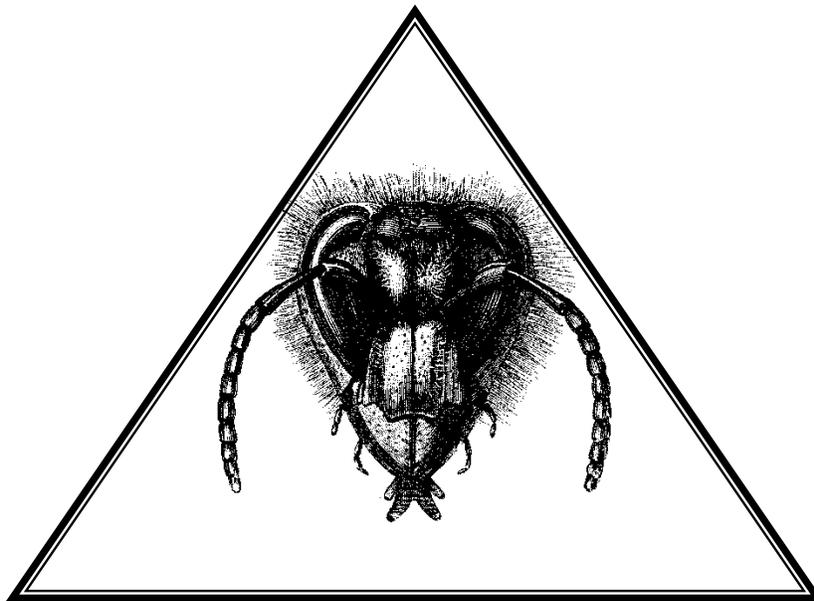




Entomology Graduate Program Handbook



CLEMSON UNIVERSITY
Entomology Graduate Programs
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1. Link to Graduate School Policy Handbook webpage

These guidelines supplement the current version of the Clemson University

Graduate School Policy Handbook:

https://www.clemson.edu/graduate/files/pdfs/g_s_policy_handbook.pdf

The policies and procedures of the Graduate School have been established to ensure that a consistent set of standards are followed from the admissions process all the way through to the awarding of degrees for every Graduate School program.

Graduate School Forms: <https://www.clemson.edu/graduate/students/forms.html>

Graduate School Deadlines: <https://www.clemson.edu/graduate/students/deadlines.html>

2. INTRODUCTION

These *Graduate Student Requirements* are provided to assist you in accomplishing your academic and career objectives and to help you comply with general requirements and expectations for all Entomology graduate students. Although 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 Major Advisor, the Entomology Graduate Coordinator, and other Entomology faculty members are available to help you understand the various aspects of the *Requirements*, but it is ultimately 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.

3. OVERVIEW OF THE PROGRAM

The Entomology (ENT) Program offers M.S. and Ph.D. programs. Either option requires the completion of a research thesis (M.S.) or dissertation (Ph.D.)

Graduates of the Entomology graduate program may enter careers in academia, agriculture, public and private museum science, pest diagnosis and control, forestry, wildlife biology, military and other health management organizations, biotechnology, and a wide variety of government regulatory agencies.

Program Mission

The mission of the Entomology Graduate Program at Clemson University is to support and encourage the graduate students, and to provide them with state of the art learning, research, and outreach experiences that will prepare them to become scientific pioneers and leaders in Entomology.

Contact Information

Program Coordinator: Dr. Michael S. Caterino
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Office: E254 Poole Ag. Center
Phone: 864-656-3105

Program Admin. Assistant: Ms. Tracy Reynolds
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The Program Coordinator promotes the program and makes recommendations regarding graduate admissions offers. The Program Coordinator also oversees the regulations and procedures of the program, coordinates curriculum updates, and interacts with the Graduate School on matters such as student status, assistantships, and fellowships. After your Major Advisor, the Program Coordinator is your first contact should any issue arise regarding your academic progress or the program curriculum.

Note on Rules and Checklist

All items on the on-line checklist/progress report (see Appendix 4) must be current 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. A checklist attached to this document (Appendix 1) summarizes the primary deadlines you will need to meet.

4. ADMISSION TO THE ENTOMOLOGY GRADUATE PROGRAM

- a. Inquiries about the Entomology Graduate Program are welcome and encouraged; these may be directed to the Entomology Graduate Program Coordinator or other Entomology faculty members (<https://www.clemson.edu/cafls/departments/entomology/people/index.html>). Admission to the Entomology Graduate Program is accomplished under the regulations of the Clemson University Graduate School. All application materials (<https://www.applyweb.com/clemson/index.ftl>) must be submitted to the Graduate School for processing. Applications are reviewed by the members of the Entomology Graduate Program Admissions Committee. This Committee's recommendation concerning admission is approved by the Entomology Graduate Coordinator and by the Graduate School, which has final authority on admissions.
- b. The Entomology Graduate Program considers applications for M.S. and Ph.D. degree-seeking students. In special cases, the Entomology Graduate Program provides an option for a Master's *en route* to the Ph.D., once the student has been accepted into the M.S. degree program (see Section 7 below). The Entomology Graduate Program also participates in a B.S. to M.S. program, allowing upper division undergraduates to apply credits from graduate level coursework to a graduate degree, while bypassing Graduate School application and GRE requirements. See <https://www.clemson.edu/graduate/academics/fasttrack.html> for further details.
- c. Requirements:
 - i. A Graduate Record Examination (GRE) is required. There is no minimum score requirement, but scores exceeding 150 for verbal and quantitative components, and 4.0 on the analytical writing portion, are typical for successful applicants.
 - ii. For students from countries where English is not the official language, TOEFL or IELTS scores must be reported; TOEFL scores should generally exceed 90 (combined) IELTS scores should generally exceed 7.0.
 - iii. Ordinarily, a Master's Degree with a thesis requirement is expected of students applying to the Ph.D. program. Students who wish to transit directly to a Ph.D. degree Program from a B.S. or B.A. must demonstrate competence in independent research and exceptional academic ability.
 - iv. Strong letters of recommendation from at least two referees familiar with the applicant's academic history.
- d. Other expectations:
 - i. A Grade Point Average (GPA) 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 GPA of at least 3.00 or its equivalent in graduate coursework.
 - ii. In nearly all cases, an applicant should have identified and contacted a prospective major advisor from among the Entomology faculty, whose areas of specialization closely correspond to the applicant's goals.
 - iii. Some of the above expectations may be offset by other evidence of accomplishment, such as high-quality publications or other evidence of involvement in entomological research; or by strong recommendations by one or more Entomology Graduate Program faculty with whom the student would work.
 - iv. All applicants are strongly urged to visit Clemson University and meet the Entomology Graduate Program's faculty, staff, and students.

- e. Financial Information:
 - i. Assistantships are awarded on a competitive basis to qualified students, both domestic and international. (See Section 8: Entomology Graduate Program Financial Support for Graduate Students, below, for more detailed information.) Tuition and fees for students receiving support are a reduced flat fee. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by the end of the second week of that semester.
 - ii. If you have been awarded an assistantship, you must report to the Administrative Assistant handling Human Resources for the School at the beginning of your assistantship and complete the following forms: information sheet, tax forms (federal and state), and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver's license, birth certificate, or Social Security card [required]).
- f. All graduate students are required to attend the Graduate School orientation held on the Monday before classes start in the fall. The Department of PES also provides an orientation at the start of each fall semester, which you must attend. The date, time, and location of the orientations will be provided to you shortly after you receive your admissions acceptance packet.

5. MAJOR ADVISORS AND ADVISORY COMMITTEES - The Entomology program follows the Graduate School Policy Handbook's guidelines for forming and modifying advisory committees, requiring three members of the Graduate Faculty for M.S. advisory committees, and four for Ph.D. advisory committees. Entomology adds several minor considerations as follows:

- a. Students enrolled in Entomology Graduate Program whose primary Major Advisor is stationed off-campus are required to have at least one committee member who is stationed on the Clemson University main campus.
- b. The Major Advisor must be a tenure-track or tenured faculty member within the department of Plant & Environmental Sciences. Certain Special Faculty (as defined by the Clemson Faculty Manual), including Adjunct Faculty, Research Faculty, and Extension Faculty, may serve as co-Major Advisor if appointed to the Plant & Environmental Sciences Graduate Faculty.
- c. 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.
- d. Clemson University has ruled that no Emeritus faculty member may serve as a sole primary advisor to a degree-seeking student. Therefore, any student whose Major Advisor holds emeritus status must also establish a Co-Major Advisor. The latter will serve as Principal Co-Major Advisor, with regard to official paperwork and signatory authority.

6. REQUIREMENTS FOR DEGREE

a. Assessment Examination (Form PES/ED-2)

- i. All incoming graduate students will be required to take an Assessment Examination that covers basic science and general knowledge, the student's comprehension of the scientific method, and the student's ability to generalize and synthesize from different scientific disciplines, and his/her understanding of entomological subjects. The exam will also 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.
- ii. 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.
- iii. The report of the examination (**Form PES/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 Graduate Program Coordinator. A report must be filed for each examination.

b. Program Planning Review

- i. In conjunction with and immediately following the Assessment Examination, a Program Planning Review will be administered by the student's Advisory Committee, in order to:
 - a) formulate a plan to overcome deficiencies identified in the Assessment Examination and relevant to the student's career objectives.
 - b) outline a Plan of Study (**Form GS-2**) and a research program consistent with the student's career objectives.
- ii. This meeting will serve as an annual committee meeting and be so indicated on **Form PES/ED-2**.
- iii. At least one week prior to the Assessment 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 his/her proposed graduate degree program.
 - d) A preliminary general research plan. (This is not yet expected to be a fully developed Research Proposal (Sec. 6.d), but must include the following elements: Title, Summary of problem, Literature review, Hypotheses, Methods, Budget, and Proposed funding source(s))

c. Curricula

- i. The Plan of Study (**Form GS-2**: <https://www.clemson.edu/graduate/students/plan-of-study/index.html>) is a listing of the courses that a student plans to complete and apply toward the minimum credits required for the particular degree program. In addition to the minimum requirements in ‘ii’ and ‘iii’ below, the Entomology program requires courses in several specific areas, as detailed in Table 1.
- ii. M.S. - A minimum of twenty-three (23) semester hours of graduate credit (exclusive of thesis research) and seven (7) semester hours of thesis research (ENT 8910) 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 8000 level or above.
- iii. Ph.D. – The Graduate School requires that Ph.D. students receive ≥ 30 hours of coursework beyond the M.S. degree (if previously awarded), or ≥ 60 hours beyond that of the B.S./B.A., if the student has not previously obtained an M.S. Doctoral degree advisory committees are encouraged to require courses other than those that directly support the dissertation research. Twenty-six (26) or more hours of doctoral research (ENT 9910) are required, along with Entomology Graduate Program Core Courses and any other requirements established by the student's Advisory Committee.
- iv. Variations in these degree prerequisites and course expectations may be recommended by the student's Advisory Committee and approved by the Graduate Coordinator (see Section 10, below).
- v. 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 the required course by demonstrating competency and/or providing evidence of equivalency to his/her Advisory Committee and the faculty member responsible for that subject area. The responsible faculty member for that subject area will file a memorandum stating the recommendation for the student's file. When determined necessary by the Advisory Committee or core-course faculty member, a special examination may be offered to meet these requirements. Because of Graduate School requirements, such waived courses must be substituted with structured courses that satisfy the Graduate School rule regarding 6000- and 8000-level courses; these substitute courses are to be approved by the student's Advisory Committee and the Graduate Coordinator, compatible with the student's goals and needs.
- vi. A graduate student must maintain a minimum overall GPA of B (3.0) for all graduate-level courses, and a B average in all courses listed on the Plan of Study (**Form GS-2**). If at any time the student fails to meet this requirement, the student will be automatically placed on academic probation, during which time the student may become ineligible for financial aid or assistance. A student is permitted only two probationary semesters during the entire course of the graduate tenure. In addition, a failing grade (D or F) in any course may be cause for outright dismissal regardless of overall average.

TABLE 1 - Minimum credit-hour requirements for M.S. and Ph.D. degrees

Course	M.S.	Ph.D.
ENT 6150/6151 Insect Taxonomy	3	3
ENT 8700 Insect Physiology & Molecular Biology	4	4
ENT 6250 Insect Ecology	3	3
ENT 8090 Seminar in Entomology ^a	4	6
ENT 8100 Special Topics (Discussion) ^b	3	5
STAT 8010 Statistical Methods	3	3
Electives ^c	3	10
Subtotal	23^d	34
ENT 8910 (M.S. Research)	7	
ENT 9910 (Ph.D. Research)		26
TOTAL	30	60

^a Seminar is to be taken each semester for Pass/Fail credit (ENT 8090 Seminar in Entomology). That is, more than four (4) credits of ENT 8090 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 student may substitute, with the Advisory Committee's documented permission, another seminar program (e.g., Biological Sciences) for the semester.

^b Students pursuing an M.S. degree must take 3 semester hours of a "Journal Club" course, and Ph.D. students at least 5. "Journal club" course refers to a course that is predominantly centered around data extraction and analysis, via student-led discussions, critiques, and presentations. Although historically ENT 8100 has served this purpose, courses other than ENT 8100 may be substituted if deemed appropriate and documented by the student's Advisory Committee.

^c Electives may include:

- ENT 6000 Insect Morphology (4 credits, including required lab),
- ENT 6010 Integrated Pest Management (3 credits),
- ENT 6040 Urban Entomology (lecture 3 credits; optional lab 1 credit),
- ENT 6060 Diseases of Insects of Turfgrass (lecture 2 credits; optional lab 1 credit),
- ENT 6070 Applied Agricultural Entomology (3 credits, including required lab),
- ENT 6200 Systematics & Biodiversity (4 credits, including required lab),
- ENT 6360 Insect Behavior (3 credits, including required lab),
- ENT 6690 Aquatic Insects (3 credits, including required lab),
- ENT 6900 Insect Biotechnology (3 credits),
- ENT 8020 Conservation Genetics (3 credits),
- ENT 8080 Taxonomy of Immature Insects (3 credits, including required lab),
- BIOCH 6230 Principles of Biochemistry (3 credits),
- BIOSC 6610 Cell Biology (3 credits, optional lab 2 credits),
- or other courses deemed necessary by the student's Advisory Committee.

^d At least one-half of the total graduate credit hours required by the advisory committee, exclusive of thesis research, must be selected from courses numbered 8000 or above. Other courses that are undergraduate courses or courses that are considered deficiencies are not included in this calculation and are listed separately on the **Form GS-2**.

d. Research Proposal (Forms GS-ResearchApproval & PES/ED-3)

- i. All students who are required to complete a Master's Thesis or Doctoral Dissertation will submit a preliminary research proposal to their Advisory Committee for recommendations and approval prior to their Assessment Examination (above). A complete Research Proposal must be submitted for approval during the second semester of enrollment for final approval.
- ii. 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 experiment design, methods, and statistical analyses that will be used in the collection, analysis, and interpretation of data, with a schedule for their accomplishment, and
 - d) A budget of anticipated expenses.
- iii. Approval by the student's Advisory Committee must be indicated on the GS-ResearchApproval form (<https://www.clemson.edu/graduate/files/pdfs/GS-ResearchApproval.pdf>), which is to be submitted to the Graduate School.
- iv. A hard copy of the proposal must be attached to a completed **Form PES/ED-3** and be placed in the student's Entomology Graduate Program file upon its completion.

e. Annual Progress Reports (Form PES/ED-4)

- i. 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 in each 12-month period 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 PES/ED-4**), signed by the Major Advisor and all Advisory Committee members, and reviewed by the Program Coordinator, will be placed in the student's file following each such meeting with the Advisory Committee.
- ii. The student should supply the Advisory Committee with a written progress report one week prior to each meeting, which will be attached to the completed **Form PES/ED-4**.

f. Residency (Form PES/ED-5)

- i. 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 PES/ED-5** for the student's Entomology Graduate Program file.
 - a) M.S. Students: Residency is satisfied by completion of nine (9) hours of graduate credit (including ENT 8910) during a single semester or two consecutive summer sessions, or completing fifteen (15) hours of graduate credit (including ENT 8910), on the Clemson University campus.
 - b) Ph.D. Students: Residency is satisfied by compliance with Graduate School Requirements. **Form PES/ED-5** can be used to satisfy any necessary reporting requirements for the Graduate School, regarding residency.

- g. Teaching Requirement (Form PES/ED-6; Ph.D. degree-seeking students only)**
- i. To help attain the poise and organizational skills 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.
 - ii. 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.
 - iii. Evidence of satisfying this requirement will include completion of **Form PES/ED-6** for the student's Entomology Graduate Program file.
- h. Refereed Publication Requirement (Form PES/ED-7)**
- i. To help attain the publication record expected of professional entomologists holding the M.S. or Ph.D. degree, each graduate student is required to submit, as a first, senior, or sole author, at least one manuscript for publication to a refereed scientific journal.
 - ii. The manuscript must be based on work conducted while enrolled in the student's current degree program in the Clemson University Entomology Graduate Program.
 - iii. Prior to submission to a refereed journal, the manuscript must be submitted for the Major Advisor's review.
 - iv. For Master's students, acknowledgment of receipt by the journal must be attached to the **ED-7** form.
 - v. For doctoral students, at least one manuscript must be *accepted* by the refereed journal, with a copy of the notice of acceptance attached to the **ED-7**.
 - vi. The ED-7 form must be filed prior to the deadline for filing the student's **GS-7M/D**.
- i. Oral Presentation Requirement (PES/ED-9)**
- i. Each M.S. degree student is required to present orally at least one (1) paper at a professional meeting.
 - ii. Each Ph.D. degree candidate is required to present orally at least two (2) papers at professional meetings.
 - iii. Evidence of satisfying this requirement consists of completion of **Form PES/ED-9**, to which should be attached a photocopy of the title from the program of the meeting in which the presentation(s) were given.
- j. Seminar Requirements**
- i. Each M.S. or Ph.D. degree student 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.
- k. Public Service Requirement (PES/ED-10)**
- i. Each graduate student must participate in at least one public service activity for each year of his or her residency.
 - ii. Public service is defined as a non-research activity that transmits entomological knowledge to members of the public.
 - iii. Evidence of satisfying this requirement consists of completion of a copy of **Form PES/ED-10** for each year of the student's graduate program.

1. Preparation and Submission of *Curriculum vitae*

- i. A *curriculum vitae* (*CV*) is an essential component to presenting professional qualifications, as well as ensuring that student accomplishments are noted by Program, College, and University administration. As such, all Entomology Graduate Program students will maintain an updated *CV* in their folder, to be submitted no later than September 1 of each calendar year.

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

- i. 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.
- ii. 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.
- iii. Any Clemson University faculty member may participate in the Comprehensive Examination. All faculty in the Entomology Graduate Program, 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.
- iv. 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").
- v. 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.
- vi. 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).
- vii. 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.
- viii. The results of the Comprehensive Examination, reported to the Graduate School on **Form GS-5D**, 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.

- n. Final Thesis and Dissertation Preparation (M.S. and Ph.D. Degrees) (Form PES/ED-8)**
- i. The process of writing a thesis or doctoral dissertation, which must ultimately be accepted by the Graduate School, usually includes the following phases:
 - a) The graduate student develops a complete and comprehensive thesis or dissertation manuscript 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.
 - b) Once the thesis manuscript is approved by the Major Advisor for review, a digital (.doc or .pdf) copy of the thesis/dissertation manuscript will be sent to each Advisory Committee member, along with a copy of the advisor-signed **Form PES/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 may 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.
 - ii. The thesis/dissertation manuscript must be submitted for Entomology Graduate Program Faculty review, through an advisor-approved copy in the front office, no less than three (3) weeks prior to the scheduled date of the final examination.
 - iii. Prior to submission of the final draft of the thesis or dissertation document to the Graduate School, each member of the Advisory Committee shall sign the **Form GS-7M/D**, signifying that all suggestions, corrections, etc. have been satisfactorily incorporated into the final copy.
- o. Voucher Specimens from Thesis or Dissertation Research (Form PES/ED-8)**
- i. Representative vouchers of all insect taxa 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.)
 - ii. The Clemson University Arthropod Collection is prepared to maintain voucher specimens. Students should consult with the Collection's director or collection manager for labeling and deposition procedures.
 - iii. Reference to the number of voucher specimens, their life history stage(s) or sex(es), and the institutional repository is to appear typically in the "Materials and Methods" section of the thesis or dissertation.
- p. Intent to Graduate (Letter from Student)**
- i. No later than the end of the semester before the semester that the student applies to graduate with the Graduate School, he/she must submit a letter with an up-to-date checklist to the Entomology Graduate Program Coordinator, requesting approval to graduate.
 - ii. The letter should declare formally that the student intends to graduate the ensuing semester and agrees to complete all remaining departmental requirements in accordance with the Entomology Graduate Student Requirements.
 - iii. If any deficiencies in Entomology Graduate Program requirements are identified, a point-by-point plan for resolving each deficiency should be included in the letter, and the letter must be signed by the student's major advisor.
 - iv. The Entomology Graduate Program Coordinator will present the student's letter, academic file, and checklist to the Entomology Faculty at the soonest opportunity, or no later than prior to the

end-of-semester College Faculty Meeting. The faculty will vote to approve or disapprove the student's graduation, pending successful completion of remaining examinations and other requirements.

- v. Oversight of the completion of any outstanding Programmatic requirements rests with the student's advisor and advisory committee.
 - vi. The student must then "Apply for Graduation" through iRoar, at least three months before the Graduation Date.
- q. Defense and final Examination for the M.S. Degree (Form GS-7M)**
- i. 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.
 - ii. 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 current PES faculty, staff and students, Advisory Committee members, and the Deans of the College of Agriculture, Forestry and Life Sciences and of the Graduate School at least ten (10) days before the exam. Student must fill out the form found at <http://www.clemson.edu/graduate/calendar/defense-form.html> in order to notify the Graduate School and Enrolled Services. Provide information to administrative assistant in department so that faculty and students can be notified as well.
 - iii. Nature and Content of Final Examination:
 - a) The student should be prepared to give a summary of his/her research (limited to 45 minutes) at the final examination. The presentation is the only portion of the final examination process open to the public. Attendees are encouraged to ask questions and requested to provide written evaluation of the student's presentation (Exit Seminar Evaluation; **Form SACS-2a**).
 - b) The second part of the examination will consist of a defense of the content of the thesis and may also assess 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 Assessment Examination.
 - iv. Any Clemson University faculty member may participate in the Final Examination. All Faculty in PES (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.
 - v. Results of the Final Examination will be one of the following:
 - b) Pass - The student's performance was satisfactory.
 - a. Note: A vote to pass a student based on his/her performance at the Final Examination (**Form GS-7M**) does not imply approval of the thesis; signatures may be postponed until the thesis meets all criteria.
 - c) 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.

r. Defense and final Examination for the Ph.D. Degree (Form GS-7D)

- i. Each candidate for the Ph.D. 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.
- ii. 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 current PES faculty, staff and students, Advisory Committee members, and the Deans of the College of Agriculture, Forestry and Life Sciences and of the Graduate School at least ten (10) days before the exam. Student must fill out the form found at <http://www.clemson.edu/graduate/calendar/defense-form.html> in order to notify the Graduate School and Enrolled Services. Provide information to administrative assistant in department so that faculty and students can be notified as well.
- iii. Nature and Content of Final Examination:
 - a) The student should be prepared to give a summary of his/her research (limited to 45 minutes) at the final examination. The presentation is the only portion of the final examination process open to the public. Attendees are encouraged to ask questions and requested to provide written evaluation of the student's presentation (Exit Seminar Evaluation; **Form SACS-2a**).
 - b) 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 for any subject areas recognized as deficient in the Comprehensive Examination.
- iv. Any Clemson University faculty member may participate in the Final Examination. All Faculty in PES (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.
- v. Results of the Final Examination will be one of the following:
 - a) Pass - The student's performance was satisfactory.
 - i. Note: A vote to pass a student based upon his/her performance at the Final Examination (**Form GS-7D**) does not imply approval of the dissertation; signatures may be postponed until the dissertation meets all criteria.
 - 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.

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

- a. 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.
- b. In general, students will not be permitted to change from the Master's 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.
- c. Highly qualified M.S. students may petition their advisory committee to participate in a "Master's *en route* to the Ph.D." program. Requests may be made after significant progress has been achieved toward the M.S. degree, generally after nine months from the date of acceptance into the M.S. program. A recommendation is made by the requesting student's committee to the Entomology Program's Graduate Admissions Committee, which makes the final decision. Students who are approved for a Master's *en route* program must comply with all Graduate School requirements for the M.S. degree (e.g., coursework) and must complete all requirements outlined above for the M.S.

degree (including publication and presentation requirements), except the requirement of a thesis. Master's research completed at the time of entry into the Ph.D. program may be included in the dissertation, at the discretion of the student's advisory committee.

8. Entomology Graduate Program Financial Support for Graduate Students

- a. Assistantships – Research and Teaching assistantships may be available.
 - i. Financial support depends on availability of funds. Applicants are encouraged to contact prospective advisors for information on funding for research and assistantship support.
 - ii. In no instance shall a firm financial commitment be made to a student, nor construed by the student, until all admission requirements of the Program have been met and he/she has been officially admitted by the Graduate School. A letter providing specifics of financial support, including expectations shall be provided to the student, signed by both the student and advisor, and a copy inserted in the student's Entomology Graduate Program folder.
 - iii. Failure of the student to maintain an overall or Course of Study GPA of ≥ 3.0 is sufficient basis for immediate withdrawal of financial support.
 - iv. Continuation of assistantship support, regardless of source, is contingent on satisfactory progress toward research and academic goals, as reported by the student's Advisory Committee, and a satisfactory rating by the assistantship supervisor in the report of the annual committee meeting (**Form PES/ED-4**).
 - v. 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 six (6) semester hours during Long Summer Session.
 - vi. A change of research area and/or Major Advisor may result in review and possibly cancellation of financial support.
- b. Grants & fellowships – The Entomology Graduate Program administers several award funds that may help support student research and professional development.
 - i. The *Carl & Ruby Nettles Memorial Fellowship in Entomology* provides a fellowship to outstanding new applicants to the Entomology Graduate program, awarded as funds allow.
 - ii. The *Dr. & Mrs. John T. Creighton Research Fellowship*, and the *Joel A. Bery Research Fellowship* provide assistantship supplements to M.S. and Ph.D. students. One of each is given each year, and both new applicants and enrolled students are eligible to apply.
 - iii. The *Theodore R. Adkins, Jr. Award* is an annual grant supporting graduate research in medical, veterinary, or forensic entomology.
 - iv. The *Dr. & Mrs. John Thomas Creighton Endowed Memorial Award* provides supplemental compensation to graduate students teaching laboratory section(s) of an Entomology course of his or her choosing, with approval of the instructor of record.
 - v. The *E. W. King Endowed Memorial Grant Fund* provides grants to support student professional activities and research in basic entomological sciences; funds may be used for research-related travel, equipment, services, and supplies.
 - vi. The *W. Carl Nettles, Sr. Endowed Memorial Grant Fund* provide grants to support student professional activities and research in applied entomological sciences; funds may be used for research-related travel, equipment, services, and supplies.
 - vii. The *W. Carl Nettles, Sr., and Ruby S. Nettles Memorial Endowment in Entomology* supports professional development for entomology students, providing travel grants to attend meetings at which an Entomology student will present their research.
 - viii. The *Alfred G. Wheeler Endowment for Entomology* supports group expeditions for Entomology graduate students, to investigate ecologically interesting or unusual communities.

9. Exit Interview Requirement

- a. Each graduate student must schedule an Exit Interview with the Entomology Program Coordinator prior to departure from the University. If the student feels there is a conflict of interest in this relationship, then he/she must schedule an interview with the current Department Chair and notify the Plant & Environmental Sciences administrative assistant.
- b. The purpose of the Exit Interview is to review the student's experiences and to identify strengths and weaknesses of the Entomology Graduate Program.

10. Waiver of Requirements

- a. In extraordinary, extenuating circumstances, a student may petition for a waiver of any requirements specified herein.
- b. A petition for a waiver must be made in writing and approved and signed by the student's Major Advisor and Advisory Committee, and subsequently by the Entomology Graduate Coordinator; the petition must be submitted at least six (6) months prior to the expected graduation date.

11. Standards of Performance

- a. **Annual Review of Progress** - Graduate students are required to meet at least once a year with their advisory committee. During these meetings, students should present progress reports on research, coursework, and professional development activities. The advisory committee should make recommendations for improvement of the work and activities, and approve timelines for completion of the degree.
- b. **Classroom performance** - A graduate student must maintain a minimum overall average of B (3.0) for all courses taken, and a B average in all courses listed on the Plan of Study (**Form GS-2**). If at any time the student fails to meet this requirement, the student will be automatically placed on academic probation for one semester, during which time the student will not be eligible for financial aid or assistance. A student is permitted only one probationary semester during the entire course of the graduate tenure. In addition, a failing grade (D or F) in any course may be cause for outright dismissal regardless of overall average.
- c. **Maintaining records** – Graduate students are ultimately responsible for keeping up with deadlines and requirements for their degree program. Students should review checklists each semester, and file annual updates with their major advisors. Complete and signed copies of all Program Forms should be maintained by the student, with copies submitted to the Major Advisor and a digital copy to the Graduate Program Coordinator. Students who are not in compliance with program deadlines, including annual committee meetings, will not be eligible for fellowships or other program awards.
- d. **Annual Review of Graduate Research Assistants** – Students on research assistantships are evaluated annually by the supervising researcher, generally the Major Advisor. Continuation of assistantship funding is dependent on satisfactory performance of assigned duties.

Appendices

APPENDIX I. CHECKLIST FOR GRADUATE STUDENTS

APPENDIX II. ENTOMOLOGY PROGRAM FORMS

- ED-2:** Record of Graduate Student Assessment Examination
- ED-3:** Graduate Research Proposal
- ED-4:** Annual Graduate Student Progress Report
- ED-5:** Graduate Student Residency at Clemson University
- ED-6:** Graduate Student Teaching Experience
- ED-7:** Graduate Student Research Publication
- ED-8:** Thesis/Dissertation Review
- ED-9:** Graduate Student Presentation in a Professional Meeting
- ED-10:** Graduate Student Public Service

APPENDIX III. LISTING OF ENTOMOLOGY GRADUATE PROGRAM FACULTY AND STAFF

APPENDIX IV. RECEIPT OF ENTOMOLOGY REQUIREMENTS

Appendix I: Recommended timetable for progress through degree programs.

Time	Action (and Required Forms)
Before registration	Familiarize yourself with Graduate School and Entomology Graduate Program Handbooks. Meet with Major Advisor and Graduate Program Coordinator
First month	Introduce yourself to faculty members and staff of the department. Become acquainted with policies for laboratory, greenhouse and vehicle use. Begin project literature review. Select Advisory Committee members (form GS-2).
First semester	Prepare preliminary Research Proposal. Conduct first Advisory Committee Meeting (ED-4). Schedule Assessment Exam (ED-2). Consider applying for fellowships.
Second semester	Finalize Research Proposal (GS-ResearchApproval). Complete Plan of Study (form GS-2).
Third semester	Confirm residency (ED-5). <i>Ph.D.</i> : Begin arranging teaching experience (ED-6). <i>M.S. & Ph.D.</i> : Attend and present at professional conference (ED-9). <i>M.S.</i> : File Intent to Graduate form (GS-4 ; penultimate semester).
Fourth semester (<i>M.S.</i>)	Prepare and submit Letter of Intent to Graduate. Prepare manuscript for journal submission (ED-7). Prepare written thesis or dissertation (ED-8). Conduct Final Defense/Examination (GS-7M). Deposit voucher specimens in CUAC (ED-8).
Third year (<i>Ph.D.</i>)	Schedule Comprehensive Exam (GS-5D). Prepare manuscript for journal submission (ED-7).
Fourth year (<i>Ph.D.</i>)	Prepare and submit Letter of Intent to Graduate. Attend and present at professional conference (ED-9). Prepare written thesis or dissertation (ED-8). Conduct Final Defense/Examination (GS-7D). Deposit voucher specimens in CUAC (ED-8). Schedule exit interview with Graduate Program Coordinator.
Annually (all)	Update <i>Curriculum vitae</i> . Hold Advisory Committee meeting (ED-4). Participate in Public Service event (ED-10).

ED-2: 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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Graduate Coordinator Endorsement: _____

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

ED-3: 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 PES/ED-3) (rev Oct 1991)

**ED-4: 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 Entomology Program forms: _____

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

Graduate School forms: _____

Entomology Program 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

Graduate Coordinator

_____	_____	_____
typed/printed name	signature	date

Entomology Graduate Program (Form PES/ED-4) (rev May 2012)

ED-5: 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

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

ED-7: Graduate Student Research Publication
Entomology Program

Date: _____

Graduate student: _____

Names of all authors (in order listed on the manuscript):

Title of manuscript: _____

Journal: _____

Date submitted: _____

Date accepted (Ph.D. students only): _____

Abstract:

Major Advisor:

typed/printed name

signature

date

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

ED-8: 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 PES/ED-8) (rev Oct 1991)

ED-9: Graduate Student Presentation in a Professional Meeting
Entomology Program

Date: _____

Graduate student presenting paper: _____

Title of presentation: _____

Complete authorship: _____

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 PES/ED-9) (Apr 1999)

ED-10: 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
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Entomology Graduate Program (Form PES/ED-10) (Apr 1999)

Appendix III. Listing of Entomology Graduate Program Faculty and Staff

1. Faculty

- a. Brett R. Blaauw (Ph.D. Michigan State University): Fruit tree IPM (joint appointment with University of Georgia).
- b. Carmen K. Blubaugh (Ph.D. Purdue University): Trophic ecology of agriculturally significant insects, particularly natural enemies, IPM.
- c. Michael S. Caterino (Ph.D., University of California at Berkeley): Systematics and Biodiversity of insects, especially Coleoptera.
- d. Juang Horng Chong (Ph.D., University of Georgia): Ecology, biodiversity and management of insect pests and their natural enemies in turfgrass and ornamental plant systems.
- e. Jeremy K. Greene (Ph.D., Clemson University): Management of arthropod pests of cotton and soybeans.
- f. Francis P.F. Reay-Jones (Ph.D., Louisiana State University): Field crop entomology.
- g. Matthew W. Turnbull (Ph.D., University of Kentucky): Molecular and cellular biology of insects and other arthropods
- h. Geoff Zehnder (Ph.D., University of California at Riverside): Sustainable agriculture and IPM including biological control and sustainable agriculture education

2. Emeritus Faculty

- a. Peter H. Adler (Ph.D., Pennsylvania State University): Biodiversity, ecology, and systematics of arthropods of medical and veterinary importance.
- b. Robert G. Bellinger (Ph.D., Virginia Polytechnic Institute and State University): Extension pesticide coordinator and pesticide safety education coordinator
- c. Eric Benson (Ph.D., Clemson University): Baiting strategies for ants and termites, control strategies for bed bugs.
- d. Gerald Carner (Ph.D., Auburn University): Insect pathology, microbial control, IPM of soybeans, cotton, and vegetable crops
- e. Jay Chapin (Ph.D., Clemson University): Insect management in peanut and wheat production
- f. W. Michael Hood (Ph.D., University of Georgia): Apiculture including management of small hive beetle
- g. John Morse (Ph.D., University of Georgia): Systematics and historical biogeography of Trichoptera; aquatic insect faunistics and biology; water quality biomonitoring; insect biodiversity and conservation
- h. Merle Shepard (Ph.D., Texas A&M University): IPM of insect pests, development of natural product alternatives to synthetic pesticides
- i. Patricia Zungoli (Ph.D., Virginia Polytechnic Institute and State University): Ecology and management of insects in the urban environment

3. On-campus Adjunct Faculty

- a. Alfred Wheeler (Ph.D., Cornell University): Ecology of terrestrial Heteroptera (especially Miridae); detection and distribution of adventive insects in North America; ecology of insects in specialized communities

Appendix 4. Checklist/Progress Report

CHECKLIST/PROGRESS REPORT FOR _____

Major Advisor _____

ITEM	PLANNED DATE	ACCOMPLISHED DATE
Admitted by GAPC (Form PES/ED-1)		
First enrolled in MS/Ph.D./non-degree Program		
Assessment Examination (Form PES/ED-2)		
Plan of Study (Form GS-2)		
Graduate Research Proposal (GS-ResearchApproval)		
Annual Advisory Committee Meeting & Annual Report; Assistantship Performance Rating (Form PES/ED-4)		
Residency (Form PES/ED-5)		
Teaching Requirement (Ph.D. students only, Form PES/ED-6)		
Research Publication requirement (Form PES/ED-7)		
Presentation requirement (Form PES/ED-9)		
Public Service requirement (Form PES/ED-10)		
Comprehensive Exam (Ph.D. students only, Form GS-5D)		
Letter of intent to Graduate (to program and Graduate School)		
Draft of thesis/dissertation to Advisory Committee members (Form PES/ED-8)		
Copy of thesis/dissertation for examination in Departmental office		
Final Examination (Form GS-7M/D)		
Submission of signed thesis/dissertation to Graduate School (Signed copy of signature page in student's Entomology Graduate Program folder)		
Submission of duplicated copies of thesis/dissertation to Graduate School		
Deposition of voucher specimens		
Exit Interview with Entomology Graduate Coordinator		
Graduation		

Appendix 5. Receipt of Entomology Requirements

RECEIPT
FOR
ENTOMOLOGY GRADUATE
PROGRAM STUDENT
REQUIREMENTS

Provided to _____ on _____ (date)

I have read and understand the Entomology Graduate Program Graduate Student Requirements AND the Clemson University Graduate School Policies & Procedures, 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 Department of Agricultural and Environmental Sciences.

(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.

Graduate Handbook version date: _____