

**DEPARTMENT OF ENTOMOLOGY
& PLANT PATHOLOGY**

Graduate Program

Policies and Procedures

Mississippi State University

Revised:

April 1983

August 1984

July 1986

January 1995

May 1999

December 1999

January 2001

1. ADMISSION

M.S.U. has established minimum requirements for regular admission into graduate school. However, admission into the graduate program in Entomology and Plant Pathology is determined by guidelines established by the Faculty of Entomology and Plant Pathology. These guidelines generally exceed the admission standards of the University.

1.1 Admission Standards

1.1.1 Departmental Guidelines

- (a) Bachelor's degree from an accredited, 4-year college with a grade point average of 3.00/4.00
- (b) GRE Aptitude score of 1,000
- (c) Letters of recommendation (3) indicating acceptability for graduate study and Letter of Intent from applicant.
- (d) TOEFL score of 500 (non-English speaking international students)

1.1.2. Final acceptance into a graduate program is contingent upon the availability of a suitable major professor and research advisor.

1.2 Proficiencies in Core Areas of Entomology

All students receiving a graduate degree will be expected to have demonstrated acceptable levels of proficiency in four core areas: Insect taxonomy and external anatomy, insect physiology and internal anatomy, insect ecology, and statistics.

1.2.1. Demonstration of Proficiencies

It is recognized by the faculty that many students enter the graduate program without having had the opportunity to take formal courses in the core areas. Therefore, such students may elect not to take advantage of the examination privilege described herein by exercising options (a) or (b) (see below) following consultation with their major professor and examination by committee members. It is expected that most students beginning a graduate program will take the Proficiency Examinations. The examinations are administered by a committee member in the proficiency area. The examinations are given during the first week of each fall and spring semester. (Students having satisfied the requirement at the M.S. level at M.S.U. and continuing directly into a Ph.D program will not be required to re-take the examinations).

Students who opt not to take the proficiency examination in a particular area or those who fail to demonstrate acceptable proficiency in a core area may:

- (a) Complete an appropriate course(s) as recommended by the examiner(s), with a grade of "B" or better.
- (b) After a period of self-study in the deficient area, be examined or re-examined during a subsequent examination period. Failure of the second examination will necessitate registration in (an) appropriate course(s).

1.2.2 Continued Proficiency

Once the student has satisfied the proficiency requirement, it is expected that the proficiencies will be maintained. Thus, subsequent examinations (M.S. Final and Ph.D Preliminary Examinations) will include questioning to establish that an adequate level of knowledge in the core areas has been maintained.

1.3 Proficiencies in Core Areas of Plant Pathology

None

2. GRADUATE PROGRAM

2.1. Advisory Committee

2.1.1 Composition

The M.S. advisory committee must consist of 4 or more members of the Graduate Faculty, at least two of whom must be resident members of the Entomology and Plant Pathology faculty. Though a minor is not required for the M.S., it is strongly recommended.

The Ph.D advisory committee must consist of 5 or more members of the Graduate Faculty, including 3 from resident Entomology and Plant Pathology faculty.

The Major Professor for an M.S. degree candidate may be a Level 1, Level 1A, Level 2 or Level 2A graduate faculty member.

The Major Professor for a Ph.D. degree candidate must be a Level 1 or Level 1A graduate faculty member. Level 2 and Level 2A graduate faculty members may serve only as co-major professors with a resident Level 1 or Level 1A professor. Additionally, a Level 1 or Level 1A Assistant Professor, Associate Professor or Full Professor directing their first Ph.D. student may serve only as a co-major professor with a Level 1 professor.

2.1.2 Selection

The major professor and student shall collaborate on selection of the advisory committee, though the major professor should have final responsibility in the selection. Members should usually be chosen primarily on the basis of contribution to the research program.

2.1.3 Committee Changes

A change of major professor or other committee member must meet the approval of the remainder of the committee and the Graduate Coordinator of the Department. The committee member to be potentially replaced should be so advised and given the opportunity to discuss the situation with the committee and Graduate Coordinator prior to a final decision being made. A Committee Request Change Form should be completed and filed in the student's file in the EPP main office.

2.2 Academic Programs

2.2.1 Requirements

- (a) **M.S.** - A minimum of 30 CREDIT HOURS including:
- (1) 24 credit hours in coursework above the baccalaureate degree, at least one-half of which must be from 8000- or 9000-level courses. Up to 6 credit hours of 7000-level Special Problems may be counted as 8000-level credits. The program of study must include 2 credit hours Seminar (EPP 8111 and 8121).
 - (2) 6 credit hours Thesis Research or more (8001-8006).
- (b) **M.S. Minors** - At least nine hours of graduate course work, approved by the student's major professor and the graduate coordinator from the minor area, is required in order to receive a minor from another program area.
- (c) **Ph.D.** - A minimum of 85 CREDIT HOURS including:
- (1) 60 credit hours coursework above the baccalaureate degree. The program of study must include 2 hours Seminar (EPP 8111 and 8121). It is recommended that the doctorate program include enrichment courses to be approved by the graduate committee. The enrichment program would consist of 12 course credits or equivalent special projects or study areas related to the specific interests and needs of the student.
 - (2) ~~20~~ 26 credit hours Dissertation Research and 1 credit hour Dissertation Writing (EPP 9001-9006).
- (d) **Ph.D. Minors** - At least twelve hours of graduate course work, approved by the student's major professor and the graduate coordinator from the minor area, is required in order to receive a minor from another program area.

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2.2.2 Committee Approval

The proposed academic program should be presented to the committee at a preliminary committee meeting. Prior to the meeting, each committee member should be given a list of pertinent courses taken previously and an abbreviated outline of the research problem to be pursued. Results of the Proficiency Examinations should be made available to the committee.

Final approval of the program of study must be obtained in time to file the approved program in the EPP main office before the end of the first regular semester in graduate school.

2.2.3 Program Changes

Changes in the academic program must be approved by the entire committee. Usually, a special meeting will not be required, though any member has the right to ask for a committee meeting to discuss the change before it is approved. A Change in Graduate Program Form must be completed, signed and filed in the student's file in the EPP main office.

2.3. Research Proposal

2.3.1 M.S.

A research proposal must be presented to the advisory committee before the end of the first semester of the program. After approval, the proposal must be filed in the student's file in the EPP main office. It should consist of the following:

- (a) Introduction—A brief statement of the current situation with a review of pertinent literature. Usually should not exceed 2 pages. Justification for the proposed research, including a research hypothesis, should be included here.
- (b) Objectives—A concise statement of the problem to be investigated, i.e., specific objectives of the research.
- (c) Methods—A description of the procedures to be used to obtain the needed data. Where possible, cite references to methods, giving details only when unpublished methods are to be used. If applicable, describe experimental design and statistical analyses to be employed. Any need for deposition of voucher specimens in the Entomological Museum should be stated, following consultation with the Museum Director.

2.3.2 Ph.D.

The Ph.D research proposal must be presented to the advisory committee before the end of the second semester of the program. The general content will be the same as that for the M.S. proposal and should be filed in the student's file in the EPP main office. The Ph.D.

student, however, is expected to be more intimately familiar with (1) the background of the research area, (2) the specific methodology to be used and (3) the rationale for conducting the specific research problem. Where applicable, the student should develop hypotheses, and should always have an appreciation of the potential scientific significance of the research to be done.

At the research committee meeting, the student will be questioned in depth relative to the aspects of the research mentioned above. While this "Defense of the Proposal" is not intended as a pass-or-fail examination, the level of performance will be called to the attention of the student and will be noted in the student's departmental file.

3. RESEARCH

3.1. M.S.

The M.S. research program should be designed largely to teach the student how to conduct research. The problem should be such that the student can complete it in a reasonable period of time (1-1 1/2 years). At the outset, it is expected that the student will require very close supervision. Throughout the program the student should be taught methodology, the rationale behind the research and the scientific method approach to research. Analysis of results and drawing of conclusions should be a joint effort of the student and major professor. By the end of the M.S. program, it is expected that the student will be competent to undertake minimally supervised research, though not necessarily be a competent independent researcher.

3.2. Ph.D.

The Ph.D. research program should be designed to train the student to become a fully competent researcher. While it is understood that the professional obligations of the major professor will require that the student work within certain research areas, flexibility of the program should be maintained to allow the student to have input into design of a portion of the over-all project. Before the end of the research program, the student should have demonstrated the ability to conduct independent research including:

- (a) Conceive and design a scientifically sound research problem,
- (b) Collect all required data by acceptable methods,
- (c) Analyze data by suitable statistical methods, where applicable,
- (d) Draw valid conclusions relative to the problem.

Annual Research Progress Report

During the 4th semester of the program and annually thereafter, the student should prepare and distribute to the advisory committee a progress report and revised research proposal (if needed). This document should contain a summary of research results, conclusions drawn at

that point, and any modifications of the original research proposal deemed necessary to strengthen the program. The material will then be presented orally and defended at a meeting of the advisory committee. Appropriate comments by the committee relative to progress made and to the student's performance during questioning will be given to the student and placed in the student's file in the EPP main office.

By-passing the M.S.

It is possible for a student to enter a Ph.D program directly from their baccalaureate program. The student must be admitted into a Master of Science program initially. The student's research should be closely supervised until the principles of research and the scientific method have been clearly demonstrated before seeking admission into a Ph.D program. Presentation of the research proposal will usually be delayed until the 3rd or 4th semester.

A similar procedure should be followed for students entering with a non-thesis masters degree.

4. GRADUATE ASSISTANTSHIPS:

All graduate assistantships are renewed annually and are "half-time". It is expected that students perform 20 hours of teaching or research services in addition to their thesis or dissertation research. Students on assistantship are not expected to perform any research or services unrelated to the major professor's official research program.

Students on assistantship may be provided with financial support for a period of 3 years for a M.S. student and 4 years for a Ph.D. if the student makes satisfactory progress toward his/her degree.

Students on assistantship are required to register for a minimum of 9 credit hours during the fall and spring semesters, and at least 6 credit hours during summer term (3 credits for each 5-week summer term, or 6 credits for one 5-week term). These credit hours could include course and/or research hours (EPP 8000 or 9000).

5. THESIS/DISSERATION

5.1. Format

The Graduate Office provides an information sheet ("Regulations Governing Theses and Dissertations") which contains general information on deadlines, formatting, etc. The main body of the thesis/dissertation should be written in a style and length suitable for submission to a scientific publication for publication without further alterations. Where applicable, more than one manuscript may be written.

When the thesis/dissertation consists of more than one manuscript, it must include (1) an over-all introduction and (2) an over-all conclusion to tie the manuscripts into a unit. Extensive literature reviews, tables of data and other items may be included as appendices at the discretion of the student and major professor.

5.2 Time Restrictions

To allow the advisory committee adequate time to thoroughly review the thesis/dissertation, the guidelines below have been established. It is expected that both the student and the reviewer will honor these time restrictions.

5.2.1 M.S. Thesis

A copy of the preliminary draft should be given to each committee member at least 5 weeks before the final examination and should be returned within 2 weeks. Copies of a revised draft should be given to committee members and departmental graduate coordinator at least 2 weeks before the final examination and should be returned within 1 week. A copy of the final draft (i.e., the draft that will be deposited in the MSU Library) must be given to each committee member and the Graduate Coordinator at least 2 days before the final examination. Committee members have the right to ask for each previously reviewed draft of the thesis when reviews of current drafts are requested.

5.2.2 Ph.D. Dissertation

A copy of the preliminary draft should be given to each committee member at least 6 weeks before the final examination and should be returned within 3 weeks. Copies of a revised draft should be given to committee members and the Graduate Coordinator at least 2 weeks before the final examination and should be returned within 1 week. A copy of the final draft (i.e., the draft that will be deposited in the MSU Library) must be given to each committee member and the Graduate Coordinator at least 2 days before the final examination. Committee members have the right to ask for each previously reviewed draft of the dissertation when reviews of current drafts are requested.

For both the M.S. and Ph.D., the final examination should occur before the final day listed in the Graduate Bulletin for that semester. However the specific date should not be established until the committee has reviewed and returned the preliminary draft of the thesis/dissertation.

6. EXAMINATIONS

6.1. M.S.

6.1.1 Proficiency Examinations - See 1.2.1. Demonstration of Proficiencies (page 1)

6.1.2 Final Examination - The final examination consists of both written and oral portions. The oral examination to be taken at least 2 weeks prior to graduation. The written examination is administered by the major professor, and should cover primarily proficiencies in the core areas and courses taken during the M.S. program. The oral examination should include both the academic program and defense of the thesis.

To pass, the candidate must not receive more than one "fail" vote from the examining committee. For other restrictions, refer to the Graduate Bulletin.

6.2 Ph.D.

6.1.2 Proficiency Examinations - See 1.2.1. Demonstration of Proficiencies (page 1).

6.2.2 Preliminary Examination - To be taken at least 6 months prior to graduation (see Graduate Bulletin for deadlines), it will consist of written and oral examinations and will emphasize (but not necessarily be restricted to) proficiencies in the core areas and courses taken during the Ph.D. program. Questioning relative to research may be included at the discretion of the examiner. To pass, the student must not receive more than one "fail" vote from the examining committee.

6.2.3 Final Examination - To be taken at least 2 weeks prior to graduation, it will consist of an oral defense of the dissertation. Questioning relative to academic subjects will be included only when deficiencies were noted during the Preliminary Examination.

APPENDICES

TIMETABLE FOR M.S. PROGRAMS

TIMETABLE FOR PH.D. PROGRAMS

COMMITTEE REQUEST FORM (Form)

COMMITTEE REQUEST CHANGE FORM (Form)

GRADUATE PROGRAM OF STUDY Page 1 & 2 (Form)

CHANGE IN GRADUATE PROGRAM (Form)

REPORT OF EXAMINATION RESULTS (Form)

ADMISSION TO CANDIDACY (Form)

TIMETABLE FOR M.S. PROGRAMS

First Semester

Proficiency Examinations (For students in Entomology only)—To be taken within first week of the first regular semester in attendance. (1.2.1.)

Committee Selection - The student and major professor should select a committee and request faculty to serve. A Committee Request Form should be completed and submitted to the Graduate Coordinator for approval.

Academic Program—A committee meeting should be called to consider and approve academic program. The Graduate Program Form should be completed and filed in student's file in main office. (2.2.2.)

Research Proposal—Research proposal must be approved by committee before the end of first semester. Committee meeting may be held simultaneously with meeting to consider academic program. A copy of the proposal should be filed in the student's file in the EPP main office. (2.3.1.)

Last Semester

Submit signed and approved Academic Program of Study to Graduate Coordinator.

Thesis Preparation and Review:

Preliminary Draft—Should be in the hands of the committee at least 5 weeks before the final examination is to be taken.

Revised Draft—A revised draft should be returned to the committee at least 2 weeks before the final examination.

Final Draft—The final draft (along with drafts previously reviewed if requested) should be presented to the committee and the Graduate Coordinator at least 2 days before the final examination.

Final Oral Examination— Must be taken by the deadline date set by the Office of the Graduate School and published in the Graduate School Bulletin. Written portions will precede the oral examination. (6.1.2.)

First and Final Submission of Thesis to the Library- An original copy of the thesis bearing approval signatures of the student's committee, graduate coordinator and the Dean of the College of Agriculture and Life Sciences should be submitted to the MSU Library by the deadline for first submission of thesis/dissertations which is published in the The Graduate School Bulletin. The Library will return the thesis to the student for

any changes to be made by the student. The final thesis with changes will then be returned to the Library by the deadline date for final submission of thesis and dissertations as listed in The Graduate School Bulletin. The student should follow The Graduate School's *Guidelines for Preparing Dissertations And Thesis* while preparing the thesis and submitting drafts and final thesis to the MSU Library.

TIMETABLE FOR Ph.D PROGRAMS

First Semester

- ✓ Proficiency Examinations (For students in Entomology only)—To be taken within first week of the first regular semester in attendance. (1.2.1.) ✓
- ✓ Committee Selection - The student and major professor should select a committee and request faculty to serve. A Committee Request Form should be completed, signed and submitted to the Graduate Coordinator for approval.

Second Semester

- ✓ Academic Program—Approved program must be submitted to the Graduate Coordinator.
- ✓ Committee meeting should be called to consider program. (2.2.2) ✓
- ✓ Research Proposal—The research proposal must be approved by the end of the second semester and requires a meeting of the full advisory committee. A copy of the proposal should be filed in the student's file in the EPP main office (2.3.2.) ✓

ANN Rev ent

History of Systematics

General ent

- Max 4+9 parts morph.

Molecular

Fourth-Fifth Semester

- Progress Reports—Progress reports should be prepared and distributed to the committee about half-way through the research program (usually during the 4th semester) and annually thereafter. Each progress report should include a summary of results and any changes in proposed research. A meeting of the full committee should be called to consider the student's progress. If changes are to be made to the program a Change in Graduate Program Form should be completed and submitted to the Graduate Coordinator for approval. If the student's committee has changed (i.e., professor died or left the university) a Committee Request Change Form should be completed and submitted to the Graduate Coordinator for Approval (3.2.)
- Preliminary Examination—The preliminary examination must be taken at least 6 months prior to graduation (see Graduate Bulletin for specific deadline), and after completion of all course work and language requirements. Written portions will precede the oral examination. (6.2.2.)
- Admission to Candidacy - Student must complete an Admission to Candidacy form and submit to the Graduate Coordinator for approval and submission to the Graduate School.

Last Semester

Dissertation Preparation and Review:

Preliminary Draft—Should be in the hands of the committee at least 6 weeks before the final examination is to be taken.

Revised Draft—Should be returned to the committee and Graduate Coordinator at least 2 weeks before the final examination.

Final Draft—The final draft (along with drafts previously reviewed if requested) should be returned to the committee and Graduate Coordinator at least 2 days before the final examination.

Final Oral Examination— Must be taken by the deadline date set by the Office of the Graduate School and published in the Graduate School Bulletin. Written portions will precede the oral examination. (6.2.3.)

First and Final Submission of Dissertation to the Library- An original copy of the dissertation bearing approval signatures of the student's committee, graduate coordinator and the Dean of the College of Agriculture and Life Sciences should be submitted to the MSU Library by the deadline for first submission of thesis/dissertations which is published in the The Graduate School Bulletin. The Library will return the dissertation to the student for any changes to be made by the student. The final dissertation with changes will then be returned to the Library by the deadline date for final submission of thesis and dissertations as listed in The Graduate School Bulletin. The student should follow The Graduate School's *Guidelines for Preparing Dissertations And Thesis* while preparing the dissertation and submitting drafts and final dissertation to the MSU Library.

PLEASE TYPE

MISSISSIPPI STATE UNIVERSITY
COMMITTEE REQUEST FORM

THE GRADUATE OFFICE

NAME: _____ SOCIAL SECURITY NO.: _____
(Last) (First) (Middle)

ADDRESS: _____
(Box-Street) (City) (State) (Zip)

DEGREE: _____ MAJOR: _____
MINOR: _____

NAME OF COMMITTEE MEMBERS:

Major Professor _____
Minor Professor _____
Committee Member _____
Committee Member _____
Committee Member _____
Committee Member _____
Committee Member _____

SIGNATURES:

Program Graduate Coordinator Date

Minor Graduate Coordinator Date

Student Signature Date

PLEASE TYPE

MISSISSIPPI STATE UNIVERSITY
COMMITTEE REQUEST CHANGE FORM

THE GRADUATE OFFICE

NAME: _____ SOCIAL SECURITY NO.: _____
(Last) (First) (Middle)

ADDRESS: _____
(Box-Street) (City) (State) (Zip)

DEGREE: _____ MAJOR: _____
MINOR: _____

NAME OF COMMITTEE MEMBER TO BE ADDED:

Type Name	Signature
Major Professor _____	_____
Minor Professor _____	_____
Committee Member _____	_____
Committee Member _____	_____
Committee Member _____	_____
Committee Member _____	_____
Committee Member _____	_____

NAME OF COMMITTEE MEMBER TO BE DELETED:

Type Name	Signature
Major Professor _____	_____
Minor Professor _____	_____
Committee Member _____	_____
Committee Member _____	_____
Committee Member _____	_____
Committee Member _____	_____
Committee Member _____	_____

SIGNATURES:

_____	Date
Program Graduate Coordinator	
_____	Date
Minor Graduate Coordinator	
_____	Date
Student Signature	

PLEASE TYPE

MISSISSIPPI STATE UNIVERSITY
CHANGE IN GRADUATE PROGRAM

THE GRADUATE OFFICE

NAME: _____ SOCIAL SECURITY NO.: _____
(Last) (First) (Middle)

ADDRESS: _____
(Box-Street) (City) (State) (Zip)

DEGREE: _____ MAJOR: _____
MINOR: _____

ADD:

COURSE SYMBOL AND NUMBER	COURSE TITLE	CFV

DELETE:

COURSE SYMBOL AND NUMBER	COURSE TITLE	CFV

REASON FOR CHANGE: _____

Major Professor Date

Committee Member Date

Program Graduate Coordinator Date

Committee Member Date

Minor Professor Date

Committee Member Date

Minor Graduate Coordinator Date

Student Signature Date

MISSISSIPPI STATE UNIVERSITY
ADMISSION TO CANDIDACY FORM

for the degree of
Doctor of Philosophy
Doctor of Business Administration
Doctor of Education

STUDENT: _____ SOCIAL SECURITY NO: _____
(Last) (First) (Middle)

ADDRESS: _____
(Box - Street) (City) (State) (Zip)

DEGREE: _____ MAJOR: _____

MINOR: _____

DATE:

_____ Date of admission to degree program
_____ Date graduate program approved
_____ Number of course hours completed to date
_____ Number of dissertation research hours completed to date
_____ Date preliminary exam passed
_____ Date exam passed in _____ for research skill 1
_____ Date exam passed in _____ for research skill 2
_____ Date proposed dissertation title approved by Director
(If the dissertation title changes, please notify the Graduate Studies Office in writing).

Proposed Title of Dissertation:

Major Professor Date

Director of Dissertation Date

Program Graduate Coordinator Date

Student Signature Date

MISSISSIPPI STATE UNIVERSITY
REPORT OF EXAMINATION RESULTS

STUDENT: _____ SOCIAL SECURITY NO. _____

ADDRESS: _____ DEGREE: _____

MAJOR: _____

MINOR: _____

The above student has successfully (or unsuccessfully) stood the examination required of him as checked below.

	<u>Date Held</u>	<u>Passed</u>	<u>Failed</u>
1. WRITTEN/ORAL COMPREHENSIVE EXAMINATION:	_____	_____	_____
2. DEFENSE OF MASTER'S THESIS	_____	_____	_____
3. DOCTORAL PRELIMINARY:	_____	_____	_____
4. DOCTORAL DEFENSE:	_____	_____	_____
5. SIGNATURES OF THE EXAMINING COMMITTEE:			

Major Professor _____

Minor Professor _____

Committee Member _____

Committee Member _____

Committee Member _____

Committee Member _____

Committee Member _____

Graduate Coordinator _____

Remarks or Conditions:

(PLEASE SUBMIT ORIGINAL AND ONE COPY)

