degree-seeking graduate student is required to submit, as its senior or sole author, at least one manuscript for publication to a refereed scientific journal before submission of the GS-7. Evidence of satisfying this requirement will include completion of Form ED-7 for the student's Entomology Graduate Program file.
2. Prior to submission to a refereed journal, the manuscript must have been submitted for Entomology Graduate Program review. In order to facilitate the review process, manuscripts must be submitted for Program review at least three weeks prior to the deadline for submission of the GS-7.

N. Seminar Requirements

1. Each M.S. or Ph.D. degree candidate is required to take seminar each fall and spring semester for Pass/Fail credit (Seminar in Entomology - ENT 809); i.e., several credits of ENT 809 may be taken, depending on the number of semesters that a student is in residence. If the student has a scheduled, weekly extenuating circumstance that prevents participation in the seminar, the requirement may be waived for that semester, provided he/she has presented written evidence of this conflict to the instructor for Seminar in Entomology (ENT 809); however, the Graduate School's total semester credit requirements still are in effect.
2. Each M.S. or Ph.D. degree candidate is required to present an exit seminar to the Program on the results of the thesis/dissertation research after the research has been completed and prior to graduation. This seminar must be given as the initial part of a Final Oral Examination, with all faculty and students invited for the presentation.

O. Oral Presentation Requirement (ED-9)

1. Each M.S. degree candidate is required to present orally at least one (1) paper at a professional meeting. Each Ph.D. degree candidate is required to present orally at least two (2) papers at professional meetings. Evidence of satisfying this requirement consists of completion of Form ED-9, to which should be attached a photocopy of the title from the program of the meeting in which the presentation was given.

P. Public Service Requirement (ED-10)

1. Each graduate student must participate in at least one public service activity for each year of their graduate program.
2. Public service is defined as a non-research activity that transmits entomological knowledge to members of the public.
3. Evidence of satisfying this requirement consists of completion of a copy of Form ED-10 for each year of the student's graduate program.

Q. Comprehensive Examination (Form GS-5; Ph.D. Students Only)

1. A requirement for the Ph.D. degree in Entomology is the successful completion of a written and oral Comprehensive Examination. The purpose of the examination is to:
 - a. evaluate the student's basic scientific comprehension and his/her knowledge of current issues in science and world events and
 - b. test the student's understanding of the significance of his/her research program, and the intellectual and technical problems associated with it, as exemplified by his/her knowledge of scientific literature and ability to synthesize and analyze it.
2. The examination will be administered by the Advisory Committee which will decide the date of the exam. The Comprehensive Examination must occur no more than four (4) years from the time of initial enrollment in the Entomology Graduate Program, no less than six (6) months and no more than five (5) years prior to the date of graduation. By this time, the following progress should have been accomplished:
 - a. the majority of course requirements in the degree program have been met, and
 - b. the student's dissertation research has progressed sufficiently to stand critical assessment by the Advisory Committee.
3. Any Clemson University faculty member may participate in the Comprehensive Examination. All Faculty in the Entomology, Soils, and Plant Sciences Department except off-campus Adjunct Faculty, all members of the student's Advisory Committee, and the Dean of the Graduate School specifically receive an invitation from the Major Advisor.
4. Faculty are to submit to the student's Major Advisor written questions by the deadline indicated in the Examination announcement. In so doing, they are to indicate a time limit for answering their questions and whether their questions are to be answered with assistance of any written information ("open book") or without assistance ("closed book").
5. Ordinarily, written examinations from all faculty, including Advisory Committee members and others, are to be completed within three (3) weeks. The oral portion of the Comprehensive Examination should be scheduled to occur within two (2) weeks of completion of the last set of written questions.
 - a. The results of each written examination will be reported in writing to the Major advisor who will, in turn, discuss the decisions with the student. The decision options from each examiner should be either (1) Passed or (2) Repeat This Particular Written Examination (one time only).

- b. Based on the results of the written part of the examination, the Major Advisor may declare a delay in the schedule of the oral examination to accommodate a repeat written examination and further preparation for the oral examination by the student.
6. The results of the Comprehensive Examination, reported to the Graduate School on Form GS-5, will be one of the following:
- a. Pass - The student will be recommended for admission to candidacy for the Ph.D. degree.
 - b. Failure - Should the student fail to pass the Comprehensive Examination, he/she may be given a second opportunity, if so recommended by the Advisory Committee. A second failure shall result in the student being declared ineligible to receive the Ph.D. degree in Entomology at Clemson University.

R. Final Thesis and Dissertation Preparation (M.S. and Ph.D. Degrees) (Form ED-8)

The process of writing a thesis or doctoral dissertation which is ultimately accepted by the Graduate School usually includes the following phases:

1. The graduate student develops a complete thesis that is acceptable to his/her Major Advisor. The student can expect to go through several drafts before it is accepted and should allow 2 or 3 weeks for review by the Major Advisor per submission.
2. Once a manuscript is approved by the Major Advisor for review, a review sheet (Form ED-8) bearing the advisor's signature and accompanied by a typed copy of the manuscript will be sent to each Advisory Committee member. Advisory Committee members will refuse to review a manuscript not bearing a signed Form ED-8. The manuscript must be provided to the members of the Advisory Committee no less than three weeks prior to the scheduled date of the final examination and must be refused by Advisory Committee members if received after that date. If any Committee member requests revision with subsequent Committee member review, a revised copy, along with its respective review sheet will be returned to the Committee member for an additional review period of one week. Specific reasons must be cited if major revisions of the manuscript are recommended.
3. The thesis is to be submitted also to the Entomology Graduate Program Faculty for review no less than three (3) weeks prior to the scheduled date of the final examination.
4. Prior to submission of the final draft of the thesis or dissertation to the Graduate School, each member of the Advisory Committee shall sign its covering signature page, signifying that all of their suggestions, corrections, etc. have been satisfactorily incorporated into the final copy.

S. Voucher Specimens from Thesis or Dissertation Research (Form ED-8)

1. Representative vouchers of all subject insects studied for M.S. theses and Ph.D. dissertations are to be deposited in a suitable permanent institution according to its established procedures and are to be referenced in the thesis or dissertation. (The value of this career-long practice has been noted often in the Bulletin of the Entomological Society of America [e.g., 1975, vol. 21, pp. 157-159; 1978, vol. 24, pp. 141-142; 1984, vol. 30, no. 4, pp. 8-11], to which articles the student should refer for details.)
2. The Clemson University Arthropod Collection is prepared to maintain voucher specimens. Students should consult with the Collection's curator or technical staff for labeling and deposition procedures.
3. Reference to the number of voucher specimens, their life history stage(s) or sex(es), and the

institutional repository is to appear usually in the "Materials and Methods" section of the thesis or dissertation.

T. Final Examination for the M.S. Degree (Form GS-7)

1. The date and place for the final examination are scheduled by agreement of the student and his/her Major Advisor in consultation with all Advisory Committee members and those responsible for the examination room. The exam is advertised to all Entomology Graduate Program faculty at least ten (10) days before the exam, with a copy of the advertisement being sent to The Graduate School.
2. Nature and Content of Final Examination:
 - a. Each candidate for the Master's Degree, after completion of the thesis and at least three (3) weeks before the degree is to be awarded, must pass a Final Oral Examination administered by the student's Advisory Committee.
 - b. The student should be prepared to give a short summary of his/her research (limited to 30 minutes) at the final examination. The presentation is the only portion of the final examination process open to the public and attendees are encouraged to ask questions.
 - c. The first part of the examination will provide opportunity for the candidate to defend his/her thesis.
 - d. The second part of the examination will ascertain the general knowledge of the candidate with particular reference to the major field of study, and any minor subjects. In addition, questions will be asked on any of the subject areas recognized as deficient in the Qualifying Examination.
3. Any Clemson University faculty member may participate in the Final Examination. All Faculty in the Entomology, Soils, and Plant Sciences Department except off-campus Adjunct Faculty, all members of the student's Advisory Committee, and the Dean of the Graduate School specifically receive an invitation from the Major Advisor.
4. Results of the Final Examination will be one of the following:
 - a. Pass - The student's performance was satisfactory.

Note: A vote to pass a student based upon his/her performance at the Final Examination (Form GS-7) does not imply approval of the thesis. An independent approval page exists for the thesis.
 - b. Failure - A student who fails a final examination may be allowed a second opportunity in a subsequent semester only with the recommendation of the Advisory Committee. Failure of the second final exam will result in dismissal from the Graduate School.

U. Final Examination for the Ph.D. Degree (Form GS-7)

1. The date and place for the final examination are scheduled by agreement of the student and his/her Major Advisor in consultation with all Advisory Committee members and those responsible for the examination room. The exam is advertised to all Entomology Graduate Program at least ten (10) days before the exam, with a copy of the advertisement being sent to The Graduate School.
2. The student should be prepared to give a short summary of his/her research (limited to 30

minutes) at the final examination. The presentation is the only portion of the final examination process open to the public and attendees are encouraged to ask questions.

3. Nature and Content of Final Examination:

The majority of the Final Examination for the Ph.D. degree will consist of a defense of the student's dissertation. In addition, general questions may be asked and questions will be asked on any subject areas recognized as deficient in the Comprehensive Examination.

4. Any Clemson University faculty member may participate in the Final Examination. All Faculty in the Entomology, Soils, and Plant Sciences Department except off-campus Adjunct Faculty, all members of the student's Advisory Committee, and the Dean of the Graduate School specifically receive an invitation from the Major Advisor.

5. Results of the Final Examination will be one of the following:

a. Pass - The student's performance was satisfactory.

Note: A vote to pass a student based upon his/her performance at the Final Examination (Form GS-7) does not imply approval of the dissertation. An independent approval page exists for the dissertation.

b. Failure - A student who fails a final examination may be allowed a second opportunity in a subsequent semester only with the recommendation of the Advisory Committee. Failure of the second final exam will result in dismissal from the Graduate School.

V. Change of Degree Program (Form GS-14)

1. Once admitted to a particular degree program, a student cannot change to another degree program without a complete review of his/her application by the Entomology Graduate Program Admissions Committee and Department Chair of the department in which the student now intends to major.
2. In general, students will not be permitted to change from the Master of Science (M.S.) to the Doctor of Philosophy (Ph.D.) degree program in Entomology prior to completing all requirements of the M.S. degree.

W. Entomology Graduate Program Financial Support for Graduate Students

1. Financial support is dependent upon availability of funds. Requests for financial support should be submitted to the Program on appropriate forms.
2. In no instance shall a firm financial commitment be made to a student until all admission requirements of the Program have been met and he/she has been officially admitted by the Graduate School.
3. Awarding of financial assistance is on a competitive basis, with qualified students who were enrolled previously, but without support, receiving priority consideration.
4. Ordinarily, Entomology Graduate Program (South Carolina appropriated) financial support is limited to 30 months for students pursuing the M.S. degree and 48 months for those pursuing a Ph.D. degree.
5. Continuation of assistantship support, regardless of source, is contingent upon satisfactory progress toward research and academic goals as reported by the student's Advisory Committee

in the report of its annual meeting (Form ED-4) and a satisfactory rating by the assistantship supervisor (Form ED-4).

6. M.S and Ph.D. degree-seeking students who are graduate assistants must each enroll for at least nine (9) semester hours each fall and spring semester and at least three (3) semester hours during each summer session.

X. Exit Interview Requirement

1. Each graduate student must schedule an interview with the Chair of the Entomology, Soils, and Plant Sciences Department prior to departure from the University.
2. The purpose of the Exit Interview is to review the student's experiences and recommendations for program improvements.

Y. Waiver of Requirements

1. In extraordinary, extenuating circumstances, a student may petition for a waiver of any requirements specified herein.
2. A petition for a waiver must be in writing to the Chair of the Graduate Policy Committee and must be submitted at least six (6) months prior to the expected graduation date.
3. Waivers will not be granted by the Graduate Policy Committee except in truly extraordinary, extenuating circumstances.

CHECKLIST FOR GRADUATE STUDENTS
(other items may also apply)

ITEM	SCHEDULE
1. Select Major Advisor and Advisory Committee (Form ED-2)	Prior to second semester of enrollment
2. Assessment Examination & Annual Committee Meeting (Form ED-2)	Prior to second semester of enrollment
3. Plan of Study (Form GS-2)	By middle of second semester of enrollment (after Qualifying Examination)
4. Research Proposal (Form ED-3)	Approved by the end of the second full semester of enrollment
5. Annual Advisory Committee Meeting & Annual Report; Assistantship Performance Rating (Form ED-4)	Each year
6. Residency (Form ED-5)	See GRADUATE SCHOOL ANNOUNCEMENTS and ENTOMOLOGY GRADUATE STUDENT REQUIREMENTS J.1.
7. Teaching requirement (Ph.D. students only; Form ED-6)	Before graduation
8. Research Publication requirement (Form ED-7)	Submitted to the journal prior to submitting the GS-7 to the Graduate School. Must be submitted for Entomology Graduate Program Faculty review at least 3 weeks before the anticipated journal submission date.
9. Oral Presentation requirement (M.S. students - one presentation; Ph.D. students - two presentations; ED-9)	Before Final Examination
10. Public Service requirement (One activity each year; ED-10)	All required activities before Final Examination
11. Foreign Language requirement (Ph.D. students only; Form ED-11)	Before Final Examination
12. Comprehensive Exam (Ph.D. students only; Form GS-5)	After completion of most course work but before 4 years from initial enrollment in the Entomology Graduate Program

- | | |
|---|--|
| 13. Admission to Candidacy/
Diploma Order (Form GS-4) | After 15 hours of coursework (M.S.) OR
after successful completion of Comprehensive
Exam (Ph.D.) AND before the date in January,
June, or September established by the Graduate
School for graduation expected in May,
August, or December, respectively. |
| 14. Draft of thesis to Major Advisor | Allow 2 - 3 weeks per submission |
| 15. Draft of thesis to Advisory
Committee members
(Form ED-8) | At least 3 weeks before Final Examination |
| 16. Copy of thesis for examination | In Department office at least 7 days before final
examination |
| 17. Final examination (Form GS-7) | After Advisory Committee approves thesis content
and at least 21 days before graduation |
| 18. Review and approval by the
Graduate School of completed
and signed thesis (Signed copy
of signature page in student's
Entomology Graduate Program file) | At least 14 days before graduation |
| 19. Submission of duplicated copies
of thesis to Graduate School | At least 7 days before graduation |
| 20. Exit interview with Department Chair | Prior to graduation |
| 21. Graduation | No more than 6 years from initial enrollment (M.S.) OR
no less than 6 months and no more than 5 years from
completion of Comprehensive Examination (Ph.D.) |

Recommendation for Acceptance
to the Graduate School,
Entomology Program

Graduate Admissions and Policy Committee member _____

Date initially distributed to GAPC: _____

Applicant: _____

Program (Ph.D., M.S., non-degree): _____

Recommendation:

	<u>Accept</u>	<u>F/P/C*</u>	<u>Reject</u>	<u>Date</u>	<u>Initials</u>
Ph.D.	_____	_____	_____	_____	_____
M.S.	_____	_____	_____	_____	_____
Non-degree	_____	_____	_____	_____	_____

*Please specify if acceptance is Full (F), Provisional (P), or Conditional (C).

If provisional acceptance is recommended, please specify below the provisions to be met. (Ph.D. and non-degree applicants cannot be accepted provisionally.)

If conditional acceptance is recommended, what application materials still need to be supplied?

Comments:

Record of Graduate Student Assessment Examination
Entomology Program

Student: _____ Degree Program: _____

Examination Date: _____

A Program Planning Review was conducted and the Plan of Study was developed. YES ____ NO ____
(If YES, this form serves as an indicator for the first annual committee meeting.)

Specific Recommendations and Requirements by Advisory Committee:

Major Advisor:

_____	_____	_____
typed/printed name	signature	date

Advisory Committee:

_____	_____	_____
typed/printed name	signature	date

Department Chair Endorsement: _____

Entomology Graduate Program (Form ED-2)(rev Jan 2002)

Graduate Research Proposal
Entomology Program

Date: _____

Graduate Student: _____

Degree Program (M.S. or Ph.D.): _____

Title of Proposed Research: _____

Estimated date of completion: _____

Estimated total cost: _____

Proposed funding source(s): _____

Summary of problem, hypothesis, and experimental procedures (complete proposal, literature review, and budget attached):

Major Advisor:

_____	_____	_____
typed/printed name	signature	date

Advisory Committee:

_____	_____	_____
typed/printed name	signature	date

_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Entomology Graduate Program (Form ED-3) (rev Oct 1991)

Annual Graduate Student Progress Report
and Assistantship Performance Rating
Entomology Program

Date: _____

Graduate Student: _____

Degree Program (M.S. or Ph.D.): _____

Date of initial enrollment: _____

Completed forms in Student's Entomology Graduate Program File:

Graduate School forms (copies): _____

Previous Forms ED-4 (dates): _____

Other Entomol. Dept. forms: _____

Forms (requirements) yet to be completed (met):

Graduate School forms: _____

Entomol. Dept. forms: _____

Courses on Plan of Study (Form GS-2) yet to be completed:

Summary of thesis/dissertation research progress to date (student's full progress report attached):

Annual Graduate Student Progress Report (continued)
Page 2 of 2

Date: _____

Graduate Student: _____

Progress Evaluation: _____ Satisfactory _____ Unsatisfactory

Recommendations:

Major Advisor:

_____	_____	_____
typed/printed name	signature	date

Advisory Committee:

_____	_____	_____
typed/printed name	signature	date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Supported by Assistantship? _____ Yes _____ No

Assistantship Performance Rating: _____ Satisfactory _____ Unsatisfactory
Recommendations:

Assistantship Supervisor:

_____	_____	_____
typed/printed name	signature	date

Entomology Graduate Program (Form ED-4) (rev Oct 1991)

Graduate Student Residency at Clemson University
Entomology Program

Date: _____

Graduate Student: _____

Degree Program (M.S. or Ph.D.): _____

Date of initial enrollment: _____

Date residency began: _____

Date residency requirement completed: _____

Total months of residency: _____

Major Advisor:

typed/printed name

signature

date

Graduate Student Teaching Experience
Entomology Program

Date: _____

Graduate Student: _____

Course taught/assisted: _____

Semester and year: _____

Specific responsibilities of the student teacher/assistant:

Performance evaluation: _____ Satisfactory _____ Unsatisfactory

Comments:

Recommendations:

Supervising Instructor:

typed/printed name

signature

date

Entomology Graduate Program (Form ED-6) (rev Oct 1991)

Graduate Student Research Publication
Entomology Program

Date: _____

Graduate student/senior author: _____

Title of manuscript: _____

Junior author(s), if any: _____

Journal: _____

Date submitted: _____

Abstract:

Major Advisor:

typed/printed name

signature

date

Entomology Graduate Program (Form ED-7) (rev Oct 1991)

Thesis/Dissertation Review
Entomology Program

Date: _____

Graduate Student: _____

Thesis/dissertation title: _____

Anticipated graduation date: _____

Last possible final examination date: _____

Voucher specimen repository/date: _____

The accompanying draft of the above thesis/dissertation meets my approval and, therefore, is submitted for your review. Please return the manuscript and this form with your recommendations by

the following date: _____

Major Advisor:

_____	_____	_____
typed/printed name	signature	date

=====

Reviewer's evaluation:

- _____ Additional research is needed.
- _____ Manuscript needing major revision.
- _____ Manuscript needing minor revision.
- _____ Manuscript acceptable in present form.

- _____ I wish to review the manuscript again after revision.

Reviewer's comments:

- _____ See also attached additional comments.
- _____ See also comments on manuscript.

Reviewer:

_____	_____	_____
typed/printed name	signature	date

Entomology Graduate Program (Form ED-8) (rev Oct 1991)

Graduate Student Presentation in a Professional Meeting
Entomology Program

Date: _____

Graduate student/senior author: _____

Title of presentation: _____

Junior author(s), if any: _____

Professional Meeting: _____

Date presented: _____

Photocopy of Title from Printed Program of the Meeting (and abstract, if included in program):

Major Advisor:

typed/printed name

signature

date

Entomology Graduate Program (Form ED-9) (Apr 1999)

Graduate Student Public Service
Entomology Program

Date: _____

Graduate Student: _____

Date of Public Service: _____

Description of Public Service that was provided:

Performance evaluation: _____ Satisfactory _____ Unsatisfactory

Comments:

Recommendations:

Evaluating Faculty Member:

typed/printed name

signature

date

Entomology Graduate Program (Form ED-10) (Apr 1999)

Graduate Student Foreign Language Requirement (Ph.D. only)
Entomology Program

Date: _____

Graduate Student: _____

Foreign Language requirement met by:

_____ Have English as a second language

_____ Previously taken at least 12 cr of a foreign language with a B average or higher

_____ Received a B or higher in a 3 cr in a foreign language reading comprehension course

_____ Passed the Graduate School's basic reading knowledge of a foreign language exam

Evaluating Faculty Member:

typed/printed name

signature

date

Entomology Graduate Program (Form ED-11) (Jan2002)

CHECKLIST/PROGRESS REPORT FOR _____

Major Advisor _____

ITEM	PLANNED DATE	ACCOMPLISHED DATE
Admitted by GAPC (Form ED-1)	_____	_____
First enrolled in MS/Ph.D./non-degree Program	_____	_____
Qualifying Examination (Form ED-2)	_____	_____
Plan of Study (Form GS-2)	_____	_____
Research Proposal (Form ED-3)	_____	_____
Annual Advisory Committee Meeting & Annual Report; Assistantship Performance Rating (Form ED-4)	_____	_____
	_____	_____
	_____	_____
Residency (Form ED-5)	_____	_____
Teaching requirement (Ph.D. students only, Form ED-6)	_____	_____
Research Publication requirement (Form ED-7)	_____	_____
Presentation requirement (Form ED-9)	_____	_____
Public Service requirement (Form ED-10)	_____	_____
	_____	_____
	_____	_____
Foreign Language Requirement (Ph.D. Students only, Form ED-11)	_____	_____
Comprehensive Exam (Ph.D. students only, Form GS-5)	_____	_____
Admission to Candidacy (Form GS-4)	_____	_____
Draft of thesis to Advisory Committee members (Form ED-8)	_____	_____

Copy of thesis for examination
in Departmental office

Final examination (Form GS-7)

Submission of signed thesis to
Graduate School (Signed copy of
signature page in student's
Entomology Graduate Program file)

Submission of duplicated copies
of thesis to Graduate School

Exit Interview with Department Chair

Graduation

RECEIPT
FOR
ENTOMOLOGY GRADUATE
PROGRAM STUDENT
REQUIREMENTS

Provided to _____ on _____ (date)

I have read and understand the accompanying Entomology Graduate Program Graduate Student Requirements and agree to comply with them during my period of enrollment in the Clemson University Graduate School and in the Entomology Graduate Program of the Entomology, Soils, and Plant Sciences Department.

(Student signature)

(Advisor signature)

(date)

(date)

This receipt is to be returned to the Entomology Graduate Program office for deposit in the student's official file.