Graduate Program in Environmental Toxicology

Graduate Student Guidelines

Updated December 15, 2016
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PROGRAM OF ENVIRONMENTAL TOXICOLOGY
GRADUATE STUDENT GUIDELINES

A. Introduction

The Faculty of Environmental Toxicology welcomes you into the graduate program. Environmental toxicology is a challenging and exciting discipline. As a graduate of this program you will be a qualified professional, capable of addressing and seeking solutions to many of the critical environmental problems facing society, both nationally and globally. Environmental toxicology is a highly interdisciplinary field of endeavor and the level of commitment required to excel will be similar to that required by professional programs such as medicine, veterinary medicine or law. We are pleased that you have chosen our Program for your graduate experience and we look forward to helping you reach your full potential as a professional environmental toxicologist.

These Guidelines are provided to assist you in accomplishing your academic and career objectives and to help you comply with the expectations for students pursuing a graduate degree in Environmental Toxicology. Thus, these Guidelines constitute a Program supplement to the Clemson University Graduate School Announcements. These Guidelines provide a statement of the Environmental Toxicology Graduate Program expectations, resources and procedures. Therefore, you must familiarize yourself with these Guidelines Program policies and expectations. The Program Coordinator and your Advisor are available to assist you in interpreting these Guidelines. It is your responsibility to use these resources and to comply with the requirements and expectations detailed in these Guidelines.

A graduate student checklist is appended to these Guidelines and summarizes the primary deadlines that you must meet.

B. Organizational Structure Relevant to Graduate Students

A graduate student’s primary interface with the University on a day-to-day basis will be via the student’s Major Professor and other faculty, particularly those comprising the Advisory Committee. Other Administrative entities exist, and their roles and responsibilities are briefly summarized here.

1. Major Advisor: (Major Professor) chosen by mutual interest, consent and agreement of the student and that faculty member, and approved by the Program Coordinator (Form GS-2). The Major Advisor advises the graduate student in the selection of courses, directs the student’s research, serves as an advocate in all academic matters, and often provides financial support for the student in the form of a research assistantship.

2. Advisory Committee: Chaired by Major Advisor and selected by the student in consultation with the Major Advisor and approved by the Program Coordinator:
   a) Advisory Committee for the M.S. degree must consist of the Advisor and at least two other faculty members, one of which may be outside the Faculty of Environmental Toxicology.
   b) Advisory Committee for the Ph.D. degree must consist of the Advisor and at least three other tenured or tenured-track faculty members, or adjunct faculty approved by the ENTOX Program.
faculty to serve on student committees. The majority of the committee membership must come from the Faculty of Environmental Toxicology.

Advisory Committee’s purpose: To advise the student in both research and academic matters, participate in evaluating the student’s progress, administer examinations, evaluate the student’s research, and carefully peer review the thesis or dissertation.

The Advisory Committee should meet with the student as soon as is feasible to discuss and approve the proposed plan of study and research project, and to approve the course of study. It is suggested that the first meeting should occur before the end of the second semester (9 months after admission), with the research proposal approved by the end of the 12th month after admission for a MS student, and by the end of the 20th month for a Ph.D. student.

The student or a committee member may request a change in committee membership, however, such change must meet approval of all concerned. In the event of a conflict of opinion, the Program Coordinator will arbitrate the change.

3. **Program Coordinator**: Program Coordinator chairs the Faculty of Environmental Toxicology, coordinates admissions procedures from inquiries and application until admission to the Program is accomplished. The Program Coordinator administers compliance with these Graduate Student Guidelines and revisions as deemed appropriate by the Graduate Program Faculty.

4. **Graduate Program Faculty**: Recommends acceptance of students into the Graduate School in the Environmental Toxicology Graduate Program, interprets Program policies and guidelines, grants waivers of these Guidelines in special cases, and recommends changes in the Guidelines. Requests for waiver of changes to the Guidelines will be made to the Graduate Coordinator for consideration and approval.

5. **Dean for the College of Agriculture, Forestry and Life Sciences**: Administers teaching activities and faculty responsibilities, administers college scholarships and fellowships and approves graduate students’ plans of study (Form GS-2).

6. **Graduate School**: Administers and approves all official graduate student work, formulates policy and standards, unifies administrative procedures relevant to graduate study to include admissions policies, graduate programs, university-wide scholarships and fellowships and granting of degrees.
C. M.S. Degree Program

1. Plan of Study (Form GS-2)

It is the student’s responsibility to ensure that the completed forms are filed on time in the Program files to remain in good standing in the Program.

Form GS-2 is a listing of the courses to be completed and applied toward the minimum credits required for the degree program. The plan of study should be completed early in the program, approved by the student’s Advisory Committee and the Program Coordinator, then forwarded to the Graduate School.

M.S. student’s GS-2 must list a minimum of 6 credits of thesis research (ETOX 8910); one-half or more of the remaining credits listed exclusive of ETOX 8910 must be 8000-level. Required courses are discussed below in the section on M.S. Degree Core Curriculum.

2. Residency and Enrollment Requirements

Residency: all degree-seeking students must satisfy residency requirements of the Graduate School. For M.S. students, this requirement is satisfied by: 1) completing 9 hours of graduate credit (including ETOX 8910) during a single semester or two consecutive Summer Sessions, or 2) completing 15 hours graduate credit on campus during a continuous 12-month period.

M.S. degree-seeking students who are graduate research assistants must enroll for at least 9 hours in regular semesters and at least 3 hours during each of the two summer sessions.

3. M.S. Degree Requirements and Core Curriculum

All students must complete Program core requirements and coursework recommended by the Advisory Committee. Grading in graduate school is a little different from what you may be used to. A “C” grade is considered unsatisfactory. In all core courses a “B” grade or better must be obtained. If a student does not obtain a “B” in a core course, the student is allowed to re-take the core course once to obtain the “B” or better grade. If a “B” or better is not obtained after the one re-take of the core course, the student will be dismissed from the program.

The student’s advisor, after reviewing the academic background of the student, will outline a course of study that addresses the courses necessary for future work in Environmental Toxicology, and takes into consideration the area of specialization which the student will pursue. The course of study will be reviewed and approved by the Program Facilitator and the student’s Advisory Committee.

Graduate School requirement for a M.S. degree is a minimum of 24 hours graduate credits (exclusive of pass/fail graded courses) plus a minimum of 6 hours thesis research (ETOX 8910). At least one-half of the total graduate credit hours (exclusive of ETOX 8910 and ETOX 8610) required by the Advisory Committee must be 8000 level. Program core requirements must also be satisfied.
M.S. Degree Core Curriculum
Program Core Courses:

A minimum core of courses chosen to ensure that graduates will be well-rounded toxicologists capable of excelling within a broad interdisciplinary context will be taken by each M.S. degree candidate. These are as follows:

- EES 8430 or 8450  Environmental Engineering Chemistry I or II
- ETOX 6300  Toxicology
- ETOX 6370  Ecotoxicology
- Statistics  An appropriate graduate-level statistics course (e.g., STAT 8010, STAT 8050, etc.)
- ETOX 8610  Seminar in Environmental Toxicology (each semester)
- ETOX 8910  Masters Research minimum of 6 credits (graded pass/fail)

Elective courses will be selected from related disciplines pertinent to the student’s area of study and will be selected by the student and the Advisory Committee. Additional courses may be required by the Advisory Committee. The Graduate School requires a minimum of 30 semester hours of graduate credit with at least 12 semester hours, exclusive of ETOX 8910, in the major discipline as defined by the Advisory Committee. There should not be more credits of 6000-level than 8000-level courses. Courses considered to be deficiencies are not included in the calculation and are listed separately on Form GS-2.

4. Waiver of Course Requirements

A course taken at another institution that is equivalent to one of the core courses or a course requirement by the Advisory Committee may be exempted by demonstration of competency and/or providing evidence of equivalency to the Advisory Committee and the faculty member for that subject area. When determined necessary by the Advisory Committee, a special examination may be offered to meet these requirements. The examination will be scheduled with the consent of the Advisory Committee and the faculty member responsible for that subject area. Exemptions or substitutions of core curriculum courses require approval of the student’s Advisory Committee.

5. Seminar Requirements

Each degree seeking M.S. student is required to enroll in the Graduate Seminar (ETOX 8610) each fall and spring semester throughout their program unless there is a scheduling conflict that will require waiver of the requirement for that semester. ETOX 8610 may be repeated for credit since topics will vary.

An exit seminar to the Graduate Faculty of Environmental Toxicology is required of each degree-seeking student presenting the results of the thesis/dissertation research after the research has been completed and prior to graduation. This seminar may be presented during the regularly scheduled graduate seminar, or as the initial part of the final oral examination, with all faculty and students invited for the presentation. The announcement of this seminar should be distributed widely, at least 7 days prior to the research presentation, so interested faculty and students from other departments can attend.
6. **Research Proposal (ENTOX Form 2)**

Master’s degree students are required to submit an ENTOX Form 2 and a short (one-page) synopsis of the proposed research. It is suggested that the research synopsis be submitted to the Advisory Committee for review and approval no later than 12 months after entering the Program. A copy of the synopsis will be placed in the student’s file.

7. **Thesis Preparation and Review**

Writing a thesis or dissertation that is ultimately accepted by the Graduate School usually includes the following phases:

1. The student develops a complete thesis that is acceptable to the Major Advisor. The student can expect to go through several drafts before it is accepted and should allow two or three weeks for review by the Major Advisor pre-submission.
2. Once a manuscript is approved by the Major Advisor for review, a typed or electronic copy of the manuscript will be sent to each Advisory Committee member. The period for initial review should not exceed two weeks. However, if additional time is required by a faculty member, the member should inform both the Major Advisor and the student in writing. If any committee member requests revision with subsequent review, a revised copy will be returned to the committee member for an additional review period of one week.
3. Once approved by the Committee, the thesis is submitted to the Program for review. Ordinarily, this is accomplished by placing a copy in the Program office. At least three weeks should be allowed for Program review prior to the final examination.

8. **Final Examination and Thesis Defense for M.S. Degree (Form GS-7)**

1. The date and place for the final examination is scheduled by agreement of the student and the Major Advisor in consultation with Advisory Committee members. The exam is advertised to all Graduate Faculty at least ten days before the exam, with a copy of the advertisement being sent to the Graduate School.
2. The student should be prepared to give a short summary of his/her research (approximately 40 minutes) at the final examination. This exit seminar may be presented in Seminar (ENTOX 8610) rather than as part of the final examination, if all Advisory committee members can be present.

Nature and Content of Final Examinations:

Each candidate for the Master’s Degree, after completion of the thesis and at least three weeks before the degree is to be awarded, must pass a Final Oral Examination administered by the student’s Advisory Committee. The examination will ascertain the general knowledge of the candidate with particular reference to the major field of study, any minor subjects, and the student’s thesis research.
A public notice of the defense must be posted on campus at least 7 days prior to the defense. All Faculty of Environmental Toxicology must specifically receive an invitation to participate.

Results of the final examination and defense will be one of the following:

Pass - The student’s performance was satisfactory.

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.

Student must provide a bound hard copy of their thesis to be retained by the Program office. Additional bound copies may be required by the student’s Advisor or Committee at their discretion.
D. Ph.D. Degree Program

1. Plan of Study (Form GS-2)

It is the student’s responsibility to ensure that the completed forms are filed on time in the Program files to remain in good standing in the Program.

Form GS-2 is a listing of the courses to be completed and applied toward the minimum credits required for the degree program. The plan of study should be completed early in the program, approved by the Graduate Coordinator and Program Facilitator, and then forwarded to the Graduate School.

Ph.D. Student’s GS-2 must list a minimum of 18 credits of doctoral research (ETOX 9910); one-half or more of the remaining credits listed exclusive of ETOX 8910, must be 8000-level. A minimum of 30 credits past the masters and 60 credits past the bachelor degree are required for the doctoral degree.

2. Residency and Enrollment Requirements

Residency: all degree-seeking students must satisfy residency requirements of the Graduate School. Ph.D. Students may satisfy this requirement by completion of 12 hours of graduate credit including ETOX 9910 on campus during a continuous 12 month period.

Ph.D. degree-seeking students who are graduate research assistants must enroll for at least 9 hours in regular semesters and at least 3 hours during each of the two summer sessions.

3. Ph.D. Degree Requirements and Core Curriculum:

All students must complete Program core requirements and coursework recommended by the Advisory Committee. Grading in graduate school is a little different from what you may be used to. A “C” grade is considered unsatisfactory. In all core courses a “B” grade or better must be obtained. If a student does not obtain a “B” in a core course, the student is allowed to re-take the core course once to obtain the “B” or better grade. If a “B” or better in not obtained after the one re-take of the core course, the student will be dismissed from the program.

The student’s advisor, after reviewing the academic background of the student, will outline a course of study that addresses the courses necessary for future work in Environmental Toxicology and takes into consideration the area of specialization which the student will pursue. The course of study will be reviewed and approved by the Program Facilitator and the student’s Advisory Committee.

Ph.D. Degree - A minimum of 18 hours of ETOX 9910 are required along with Program Core requirements and any other requirements established by the Advisory Committee.
Ph.D. Degree Core Curriculum

A minimum core of courses chosen to ensure that graduates will be well-rounded toxicologists capable of excelling within a broad interdisciplinary context of Environmental Toxicology will be taken by each Ph.D. candidate. These are as follows:

- EES 8430 or 8450: Environmental Engineering Chemistry I or II
- ETOX 6300: Toxicology
- ETOX 6370: Ecotoxicology
- Statistics: An appropriate graduate-level statistics course (e.g., STAT 8010, STAT 8050, etc.)
- ETOX 8610: Seminar in Environmental Toxicology (each semester)
- ETOX 9910: Doctoral Research minimum of 18 credits (graded pass/fail)

Elective courses will be selected from related disciplines pertinent to the student’s area of study and will be selected by the student and Advisory Committee. A minimum of 30 credits past the masters and 60 credits past the bachelor degree are required for the doctoral degree. A minimum of 18 hours of doctoral research is required. The Graduate School does not impose a minimum coursework requirement for the doctoral degree, but encourages Advisory Committees to require courses beyond those in direct support of the dissertation research. There should not be more credits of 600-level than 800-level courses. Courses considered to be deficiencies are not included in the calculation and are listed separately on Form GS-2.

4. Waiver of Course Requirements

A course taken at another institution that is equivalent to one of the core courses or a course requirement by the Advisory Committee may be exempted by demonstration of competency and/or providing evidence of equivalency to the Advisory Committee and the faculty member for that subject area. When determined necessary by the Advisory Committee, a special examination may be offered to meet these requirements. The examination will be scheduled with the consent of the Advisory Committee and the faculty member responsible for that subject area. Exemptions or substitutions of core curriculum courses require approval of the student’s Advisory Committee.

5. Seminar Requirements

1. Each degree seeking Ph.D. student is required to enroll in ETOX 8610 until candidacy is achieved, unless there is a scheduling conflict that will require waiver of the requirement for that semester. ETOX 8610 may be repeated for credit since topics will vary.

2. An exit seminar to the Graduate Faculty of Environmental Toxicology is required of each degree-seeking student presenting the results of the dissertation research after the research has been completed and prior to graduation. This seminar may be presented during the regularly scheduled graduate seminar, or as the initial part of the final oral examination, with all faculty and students invited for the presentation. The announcement of this seminar should be distributed widely, at least 7 days prior to the research presentation, so interested faculty and students from other departments can attend.
6. Comprehensive Examination for Ph.D. Students (Form GS-5)

Each student must successfully complete a written and oral Comprehensive Examination and defend a research proposal to advance to candidacy.

The Comprehensive Exam will be administered by the Advisory Committee at a time mutually agreeable to the Advisory Committee and the student.

All Graduate Faculty of Environmental Toxicology must receive an invitation to participate, which is accomplished by an Examination Announcement made by the Major Advisor.

Examine Committee Members are to submit written examination questions to the advisor by the deadline indicated in the Examination Announcement. Any pertinent information, such as a time limit or open or closed book, must be transmitted to the advisor along with the questions. The oral examination must follow as soon as practically possible after completion of the written portion.

Candidacy Examination Timeframe

Candidacy examination should be attempted after all core requirements are completed. Candidacy in Environmental Toxicology must be attempted by the end of the fourth year of study exclusive of time spent solely on remedial coursework (Graduate School Policy). Candidacy must be reached at least six months prior to the defense of dissertation (Graduate School Policy).

Each Committee member will give the student a set of questions to be taken in one day (per committee member) covering topics related, but not limited, to Environmental Toxicology.

Advancement to Candidacy Requirements:

* Successful defense of a written dissertation proposal.
* Successful completion of written phase of the examination ordinarily accomplished in five days.
* Successfully passing an oral examination as soon as is practical, within one month, following the successful completion of the written examinations.

First Failure to Advance to Candidacy

First failure of the Candidacy Examinations will result in one of the following options at the discretion of the Advisory Committee:

* Adequately complete all of the portions of the Candidacy Examinations that were not passed.
* Enter Terminal Master’s program.
* Enter Master’s program with option to reapply for admission to Ph.D. program upon completion of M.S.
* Exit the Program (unanimous agreement of Advisory Committee required)
Second Failure to Advance to Candidacy

Second failure of the Candidacy Examinations will result in one of the following options at the discretion of the Advisory Committee:

* Exit the program.
* Enter a terminal Master’s program.

The results of the comprehensive (candidacy) examination will be reported to the graduate school on form GS-5. Results also will be placed in the student’s Program file.

7. Research Proposal and Proposal Defense (ENTOX Form 2)

The research proposal follows EPA, NSF, NIH or other standard formats which reviews and summarizes the literature in the proposed research area. It identifies research needs, details the objectives of the proposed study, the experimental design, methods, and statistical analyses to be used in collection, analysis and interpretation of data.

It is suggested that the research proposal be submitted to the Advisory Committee for recommendations and approval no later than the summer after the first year of enrollment (12 months) for a M.S. degree, and no later than the 20th month for the Ph.D. degree. The initial plans for the research and format for the proposal should be discussed with the committee in advance. If necessary, a committee meeting can be called to finalize the research proposal. A copy of the proposal will be placed in the student’s Program file.

8. Dissertation Preparation and Review (ENTOX Form-7)

Writing a thesis or dissertation that is ultimately accepted by the Graduate School usually includes the following phases:

1. The student develops a complete dissertation that is acceptable to the Major Advisor. The Student can expect to go through several drafts before it is accepted and should allow two or three weeks for review by the Major Advisor pre-submission.
2. Once a manuscript is approved by the Major Advisor for review, a typed or electronic copy of the manuscript will be sent to each Advisory Committee member. The period for initial review should not exceed two weeks. However, if additional time is required by a faculty member, the member should inform both the Major Advisor and student in writing. If any committee member requests revision with subsequent review, a revised copy will be returned to the committee member for a additional review period of one week.
3. Once approved by the Committee, the thesis is submitted to the Program for review. Ordinarily, this is accomplished by placing a copy in the Program office. At least three weeks must be allowed for Program review prior to the final examination.
9. Final Examination and Defense for Ph.D. Degree (Form GS-7)

1. The date and place for the final examination is scheduled by agreement of the student and the Major Advisor in consultation with Advisory Committee members. The exam is advertised to all Graduate Faculty at least ten days before the exam, with a copy of the advertisement being sent to the Graduate School.

2. The student should be prepared to give a short summary of his/her research (approximately 40 minutes) at the final examination. This exit seminar may be presented in Seminar (ETOX 8610) rather than as part of the final examination, if all Advisory committee members can be present.

Nature and Content of Final Examinations:

Ph.D. - The final Examination for the Ph.D. Degree will consist of a defense of the student’s dissertation, and in addition, questions may be asked on any subject areas recognized as deficient in the Comprehensive (Candidacy) Examination. Any faculty member at Clemson University may participate in the final Examination.

A public notice of the defense must be posted on campus at least 7 days prior to the defense. All Graduate Faculty of Environmental Toxicology must specifically receive an invitation to participate.

Results of the final examination and defense will be one of the following:

Pass - The student’s performance was satisfactory.

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.

Student must provide a bound hard copy of their dissertation to be retained by the Program office. Additional bound copies may be required by the student’s Advisor or Committee at their discretion.
E. Change of Degree Program (Form-GS-14)

A student who has enrolled in a degree program within the past two calendar years may request a change of major and/or degree without submitting a new application. The student must submit Form GS14, which requires a detailed explanation for the request and approval by the student’s present Major Professor/Advisor and the present Program Coordinator. For a change of major request, approval must also be obtained from the Program Coordinator of the proposed major.

With regard to the Environmental Toxicology degree program, four possible scenarios exist for which a student will need to submit Form GS14:

1. M.S. student in Environmental Toxicology wishing to change to the Ph.D. degree program. In addition to Form GS14 and supporting documentation, the student must provide written statements from his/her Major Professor/Advisor and, if applicable, Advisory Committee expressing their support of the request. The Graduate Curriculum and Policy Committee will then review the request and supporting documentation and make a recommendation to the Program Coordinator who will make a final decision. With rare exceptions, students in Environmental Toxicology will not be permitted to change from the M.S. to the Ph.D. degree program prior to completing all core courses for the M.S. degree.

2. Ph.D. student in Environmental Toxicology wishing to change to the M.S. degree program. In addition to Form GS14 and supporting documentation, the student must provide written statements from his/her Major Professor/Advisor and, if applicable, Advisory Committee expressing their support of the request. The Graduate Curriculum and Policy Committee will then review the request and supporting documentation and make a recommendation to the Program Coordinator who will make a final decision.

3. Student in a different major wishing to change to either the M.S. or Ph.D. program in Environmental Toxicology. In addition to Form GS14 and supporting documentation, the student must authorize the Graduate School to provide a copy of his/her original application to Environmental Toxicology for review. The procedures followed in the review process will be equivalent to those used for regular admission decisions.

4. Student in the M.S. or Ph.D. degree program in Environmental Toxicology wishing to change to a different major. Students wishing to leave Environmental Toxicology for another degree program at Clemson University will need to submit Form GS14 and supporting documentation for approval by his/her Major Professor/Advisor and the Program Coordinator.

F. Financial Support for Graduate Students

Financial support is dependent upon availability of funds. The Major Advisor is primarily responsible for student financial support.

In no instance shall a firm financial commitment be made to a student until all admission requirements of the Program have been met and he/she has been officially admitted by the Graduate School and accepted by a Major Professor.

Continuation of assistantship support regardless of source is contingent upon satisfactory progress toward research and academic goals as determined by the student’s annual progress evaluation.
**Suggested Milestones for Master’s Students**

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤9 months</td>
<td>Approval of graduate plan of study (GS-2 Form)</td>
</tr>
<tr>
<td>≤12 months</td>
<td>Approval of graduate research proposal (ENTOX Form 2)</td>
</tr>
<tr>
<td>Before defense</td>
<td>Successful completion of all classes listed on Form GS-2</td>
</tr>
<tr>
<td>Committee Consent*</td>
<td>Student schedules date and time of defense</td>
</tr>
<tr>
<td>At least 3 weeks*</td>
<td>Complete thesis is submitted to each committee member</td>
</tr>
<tr>
<td>before defense</td>
<td></td>
</tr>
<tr>
<td>At least 10 days*</td>
<td>Defense scheduled/advertised to ENTOX Program and graduate school</td>
</tr>
<tr>
<td>before defense</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Defense successfully completed (GS-7 Form)</td>
</tr>
</tbody>
</table>

*Required dates by the Graduate School*
## Suggested Milestones for Ph.D. Students

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤9 months</td>
<td>Approval of graduate plan of study (GS-2 Form)</td>
</tr>
<tr>
<td>≤20 months</td>
<td>Approval of graduate research proposal (ENTOX Form 2)</td>
</tr>
<tr>
<td>At least one week*</td>
<td>Candidacy exam advertised to ENTOX Program and graduate school (both written and oral sections)</td>
</tr>
<tr>
<td>≤33 months</td>
<td>Successful completion of candidacy examination</td>
</tr>
<tr>
<td></td>
<td>(but at least 2 semesters prior to defense of dissertation)</td>
</tr>
<tr>
<td>Before defense</td>
<td>Successful completion of all classes listed on form GS-2</td>
</tr>
<tr>
<td>Committee Consent*</td>
<td>Student schedules date and time of defense</td>
</tr>
<tr>
<td>At least 3 weeks*</td>
<td>Complete dissertation is submitted to each committee member</td>
</tr>
<tr>
<td></td>
<td>and for the ENTOX Program review</td>
</tr>
<tr>
<td>At least 10 days*</td>
<td>Defense scheduled/advertised to ENTOX Program and Graduate School</td>
</tr>
<tr>
<td></td>
<td>Defense successfully completed (GS-7 Form)</td>
</tr>
</tbody>
</table>

*Required dates by the Graduate School
GRADUATE RESEARCH PROPOSAL

DATE: ______________

Graduate Student_______________________________________________________________

Degree Program (MS or Ph.D.):___________________________________________________

Title of Proposed Research:

_____________________________________________________________________________

_____________________________________________________________________________

Estimated date of completion:_____________________________________________________

Major Advisor:_______________________________________________________________

Print name   Signature   Date

Advisory Committee:

________________________________________  _________________________________

________________________________________  _________________________________

________________________________________  _________________________________