

GRADUATE STUDENT and FACULTY ADVISER HANDBOOK

DIVISION OF ENTOMOLOGY

DEGREE REQUIREMENTS

DEPARTMENT OF PLANT, SOIL AND ENTOMOLOGICAL SCIENCES

This graduate student and faculty adviser handbook should be viewed as a supplement to, rather than replacement for, official university publications such as the *University of Idaho General Catalog*, the *Faculty-Staff Handbook*, and the *Graduate Handbook for Theses and Dissertations*. Many of the operational details of graduate programs in our department have been delegated to the individual divisions. It is the purpose of this handbook to provide graduate students and faculty with information concerning the graduate program policies of the Department of Plant, Soil and Entomological Sciences.

The usefulness of this handbook depends upon it being expanded and updated annually, but it is the students' responsibility to keep informed of the changes in the College of Graduate Studies regulations. Careful planning at the beginning of your program is important in being able to complete degree requirements in a reasonable time. We hope that this will be a helpful guide to new and continuing graduate students and to the faculty who advise them.

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The department's academic coordinator, Sonia Todd, after input from the division's faculty, edited the final version of the handbook.

If there are questions or concerns with the material in this handbook, please contact any of the four division chairs or the interim department head, James B. Johnson, Department of Plant, Soil and Entomological Sciences, Agricultural Sciences Building, Room 242, University of Idaho, Moscow, Idaho 83844-2339, 208/885-6930.

I. DEPARTMENT OVERVIEW

The Department of Plant, Soil and Entomological Sciences is within the College of Agricultural and Life Sciences. It is a large and diverse department with faculty members organized into four divisions: Entomology, Crop and Weed Science, Horticulture, and Soil and Land Resources. All four divisions conduct teaching, research, and extension programs. Each of the four divisions has a part-time administrator responsible for faculty evaluations, tenure and promotion, and programs within the division. Guidance, overall supervision and coordination of the divisions is provided by the department head. Budget allocations and related responsibilities are shared by the department head and division chairs.

Program coordination among divisions and interdisciplinary approaches to problems is encouraged. The department is administered through an infrastructure that provides for management of resources, offers services, and accounts for activities of the faculty and staff. Each discipline division is organized to provide a means for scientists to communicate and help identify instructional, research, and extension needs and activities related to a specific branch of science represented in the department.

The department consists of 49 faculty members/project leaders, with 15 in Horticulture, 14 in Crop and Weed Science, 10 in Entomology, and 10 in Soil and Land Resources. In addition to the faculty, there are 9 professional support personnel (research, extension, and instructional associates), along with 6 postdoctoral fellows, 80 classified employees (research or extension support scientists, technicians, scientific aides, and secretarial staff), and currently 133 students. Faculty and support personnel are located on-campus at Moscow (73) and at seven research and extension centers in the state (Aberdeen-24, Idaho Falls-7, Kimberly-7, Parma-19, Sandpoint-1, Twin Falls-12, and UI Boise Center-1,).

The department offers Idaho's only: Bachelor of Science degrees in Horticulture, Crop and Weed Science and Soil; Master of Science (M.S.) degree in Entomology, Plant Science, and Soil Science; and Doctor of Philosophy (Ph.D.) degree in Entomology, Plant Science, and Soil Science.

There are currently 71 full-time undergraduate majors presently enrolled in departmental curricula. In addition, 62 individuals are pursuing M.S. and Ph.D. degrees. The department has 16 allocated assistantships for graduate student support. The remaining graduate students are

supported from grant funds, personal funds, or, in the case of foreign students, sponsoring-country fellowships.

The department has a base appropriation of allocated funding from the state legislature and federal agencies. In addition, the faculty are expected to generate extramural grant and contract funds to support their research and extension programs. Some technical support personnel are funded from allocated resources, but the majority are supported on grant and contract dollars.

The roles of the department in research and extension activities have emphasized crop science, insect science, soil science, and resource science as fostered by the land grant university system. These emphasis areas continue to be a dominant component of the department's research and extension activity due to the uniqueness and the broad scope of the scholarly work conducted by the faculty throughout the state and the relationship of the research to both graduate student training and agricultural extension.

The department's goal in research is to pursue a balanced program between fundamental and applied science. The fundamental programs are designed to expand the knowledge base in each discipline while enhancing the academic programs. The applied programs focus on local, statewide, or regional problems in which the results of the research are readily implemented by extension to improve the agricultural economy of the region. In addition to established programs, specific areas proposed to be further emphasized in the future are: molecular biology, integrated crop management systems, natural resources, and biological control.

II. RESEARCH FACILITIES

Research and extension centers are located at Moscow, Aberdeen, Caldwell, Kimberly, Parma, Sandpoint, Tetonia, and Twin Falls. Facilities at Moscow include 25 research laboratories, 10 teaching laboratories, and 16,500 square feet of greenhouse space. Walk-in cold rooms, growth chambers, and specialized equipment such as gas and ion chromatographs, infrared analyzers, spectrophotometers, autoanalyzers, and numerous other laboratory instruments make basic studies feasible. Graduate work can be conducted on campus, at the research and extension centers, or a combination of both. Graduate students are encouraged to participate in department and college activities, such as field days, student recruitment, and open houses.

Electron microscopes in Animal and Veterinary Sciences are available for anatomical and morphological studies. Computer clusters are available all over campus, and the Ag

College Computer lab (Ag Sci Room 304) also maintains computers available to students. Graduate students also have access to one of the most outstanding insect collections in the Pacific Northwest (over 1,000,000 specimens), which is housed in the W. F. Barr Entomological Museum.

A multi-purpose analytical laboratory system (UI Analytical Laboratory) is housed in the Holme Research Center on campus. The laboratories include a water analytical service, plant analytical service, soil analytical service, veterinary diagnostic toxicology service, hazardous waste analytical service, and agricultural quality assurance laboratory. Programs requiring the capabilities of the UI Analytical Laboratory require payment of fees to the laboratory at costs determined by the lab and are not available for student training and use.

Students obtain working space in laboratories, fields, greenhouses, growth chambers, etc., through their major professor. Standard safety and operational procedures must be read and adhered to. For example, it is imperative that the laboratories be kept clean, glassware washed after use, and supplies and equipment put away after use.

Moscow research facilities located away from the Agricultural Sciences Building include the Greenhouse Complex on Sixth Street, H.C. Manis Entomology Laboratory Complex on Farm Road, the agricultural biotechnology wing, and the Plant Science Farm located three miles east of Moscow on the Troy Highway. Arrangements for use of these facilities should be made through students' major professors. Specific questions regarding the Sixth Street Greenhouse can be directed to the greenhouse manager (refer to Appendix 1 for Greenhouse Policy and Operations). Dr. Eigenbrode (Ag Sci Room 235) is in charge of the Manis Laboratory (Entomology) and can provide details on facilities and capabilities. Roy Patten is responsible for day-to-day operations of the Plant Science Farm.

III. DEPARTMENT, MAJOR PROFESSOR, AND STUDENT RESPONSIBILITIES

The department will provide the necessary tools and the environment for the growth and professional development of its graduate students. The major professor will provide frequent and thorough advice on coursework and research. The student must exhibit the motivation, integrity, and professional ambition to utilize the resources available. It is the responsibility of the major professor and graduate student to follow the guidelines set forth in this handbook and the information in the General Catalog pertaining to graduate programs.

In order to maintain the University of Idaho's academic atmosphere and integrity, **academic honesty is of utmost importance** in the Student Code of Conduct. Cheating on classroom or outside assignments, examinations, or tests is in violation of this code. Plagiarism, falsification of academic records, and the acquisition or use of test materials are forms of

academic dishonesty and, as such, are in violation of this code. For further information on selected UI policies of concern to students, please pick up the UI Policies & Information pamphlet at the Registrar's Office.

As is the case in all life's endeavors, the benefits that students gain from graduate studies are proportional to the efforts expended. It is important that you take maximum advantage of the many learning opportunities provided by the Department of Plant, Soil and Entomological Sciences. This includes participation in departmental activities, seminars, organizations, and other activities that provide for a well-balanced education and enhance the quality of our teaching and research programs.

IV. ADMINISTERING THE M.S. AND PH.D. GRADUATE PROGRAMS

Application and Admittance

Students wishing to enter the College of Graduate Studies must submit an application for admission on a form provided by the Graduate Admissions Office, pay the admissions fee, and have official transcripts sent to the Graduate Admissions Office directly from institutions attended. To provide time for evaluation and notification prior to registration, application materials should be received by the Graduate Admissions Office no later than the following dates in order to be processed for the corresponding semester:

Fall, February 1; Spring and Summer, October 1.

Students must hold a baccalaureate degree from an accredited college or university, and the grade point average should normally be a 3.0 or higher (the university requires a GPA of at least a 2.8). Strong letters of recommendation or progressive grade improvement in the junior and senior years will be given special attention in marginal cases. Provisional enrollment is sometimes granted at the master's level, with specific conditions that the student must fulfill to be advanced to regular enrollment. International students and students who are to be appointed to assistantships cannot be accepted on provisional enrollment.

All applicants whose native language is not English are required to take the "Test of English as a Foreign Language" (TOEFL). International students from English-speaking countries and those who have earned a degree from either a U.S. institution or an institution in another English-speaking country are not required to submit a TOEFL score. The test uses a multiple-choice format to measure the ability to understand North American English, and it consists of three sections: Listening Comprehension, Structure and Written Expression, and Vocabulary and Reading Comprehension. A score of at least 550 on the Paper Based Test (PBT) or a score of at least 213 on the Computer Based Test (CBT) is required for admission

into the Department of Plant, Soil and Entomological Sciences. The university's minimum TOEFL score for admission is 525. Official TOEFL score reports must be mailed to the Graduate Admissions Office by the testing agency.

Completed application files are forwarded to the department for review and recommendation for admittance. In addition to the materials provided by the Admissions Office, the department requires three letters of recommendation from individuals who could outline the applicant's potential for graduate work and a professional career. These letters need to be sent directly from the referees to the respective division's graduate admissions chair or representative:

Entomology - Dr. Sanford Eigenbrode

Soil and Land Resources - Dr. Matthew J. Morra

Plant Science - Dr. Donald C. Thill

The department also requires graduate applicants to submit a short essay (1-2 pages) explaining their professional goals, academic interests, and personal objectives. Submission of GRE scores (verbal, quantitative, and analytical) is required. GRE scores are used in combination with other application materials as an additional indication of the applicant's potential for success in a graduate program.

Completed graduate student application files are first reviewed by the division's admission chair. The application file then goes to a three-person pre-screening committee. This committee is made up of the Entomology division admission's chair, another faculty member and a student. Unless a major professor has been previously identified, the file is then circulated to faculty members in the applicant's interest area in an effort to find a person willing to supervise their graduate program. Since major professors are responsible for providing their students with lab/office space and sometimes with financial support, acceptance is ultimately dependent upon the availability of these resources.

After circulation, the division chair reviews the comments and recommendations of all faculty members who reviewed the application and signs off on either acceptance or denial. Applicants are accepted for graduate study only if they appear qualified academically and if a major professor is identified. A graduate student may be accepted with or without funding.

The application is then forwarded to the Graduate Admissions Office of the ~~Graduate College~~ College of Graduate Studies for their review and action. An admission decision is not official until approved by the College of Graduate Studies. The Graduate Admissions Office cannot grant final acceptance to international applicants who have not fulfilled INS (US Immigration and Naturalization Service) requirements. This means that an official I-20 (Immigration Certificate of Eligibility) form cannot be issued without all official documents on file at the Graduate Admissions Office: 1) Official TOEFL report mailed by testing agency, 2)

official transcripts sent in a sealed envelope directly from the institution to the Graduate Admissions Office, and 3) a signed financial statement demonstrating enough funding for one year of study in the United States. Accepted graduate students with assistantship appointments will not be required to submit a financial statement. The department, however, will need to inform the Graduate Admissions Office in those cases where financial assistance will be provided by the department. Acceptance is granted for a specific semester or summer session. If an applicant does not register for the term indicated, it would be necessary for the applicant to let the academic assistant know what semester their application needs to be moved forward to. Their application fee is only good for one year from date received at the Graduate Admissions Office.

If a graduate applicant has been denied admission into the College of Graduate Studies, they may later correspond with the Graduate Admissions Office in an attempt to reactivate their file. If the file is rerouted to the department, the respective division's graduate admissions chair will decide if the applicant has subsequently fulfilled the specific reasons for which the original application was denied (i.e., low TOEFL score, inadequate course background, failure to supply department support materials, etc.). Some applicants may be denied admission due to lack of funding resources, programs to offer, or available faculty. Appeals for admission may be made to the respective division's graduate admissions committee, with final approval by the department head.

If the recommendation is to accept a student, the interested faculty member then corresponds directly with the potential student to determine a reporting date, financial arrangements, insurance coverage, etc. For further information on insurance coverage, especially for international students, please refer to Section VIII in this handbook regarding registration.

Student Orientation

All new students, faculty, and staff are invited to attend a "Student Orientation" meeting usually held at the beginning of each fall semester. This orientation session provides an opportunity for new students and staff to become acquainted with the department head and various staff members, research programs, facilities, and office procedures.

New international students must check in with the International Programs Office to make sure their immigration documents are in order. They are also to attend orientation activities sponsored by the International Programs Office held prior to the beginning of each semester. Details about students' legal status in the U.S., work options, and other important information will be presented. A number of social activities also take place and students have

an opportunity to make new friends and identify individuals and organizations to help make their stay a success.

Appointment of Major Professor

The major professor acts as committee chair and the student's research adviser. A major professor and program area are normally identified during review of the graduate application and are in place prior to admission. In other instances, appointment is made as early as possible during the student's first semester in residence. For a listing of the department's faculty, please refer to Appendix 2. Major professors are confirmed by the division chair or department head, with final approval by the vice president for research and graduate studies after consideration of the student's interest and the availability of faculty personnel. Students with major professors off-campus must have a cooperating faculty member on-campus to assist the student with space needs (desk, lab, greenhouse, farm, etc.) and academic procedures. Please refer to the department operational procedures and policies manual (Appendix 3).

Appointment of Graduate Committee

The graduate committee assumes the responsibility for approving the student's program, advising thesis/dissertation research, and conducting required examinations. The committee for an M.S. degree (thesis and non-thesis) will consist of at least the major professor as chair, a second faculty member from the major field, and a faculty member representing a supporting field outside the major field. For PSES, the outside major field is interpreted to mean anyone outside the division of specialty. A fourth member may be appointed. At least one-half of the committee members must be members of the Graduate Faculty. The committee for the Ph.D. degree will consist of at least the major professor as chair, a second member from the major field, one member from a minor or supporting area, and a member from outside the major and supporting fields. A fifth member from within or outside the major field may also be appointed. (See list of PSES faculty, Appendix 2.)

The "Appointment of Major Professor and Committee" form (Appendix 4) should be filed with the ~~graduate college~~ College of Graduate Studies within the first semester of enrollment for a master's program and within the first two semesters for a doctoral program. The M.S. and Ph.D. committees are approved by the vice president of graduate studies in accordance with the recommendations from the department.

First Formal Committee Meeting

Within the first semester (M.S.) or the first two semesters (Ph.D.) of entering the graduate program, the student is required form his or her graduate committee. As soon as possible after the committee is formed a first formal committee meeting should be held. At this

meeting, the student is expected to present a brief summary of his or her research interests and career goals and to respond to questions about this from the faculty. The purpose of the meeting is to allow the faculty to meet the student and to inform the committee so it can effectively advise the student on the suitability of the study plan and research proposal. The study plan should be completed and signed by the committee by the conclusion of the meeting.

The student's major professor will schedule the first formal committee meeting and notify the division chair, department head, division graduate faculty, and graduate committee. The Study Plan is also approved by the student's committee at the interview/examination.

Study Plan and Research Outline

Prior to the first meeting of the graduate committee, the student should, in consultation with the major professor, prepare a schedule of courses and an outline of the proposed research topic. The Study Plan form (Appendix 6) [is available on-line](#) or may be obtained in the department's main office or from the College of Graduate Studies. A Study Plan is a list of the minimum courses and credits required for the degree. Please refer to Section V of this handbook for academic requirements, as well as Part Four of the University of Idaho General Catalog for general university regulations. If transfer credits are listed on the Study Plan, credit conversion from quarter to semester credits must be included on the form.

The proposed schedule of courses and research topic will be discussed at the first committee meeting, revised if necessary, and signatures obtained. After either the respective division chair or department head's approval is obtained, the form will then need to be submitted to the College of Graduate Studies ~~graduate college~~ sometime within the first semester. The form will be posted on the web for access by the student and committee members. If there are any changes to the graduate program or committee, the student needs to submit a change form (see Appendix 7) to the College of Graduate Studies ~~graduate college~~ with the appropriate signatures.

A candidate working on a thesis/dissertation degree will need to work closely with the major professor and other members of the graduate committee to ensure that a well developed research outline is prepared during the first or second semester of enrollment. For a research proposal guide, please refer to Appendix 8.

V. ACADEMIC AND SCHOLASTIC REQUIREMENTS

Academic Requirements

The general and specific requirements are listed in the University of Idaho General Catalog. Each student follows a study plan based upon performance during the study plan

evaluation and on individual career goals. With regard to specific courses, graduate students are expected to meet the same departmental course requirements (or their equivalents) as for the undergraduate degree. Deficiencies should be made up early in the student's graduate career.

The core courses for the M.S. and Ph.D. degree in Entomology are as follows:

ENT 440/540	Insect Identification	4
ENT 541	Insect Ecology	3
ENT 484/584	Insect Anatomy and Physiology	4
ENT 501-01	Seminar Presentation	2-3

Take in addition, a course in applied entomology. Any one of the following would satisfy this requirement.

ENT 322	Economic Entomology *
ENT 547	Fundamentals of Biological Control (2 credits)
ENT 591	Principles of Insect Pest Management (3 credits)
ENT 546	Host Plant Resistance to Insects and Pathogens (3 credits)
ENT 549	Insect-Plant Interactions (3 credits)

*credits in 300-level courses cannot be applied toward graduate degrees

M.S. requirements include a formal program of at least 30 semester hours to be chosen in consultation with the major professor and approved by the student's graduate committee. Of the minimum 30 credits required for the degree, at least 18 credits must be at the 500 level; the remainder may include 400 level courses in the major, and 300 or 400 level courses in supporting areas. Credit in ENT 500 (Master's Research and Thesis) cannot be counted toward the minimum of 30 credits for a non-thesis master's degree. Although no limit is imposed on the number of credits that may be earned in ENT 500 (Master's Research and Thesis) for degrees with thesis, only a maximum of 10 credits in ENT 500 can be used to fulfill master's degree requirements. Two credits of Seminar (501-01) are required. No more than a combined total of 12 credits earned in another school, through correspondence study, while in non-degree status or that are more than eight years old at the time the degree is conferred at the University of Idaho may be included in a master's program. Transfer and correspondence courses must be from schools that offer a graduate degree in the area of the course.

Ph.D. requirements include a minimum of 78 credits beyond the bachelor's degree; of these, at least 52 credits must be in courses numbered 500 and above, and at least 33 of the 78 credits must be in courses other than ENT 600 (Doctoral Research and Dissertation). A maximum of 45 credits of ENT 600 (Doctoral Research and Dissertation) is allowed. Courses

numbered below 300 may not be used to fulfill the requirements for a doctoral degree. Three credits of Seminar (501-01) are required. A doctoral student must complete at least 39 of the 78 required credits in UI courses while matriculated in the College of Graduate Studies.

Of the credits submitted to satisfy the requirements for a doctoral degree, a maximum of 30 may be more than eight years old when the degree is conferred, provided the student's committee and department determine that the student has kept current in the subjects concerned. All other degree requirements must be completed no later than five years after the date on which the candidate passed the preliminary examination. These time limitations can be extended only on recommendation of the committee and approval by the Graduate Council.

Ph.D. candidates are required to participate in the teaching of at least one course during their programs. Students may intern for one semester in any entomology course of their choosing, and under the supervision of the instructor, deliver lectures and interact with students. [Students may enroll in Entomology 597 \(Practicum\) to obtain credit for teaching.](#)

Graduate Seminar

As an integral part of their graduate program, M.S. and Ph.D. students are required to present seminars. The graduate seminar is a professional scientific presentation about a specific topic and must be an oral presentation with an abstract and literature cited. All M.S. programs must include a minimum of two credits of seminar presentation (Section 01) and all Ph.D. programs must include a minimum of three credits of seminar presentation. Ph.D. students can substitute one credit in a seminar given outside of the department/[division](#). In semesters they do not present seminars, students still participate in seminar (Section 02).

The seminar topics will be selected by the student in consultation with the seminar instructor. In addition, each student must give an exit seminar, which will be under the direction of the student's graduate committee. The student's final class seminar should not be the same as the exit seminar; these are two distinct and separate requirements. Students should check with their major professor or seminar instructor regarding seminar announcements and their distribution (please check the Seminar Announcement Board by the PSES main office for seminar postings).

Credit Requirements

Graduate students engaged in any activity requiring faculty time and consultation, or the use of any UI facilities, must register for the number of credits appropriate to the degree of activity. Students engaged in any phase of research, such as writing a paper, thesis, or dissertation, must register for such work in an amount reflecting the effort required, even though the minimum research requirement stated on the study plan may have been completed.

All graduate students who are funded by a full-time (20 hours per week) assistantship must register for 12 credits in a regular academic semester (or 6 5 ??credits during summer session), not including audited courses. Zero credit courses are calculated into a student's class load using the actual credits normally associated with the course. Please refer to the General Catalog for information on zero credit, audit, and pass-fail options. However, on the written recommendation of the major professor or department head and approval by the vice president for Research and Graduate Studies, an appointee is permitted an adjustment to total 24 credits during two successive academic-year semesters. Graduate students on a part-time assistantship also must enroll full-time, consult with your advisor.

A graduate student must be registered at the UI for an appropriate number of credits in the major field during the semester or other academic term in which their degree requirements are completed (including the acceptance of the thesis or other terminal projects and the taking of final defense or comprehensive exam). Students defending or submitting a thesis or dissertation must be registered for thesis/dissertation credits the semester it is defended and/or submitted.

International graduate students must comply with and keep abreast of current rules and regulations of the U.S. Immigration and Naturalization Service (INS). In order to maintain F-1 or J-1 student visa status, *students must be enrolled on a full-time basis*, i.e., at least 9 credits each semester or 6 credits each eight-week summer session, not including zero credit or audited courses. The only exceptions to this requirement permitted by the Immigration Service are: 1) when a student is in his/her final semester and does not need full credit to graduate; 2) for medical reasons that requires verification from a doctor; or 3) for graduate students who have completed all coursework and have only a thesis or dissertation remaining. If there are any questions, please call an international student adviser at 885-8984.

Scholastic Grade Requirements

A candidate for an advanced degree must have a cumulative GPA, based on his/her graduate record, of at least 3.00 (A=4.00). The relevant GPA is calculated as stated in regulation E (part 3 of the General Catalog) except that it is based only on grades received: 1) in all courses taken at UI while the student was enrolled in the particular program (major) leading to the degree sought whether or not those courses are on the student's study plan; 2) in courses that were taken at UI before the student enrolled in the current program and have been included in that program by the student's committee; and 3) in the case of candidates for the master's degree, in UI courses 500 and 599 for an aggregate of not more than 10 credits or the department's allowance of research credits, whichever is the lesser (grades received in these courses for credits in excess of this limitation are treated as if the courses were grades P or F).

Though courses in which grades of D are received may not be counted toward the satisfaction of degree requirements, those grades are included in the GPA.

A graduate student is placed on probation after any semester or summer session in which a grade point average of less than 3.0 is earned, regardless of the student's cumulative GPA. The student will be disqualified if a GPA of less than 3.0 is earned during the second, consecutive semester or summer session in which regular grades are received. He/she may be reinstated as a graduate student under the following conditions: The student may not take classes for at least one regular semester (fall or spring), must get the positive recommendation of the department administrator, must get graduate college permission, and must receive at least a 3.0 grade point average the first semester back in the graduate college.

A grade of *I (Incomplete)* is assigned only when a student has been in attendance and has done satisfactory work up to a time within three weeks of the end of the semester, or within one week of the close of the summer session. Instructors who submit grades of incomplete must specify in writing what the student must do to make up the deficiency, as well as the grade that is to be entered on the student's record in the event that the incomplete work is not made up by the deadline. Students who receive a grade of incomplete at the end of the semester will have six weeks after the first day of classes of the following academic semester (not including summer session) to make up the incomplete work, even if the student is not registered for the following semester. If a student does not make up the work within six weeks, that student's grade will automatically revert to the alternate grade given by the instructor. Students who need more time to finish incomplete work must file with the registrar a "Permit for Extension of Time" card before the end of the six-week period. The card must be signed by the instructor and vice provost for research and graduate studies. The extension will give the student up to one calendar year from the date of extension approval to complete the work. Only one extension is allowed. The graduate college advises students to extend the incomplete for the maximum time that the instructor will allow. The instructor must submit a "Removal of Incomplete" card to the registrar within 72 hours following the expiration date.

The grade of *IP (In Progress)* may be used in courses 500 (Master's Research and Thesis), 599 (Research), and 600 (Doctoral Research and Dissertation). Grades of IP in graduate courses are considered to represent at least grades of B or P. If, in any given semester, the faculty member supervising the student's research considers the student's progress unsatisfactory, a regular letter grade (C, D, or F) should be assigned. When the thesis, dissertation, or other necessary document is accepted, or when a student ceases to work under the faculty member who is supervising the research, the IP grades are to be changed to a letter grade. Changing of IP grades is done in the Registrar's Office by the major professor or co-adviser.

VI. ENTOMOLOGY GRADUATE PROGRAM DEGREE REQUIREMENTS AND PROCEDURES

Length of Graduate Programs and Assistantship Support

M.S. - normally a maximum of two years on a funded program (teaching or research).
Ph.D. - normally a maximum of three years on a funded program beyond a master's degree.
Support for students on programs taking longer than the recommended length will depend upon other funding obtained by the student or major professor, and thus will need approval of the division chair and department head.

Evaluation of Graduate Student's Progress

Each graduate student's progress toward a degree must be reviewed at least annually by the student's graduate committee. The graduate student will submit a tracking sheet (Appendix 9) to the major professor. A performance evaluation form (Appendix 10) will then be completed by the major professor after consultation with the graduate committee. The evaluation will be reviewed with the graduate student, and he/she will be given the opportunity to make comments. The evaluation form and tracking sheet are then submitted to the division chair for review.

Unsatisfactory Progress: If a review shows problems or unsatisfactory progress, the following procedure should be used:

- 1) The student should be counseled by the major professor and graduate committee members, as well as the division chair or department head.
- 2) Suggestions must be given to help the student progress toward the degree objectives.
- 3) Student's progress must be reviewed within six months after consultation. If progress is satisfactory, the student will be allowed to continue towards completion of the degree. If progress is again unsatisfactory, then the student's degree program may be terminated (requires majority vote of the student's graduate committee, departmental guidance committee, division chair, and with final approval of the department head). An appeal to the department head will be required to overrule the committee's decision.

M.S. Requirements and Procedures - Thesis Option

Please refer to Appendix 11 for a listing of the College of Graduate Studies Procedure and Time Element Requirements. When preparing your thesis, please refer to the "Graduate Handbook for Theses and Dissertations" (obtain a copy from the graduate college website).

Thesis Procedure

Preliminary Draft: The first draft of a thesis or manuscript is prepared by the student in close consultation with the major professor, who is charged with ensuring that the draft is in acceptable condition for review by the graduate committee. The thesis may be prepared in standard thesis format or as a compilation of journal manuscripts, as determined by the student and major professor in cooperation with the graduate committee.

Review Draft: This draft is prepared by the student, incorporating ideas and suggestions made by the major professor. The student prepares copies for all graduate committee members. The student should allow two weeks for review of the draft by the committee members. If major alterations are recommended by the committee members, this procedure may need to be repeated.

Revised Draft: After the review draft meets the approval of the graduate committee, a revised draft is prepared for approval by the major professor and committee. The student then submits the revised draft to the graduate committee to obtain permission to proceed with the final defense of the thesis. (See the next section for information of the final defense of the thesis.) Students should allow the committee at least three days to read the revised draft of the thesis prior to the final defense. After the final defense of the thesis, any changes suggested by the committee and/or administrative review will be incorporated and the final draft of the thesis prepared for submission to the College of Graduate Studies. Acceptance of manuscripts for publication by a refereed journal is not required for graduation, but is encouraged.

Final Defense of Thesis and Final Examination

When the student submits the revised draft of the thesis (see above) to the graduate committee s/he obtains the form "Request to Proceed with Final Defense of Thesis" (Appendix 12) from the graduate college or copy it from the *Graduate Handbook for Theses and Dissertations*. The student completes the form then obtains signatures of the major professor and graduate committee members on this form. The student and major professor then consult with committee members to select a satisfactory time and place for the thesis defense and exam. After the date, time and place for the thesis defense and final exam are resolved, the student returns the "Request to Proceed with Final Defense" form to the graduate college and receives a "Final Defense Report" form. At this point, the major professor informs the graduate committee members, department faculty, division chair and department head of the time and location of the thesis defense and final exam.

The final examination is usually oral, but part may be written. All members of the committee must be present at the final exam. If a member must be absent, a memo from the

absent person giving authorization for a proxy to act on his/her behalf must be sent to the graduate college for approval prior to the exam. Other interested faculty may be present and will be invited to participate. The major professor will act as moderator and will guide the direction of the questions. At the beginning of the exam, the student will present a 30-40 minute formal seminar on the thesis research. During the remainder of the exam the student will be expected to defend the thesis and demonstrate a solid grasp of academic knowledge-related entomology.

The decision as to whether the student passes or fails the final exam rests with the committee members. An advisory vote of the graduate faculty in attendance will be taken and considered by the student's committee. A favorable majority vote by the graduate committee is required to pass the student. The "Final Defense Report" form is to be submitted to the College of Graduate Studies after the defense (regardless of the results). If the defense is successful, the major professor indicates on the form the grade to be given for all previous "IP's."

Should the student fail the final exam, they may repeat the exam once within a period of not less than three months and not more than one year after the first attempt. If the examination is failed and is either not repeated or not successfully repeated within a one-year period, the student will be moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program (reinstatement requires a petition to the Graduate Council).

Following a successful defense of the thesis, the candidate must submit the final copies to the College of Graduate Studies within six (6) months; otherwise, the candidate must defend the thesis again and may be required to revise it or write an entirely new one. Remember, you must be registered for 500 (Research and Thesis) the semester in which you submit and/or defend your document.

Deposit two unbound copies of your approved thesis and one additional copy of the title page and abstract to the College of Graduate Studies by the date specified in the Time Schedule. Completion of the University Microfilm International (UMI) form is optional for master's theses, but is available in the graduate college office to those who wish microfilm publication by UMI. This form is to be submitted with the thesis.

M.S. Requirements and Procedures - Non-Thesis Option

Please refer to Appendix 11 for a listing of the College of Graduate Studies Procedure and Time Element Requirements.

In some cases a student may be permitted to enter into a M.S. non-thesis program in the Division of Entomology. This option is primarily intended for a student who does not plan to

pursue a career in research. The student would be expected to pass a comprehensive exam and write a final report on an appropriate technical subject. The M.S. non-thesis option is normally available only on approval by the division chair and major professor prior to admission into the department. It is not available subsequently to students originally enrolled in the M.S. thesis research option, except under special circumstances, and requires approval by the division faculty.

Professional Problem

The nature of the technical report/professional problem would be agreed upon by the student and graduate committee no later than the end of the first semester. Copies of the completed report must be given to the major professor and committee at least one week before the comprehensive exam. The essential difference between this report and a thesis is that the report is usually not based on original research performed by the candidate.

Comprehensive Examination

This written and/or oral examination is taken after the completion of most of the degree requirements, which includes completion of all course work stipulated in the study plan. The decision as to whether the exam will include a written component rests with the major professor and graduate committee. The major professor, in consultation with the student and the graduate committee, selects a satisfactory time and place for the exam. The major professor then informs the graduate committee members, departmental faculty, division chair, and the department head of the time and location of the oral exam. The department requires that all members of the committee must be present at the comprehensive exam. If a member must be absent, a memo from the absent person giving authorization for a proxy to act on his/her behalf must be sent to the graduate college for approval prior to the exam.

A majority favorable vote of the graduate committee is required to pass or fail the student. An advisory vote of the graduate faculty in attendance will be considered by the student's committee. If the student passes, the major professor files the form, "Non-Thesis Requirement Form" (Appendix 14) with the graduate college. Should the student fail the exam, the comprehensive exam may be repeated once within a period of not less than three months and not more than one year after the first attempt. If the examination is failed and is either not repeated or not successfully repeated within a one-year period, the student will be moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program (reinstatement requires a petition to the Graduate Council).

Ph.D. Requirements and Procedures

Please refer to Appendix 11 for a listing of the College of Graduate Studies Procedure and Time Element Requirements, as well as Section IV of this handbook. When preparing your dissertation, please refer to the "Graduate Handbook for Theses and Dissertations" (obtain a copy from the graduate college).

Preliminary Examination

The student will take a preliminary examination after completing the majority of the required course work and an extensive review of entomological and related literature. The exam will consist of both written and oral parts and requires a synthesis of knowledge leading to philosophical discussions related to entomology. Student preparation is variable, but normally involves several months of intensive study. Consultation with the student's major professor and graduate committee is advised. All members of the committee must be present at the preliminary exam. If a member must be absent, a memo from the absent person giving authorization for a proxy to act on his/her behalf must be sent to the ~~graduate college~~ College of Graduate Studies for approval prior to the exam.

Written Exam: The examination consists of ~~three or four~~ **four or five** (depending on whether a minor field examination is taken) written sections, assessing the following:

- * Competence in the major area of specialization
- * Knowledge of three support areas, selected from the following fields:
 - Insect Ecology
 - Insect Physiology and Anatomy
 - Insect Systematics** and Biodiversity
 - Applied Entomology
- * Minor Field (optional at the discretion of the outside committee member)

Each section will consist of four to five questions and must be completed in a single day. The entire written portion must be completed in four weeks or less. A chairperson for each written examination area is appointed by the major professor. The major professor is also automatically appointed as the chairperson of the major area of specialization. The chairperson for each examination area will select questions with input from other members of the examination committee and the entomology faculty.

Oral Exam: The oral examination must be completed within two weeks after the successful completion of the written exam. It will be attended by the student, the examination committee, the graduate committee and other faculty. It is designed to further determine the level of the student's academic capabilities and is based, in part, on the subject matter covered in the written evaluation, but will include questions on other areas of entomology and biology.

The oral examination also provides the committee and division with an opportunity to further evaluate the student's professional aptitude and philosophy. All faculty members present can ask questions, but priority is given to members of the graduate committee. There is no set time limit on the duration of the oral examination, but approximately two hours is typical.

Evaluation: The evaluation of performance involves an assessment of the student's knowledge base, professional bearing, and philosophy. Performance must be judged to be at a high academic level

Written exam: The chairperson of each written section evaluates the exam. Responses to questions are typically classified as strong pass, pass, weak pass, marginal fail or fail. Then the entire exam is similarly evaluated. Comments and evaluations should be made on separate sheets of paper to avoid influencing later evaluators and to facilitate later discussion of specific points with the student. [If responses to a written exam are classified as fail, a second evaluator chosen by the major professor in consultation with the division chair, will be asked to review the exam.](#) A student's primary exam should display a very high level of knowledge as well as technical accuracy. A slightly lower level of performance is acceptable on secondary exams. The chairperson of each area then meets with the examination committee and presents the cumulative evaluation of the subject exam. The examination committee then evaluates the students' performance on the entire exam to determine if he/she has passed the written preliminary exam. Exam results should not be reported until the entire committee has evaluated the exam.

Oral exam: The decision as to whether the student passes or fails the oral preliminary exam rests with the graduate committee. The committee will solicit comments from other faculty members present and consider their input while voting. A majority vote of the graduate committee is required for the student to pass. The "Report of Preliminary Examination and Advancement to Candidacy" form (Appendix 15) must be returned to the ~~graduate college~~ College of Graduate Studies.

Should the student fail a portion of the written or oral exam, the examination or graduate committee, respectively, may ask that some or all of the written portion be retaken or schedule another session of the oral exam. If the student fails entire written or oral exam, he/she may repeat it only once, within a period of not less than three months and not more than 12 months. If the examination is not repeated or is not successfully repeated within one year, the student will be moved to unclassified status within the eCollege of Graduate Studies and is no longer in the degree program. Reinstatement requires a petition to the Graduate Council.

Dissertation Procedure

Preliminary Draft: The first draft of the dissertation is prepared by the student in close consultation with the major professor who will review the draft and ensure that the dissertation is in satisfactory condition before authorizing the student to prepare a review draft. The dissertation may be in standard thesis format or a compilation of journal manuscripts, as determined by the student and major professor in cooperation with the graduate committee.

Review Draft: The student will prepare multiple copies of the review draft incorporating ideas and suggestions of the major professor and submit one copy to each graduate committee member. The student should allow up to two weeks for review by the graduate committee.

Revised Draft: After the review draft meets the approval of the graduate committee, a revised draft is prepared for approval by the major professor and committee. The student then submits the revised draft to the graduate committee to obtain permission to proceed with the final defense of the dissertation. (See the next section for information of the final defense of the dissertation.) Students should allow the committee at least three days to read the revised draft of the dissertation prior to the final defense. After the final defense of the dissertation, any changes suggested by the committee and/or administrative review will be incorporated and the final draft of the dissertation prepared for submission to the College of Graduate Studies. Acceptance of manuscripts for publication by a refereed journal is not required for graduation, but is encouraged.

Final Defense

When the student submits the revised draft of the dissertation (see above) to the graduate committee s/he obtains the form “Request to Proceed with Final Defense of Thesis” (Appendix 12) from the graduate college or copy it from the *Graduate Handbook for Theses and Dissertations*. The student completes the form then obtains signatures of the major professor and graduate committee members on this form. The student and major professor consult with committee members to select a satisfactory time and place for the thesis defense and exam. After the date, time and place for the thesis defense and final exam are resolved, the student returns the “Request to Proceed with Final Defense” form to the graduate college and receives a “Final Defense Report” form. (Note: The final defense for a doctoral degree is not taken less than working 10 days after approval by the college of Graduate Studies and rarely taken less than five months after advancement to candidacy.) At this point, the major professor informs the graduate committee members, department faculty, division chair and department head of the time and location of the thesis defense and final exam.

The Division of Information Technology Services (ITS) is also interested in videotaping graduate thesis and dissertation defenses for later playback to the university community on

UITV 8 and for use as a video resource for students and faculty both on and off campus. For information, contact ITS at 885-7755.

The final oral exam will be attended by the student, all members of the graduate committee, and other interested faculty. If a member must be absent, a memo from the absent person giving authorization for a proxy to act on his/her behalf must be sent to graduate college for approval prior to the exam. Other interested students may attend the exam, with the consent of the student and the student's graduate committee. The examination will be preceded by a 40-minute, professional seminar on the dissertation research. Committee members will have priority in the questioning; other department graduate faculty members may participate at the discretion of the major professor, who will act as moderator and will guide the direction of questioning. The exam will consist primarily of defense of the dissertation, but is not limited to that. The duration of the oral exam is usually about two hours.

The decision as to whether the student passes or fails the exam rests with the graduate committee. An advisory vote of the graduate faculty in attendance will be taken and considered by the student's committee. A favorable majority vote by the committee is required to pass the student. The "Final Defense Report" form is to be submitted to the College of Graduate Studies after the defense (regardless of the results).

Should the student fail the exam, the committee may make recommendations as to whether or not the student should repeat the exam. The interval before the second attempt may not be less than three months or longer than one year. If a student fails the final defense a second time, or if the major professor and graduate committee does not allow the student to repeat the defense after the first failure, the student is automatically moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program (reinstatement requires a petition to the Graduate Council).

Following a successful defense of the dissertation, the candidate must submit the final copies to the College of Graduate Studies within six (6) months; otherwise, the candidate must defend the dissertation again and may be required to revise it or write an entirely new one. Remember, the candidate must be registered for ENT 600 (Research and Dissertation) the semester in which the dissertation is submitted and/or defended to the College of Graduate Studies. All "IP" grades need to be removed by the major professor once the document is acceptable to the committee.

Deposit two unbound copies of your approved dissertation and two additional copies of the title page and abstract to the College of Graduate Studies by the date specified in the Time Schedule. The University Microfilm International (UMI) forms are available in the graduate college office as is a Survey of Earned Doctorates, and they must be submitted with the dissertation.

VII. FINANCIAL ASSISTANCE

Graduate Assistantships

Research Assistantships (RA) and Teaching Assistantships (TA) may be funded from state or federal appropriations or from grants received from numerous state, federal, and private granting agencies. Graduate assistantships are awarded based on departmental research needs and resources and on previously demonstrated scholastic ability, experience, and potential research and teaching competency. Graduate students with assistantships are exempt from out-of-state tuition (**\$3,696 FY03**), but must pay full-time, in-state registration fees (**\$1,944 per semester FY03**) each academic semester while supported by an assistantship.

Faculty have the option of placing students on fiscal year appointments (July 1 - June 30) or academic year appointments (August 19-May 15). However, all appointees do not accrue sick or annual leave. Students may be allowed the regular school vacation periods upon request to the departmental administrator through the major professor. Health insurance is not covered by assistantships (please refer to the registration section in this handbook for further information on insurance coverage). Also, neither social security withholding tax (FICA) nor out-of-state tuition fees are paid by students on assistantships.

Scholarships and Research Fellowships

Graduate students may receive financial assistance from various scholarships and research fellowships on a competitive basis. Recipients are expected to make satisfactory academic progress to continue receiving federal or state financial aid. Please refer to the scholarship booklet distributed by the college's Academic Programs Office for a complete listing of College of Agriculture scholarships. One example of a college research fellowship is the *Iddings Research Fellowship*, but this is not available to graduate students supported by assistantships. You may also want to check for scholarship announcements posted on the bulletin board outside of the PSES main office. For additional information on scholarships and financial aid, please contact the Office of Academic Programs in the College of Agriculture (885-7984) or the university's Student Financial Aid office (885-6312).

Travel Grants

The department and the Graduate Student Association ~~has~~ have travel grants available to students. Contact your major professor for further information.

VIII. REGISTRATION REQUIREMENTS

Registration - Regular Academic Semester

Due to recent changes in the university's registration and fee payment system, graduate students need to keep abreast of all registration procedures and deadlines. Early course registration **is strongly advised** for continuing students, unless extraordinary circumstances prevent it. Please refer to the Time Schedule for registration and fee payment information.

At the time of on-line course entry, it is a good idea to double-check your address information (local and permanent). The mailing address shown on the screen is where final grade reports and registration billing statements are mailed to, as well as inclusion in the campus directory. This address update system is also available throughout the year.

During registration fee payment, graduate assistants will need to indicate that they have a 100% appointment with PSES and pay for all but the applicable non-resident tuition. Names will be verified from a list of appointments; but if a student has not been officially appointed, the Controller's Office will request that a special permit be prepared. Contact the department's academic assistant if you need this registration permit form or a photocopy of your Personnel Action Form.

Remember that registration is not complete until fees are paid. It is a good idea to make sure that all controller/academic holds are cleared and that you have the correct amount of money and signed forms. You may also pay fees by credit card if that is more convenient for you. Failure to follow the payment schedule will result in service charge (\$50) and late fee (\$50) assessment and/or disenrollment from classes; therefore, please refer to the Time Schedule for applicable registration/fee payment dates and procedures. If you are on staff appointment, be sure to provide (in duplicate) a completed and signed "Staff Registration Permit" form (Appendix 16) with your check and pay the applicable fees.

Off-Campus Registration

A graduate student must register for independent study or research that is to be performed off campus and that will require a faculty member's time and supervision. Students undertaking such off-campus activities may register using a touch-tone phone or via a computer that has a link to the UI mainframe. Registration procedures for off-campus students are the same as for on-campus students.

For those off-campus students who fail to register early because of extenuating circumstances, fee payment will need to be arranged by contacting the Student Accounts Office at 208/885-7447. Please make sure that all controller/academic holds are cleared and that you have sent the correct amount of money and signed forms. Late registration charges usually

begin on the first day of classes each semester; therefore, please refer to the Time Schedule for applicable registration/fee payment dates and procedures.

Summer Session Registration

Graduate students on teaching assistantships must register for full-time credit (6 credits) during the summer session--this is necessary because of engaging in activity requiring faculty time and consultation, as well as the use of UI facilities. The graduate college pays summer session fees up to a maximum of 6 credits for a graduate student who held a graduate teaching assistant appointment during the previous spring semester and who will be continuing on an approved degree program during the summer. The credits must be applicable toward the student's degree. Students on research assistantships need to contact their major professor regarding summer registration requirements. If they are working toward their graduate program, they need to register for a minimum of 1 credit in summer.

Staff Registration

Staff who are using a "Staff Registration Permit" form can register for no more than 3 credits during the summer or 6 credits during the academic year. Otherwise, full fees are charged for credits in excess of this limit please refer to the Faculty-Staff Handbook for more information.

Cooperative Course Registration

Departments at the University of Idaho and Washington State University (8 miles west of Moscow) are encouraged to establish and maintain cooperative academic efforts. Cross-listed courses available on either campus are identified in departmental listings (see Appendix 17), and offerings are listed in the General Catalog and Time Schedule. If a course number is preceded with a letter designation of "ID", it refers to the course as being offered at the University of Idaho but available to WSU students. If a course number is prefixed with "WS", it is a course offered at Washington State University but available to UI students. A prefix of "ID&WS" is a cooperative course offered on either campus.

Follow regular registration procedures for courses already listed as being cooperative in the Time Schedule. But if you are interested in taking a WSU class that is not cooperatively designated, you need to first ask the instructor for permission to enroll in their class. Once permission has been granted, you then need to see the academic assistant in the PSES office to obtain a special section number in either Special Topics or Directed Study. The subtitle will usually be the name of the WSU course, so that it will be correctly reflected on grade reports and transcripts.

Currently, there is a shuttle system between the two universities. Please contact "Wheatland Express" in Pullman, Washington, for further details and rates (334-2200). Carpooling arrangements can also be made at the PSES Graduate Student Association meetings.

Insurance

All students enrolled in academic courses for credit, excluding board appointed faculty and staff, are automatically covered by *accident* insurance during the academic year. The insurance does not cover illness. Health and extended accident insurance plans are available to UI students enrolled for 4 or more credits and their spouses/dependants. International students on non-immigrant visas must either purchase this optional insurance for themselves (plus any accompanying dependent family members) or document coverage by equivalent insurance as part of their obligation to establish proof of financial responsibility for expenses incurred while attending the university. Students are asked to indicate during registration whether they wish to purchase student health insurance or provide documentation of alternate health care coverage. Students who can document proof of an equivalent program may be issued a waiver. For further information on insurance coverage and rates, please contact the Administrative Affairs Office (885-7177) or the International Programs Office (885-8984).

IX. GRADUATE STUDENT GROUPS

Aldrich Entomology Club

Graduate and undergraduate entomology students can participate in the Aldrich Entomology Club. The club's main purposes are to expand students' professional experiences and to enhance interaction among entomologists. There is the opportunity to practice honeybee management for honey production and, when available, pollination of crops in departmental research projects. Some of the funds generated from these efforts are deposited in an interest-bearing travel grant fund. The club officers and adviser administer the program, soliciting proposals and making awards to support student travel to professional meetings. Members can use other funds to support entomological activities such as informal seminars and collecting trips or social events like picnics.

Graduate Student Association

The GSA was established at the University of Idaho in 1990 as the first campus-wide graduate student organization. All graduate students are automatically members of GSA, and officers are elected annually. An important resource for graduate students is the travel grants program. The goals of GSA are to improve graduate education at the University of Idaho by

lobbying for better research and teaching assistantships, opportunities, and professional development. Further information can be obtained by contacting either our department's GSA representative or the graduate college.

International Association

University international and domestic students have formed a new international group, which will bring greater recognition and visibility to all international activities on the UI campus and in the community. This group will provide a forum to discuss ideas, share cultures, and sponsor events and service projects. Further information may be obtained from the International Programs Office (223 Morrill Hall).

Plant and Soil Science Club

This organization is open to both undergraduate and graduate students who share an interest in plants, soils, and the many specialized areas of study involving them. Members participate in various activities throughout the year (plant sales, picnics, field trips, pizza parties, holiday functions, etc.). Please contact Professor Bob Tripepi at 885-6635 for more information.

PSES Graduate Student Association

The PSES GSA was formed in 1991 as a subsection of the university GSA. The organization was formed to establish unity amongst the graduate students within the four divisions as well as to share information and resources, to foster open communication between graduate students and the administration, and to provide a forum for social interaction. Officers and division representatives are elected annually. Officers and division representatives attend departmental and divisional faculty meetings and serve on various committees.

Weed Science Graduate Student Association

The Weed Science Graduate Student Association raises external funding to support travel to regional and national meetings for those students who are not presenting papers. (Project funds are generally used to support students who are giving presentations.)

X. GRADUATE STUDENT AWARDS

Manis Award

The Manis Award is presented each year to an entomology graduate student producing an outstanding journal article or thesis/dissertation.

W. F. Barr Fund

Entomology graduate students compete for research funds from the W. F. Barr Fund, which supports insect survey and collecting trips that pertain to their research projects and travel to meetings.

Outstanding Graduate Student Paper Presentations

Graduate students may receive awards from different societies in their field for outstanding paper presentations. For further information, ask either your major professor or any of the following society examples: Western Society of Crop Science, Western Society of Soil Science, Western Society of Weed Science, Entomological Society of America, etc.

XI. GRADUATION, EXITING, AND JOB PLACEMENT

Formal commencement exercises are held only at the close of the fall and spring full semesters; however, diplomas are also issued at the close of each academic term to such candidates as have completed "all requirements" by the deadlines published for graduation in that term. "All requirements" is defined as all course work, all departmental requirements, the final defense and submission of the thesis/dissertation or the results of the comprehensive examination, and the filing of the Application for Advanced Degree (Appendix 18). *Delays caused by any reason (the student, faculty members, or department procedures) could cause the student to register and graduate the next semester.*

All students who graduate in the summer, fall, or spring are entitled to participate in any of the annual commencement exercises. Diplomas are ready about ten to twelve weeks after the end of the academic session in which graduation requirements are completed.

When a graduate student completes their degree program and has final graduate college approval, two copies of the thesis/dissertation need to be given to the academic assistant in the PSES office for binding (department copy and major professor copy). If manuscripts replace a thesis, they will still need to be submitted to the office for binding. The department will cover the binding costs for these two copies (without face stamping). If the major professor wishes to have additional copies bound, they can also be given to the academic assistant; however, the binding costs will be the major professor's responsibility (please supply budget number). If the student wishes additional copies bound, they can take them directly to the Quick Copy Center in the Media Center Annex on campus and pay for binding/postage charges or the academic assistant can arrange for the binding when the professor/departmental copies are ordered.

Please leave a forwarding address with the PSES main office before departure so that mail can be forwarded. You also need to leave a forwarding address with the U.S. Post Office;

and if a foreign student, you need to notify the International Programs Office of your departure. This is also a good time to return any keys to the department.

All announcements of available positions are posted weekly on the bulletin board outside of the PSES main office, as well as the college's job announcement board near the dean's office. There are also placement services available to members of professional societies (i.e., American Society of Agronomy, Weed Science Society of America, etc.) and many of the services are most active at the annual meetings. The Career Services Center on campus assists students and alumni in obtaining employment appropriate to their ability, education, and experience. For further information, please contact the Career Services Center (885-6121).

Upon request faculty members will usually write letters of recommendation for those seeking jobs or further graduate training. The recommendations are factual and objective.

XII. STUDENT SUPPORT SERVICES AND GRIEVANCE PROCEDURES

The University of Idaho offers many student support services: Academic Advising and Counseling, Tutoring and Academic Assistance Center, Student Advisory Services, Study Abroad, Women's Center, National Student Exchange, Services for Students with Disabilities, Learning Disabled Students, Minority Student Programs, Counseling Center, Student Health Service, etc. For further information please refer to the General Catalog or contact the Student Advisory Services office.

Grade disputes should first be discussed with the instructor. If not resolved, then an appeal can be made to the university's Academic Appeals Board. If grievances other than grade disputes arise, the student should discuss the problem first with the major professor. The student may then visit with committee members. If resolution of the problem is not attained, visit with the division chair and/or department head. If none of these arrive at a suitable solution, the department head will provide details for further appeal.

Students and major professors are advised that the right of petition exists to waive or modify any university regulation. However, favorable action can be expected only when circumstances and the presentation clearly justify an exception. Precedents are not set by previous actions and may not form the basis of a petition; rather the situation concerning the student involved is given consideration on an individual basis. A \$5 fee is charged for each petition submitted to the Academic Petitions Committee or Graduate Council.

XIII. APPENDICES

- 1 Greenhouse Policy and Operations
 - 2 Faculty Listing
 - 3 Department Operational Procedures and Policies
 - 4 Appointment of Major Professor and Committee
 - 5 Study Plan
 - 6 Graduate Program/Committee Change
 - 7 Research Proposal Guide
 - 8 Tracking Sheet
 - 9 Performance Evaluation Report
 - 10 Procedure and Time Element Requirements
 - 11 Request to Proceed With Final Defense of Thesis/Dissertation
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