



University of Idaho

College of Graduate Studies

Department of Entomology, Plant Pathology and Nematology (EPPN)

Graduate Student Handbook

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M.S. in Entomology Ph.D. in Entomology

(revised and updated 21 March 2019)

I. WELCOME

On behalf of the EPPN faculty, staff, trainees, and students, welcome to the Department, to the College of Agricultural and Life Sciences (CALs) and to the University of Idaho (UI)!

This handbook is a compilation of policies and interpretations of policies that pertain to Entomology graduate students in the Department of Entomology, Plant Pathology and Nematology (EPPN). It is written for graduate students and intended for use as a guide in planning and pursuing graduate study. Every effort has been made to accurately summarize University policies. However, since policies and interpretations may change over time due to actions taken by UI or the State Board of Education, this handbook should be considered an unofficial source of information. You are encouraged to consult the appropriate source documents, such as the Class Schedule and General Catalog or the Faculty Staff Handbook, or other authorities to learn more about specific policies. Important links to these sources, where appropriate, are noted below. Please bring any errors or ambiguities in the handbook to the attention of the **EPPN Head Dr. Ed Lewis** (eelewis@uidaho.edu, 208-885-1697), to the **EPPN Director of Graduate Studies Dr. Mark Schwarzländer** (markschw@uidaho.edu, 208-885-9319), to the **Administrative Coordinator Mark McLaughlin** (mclaughlin@uidaho.edu, 208-885-3776) or to any EPPN faculty member so that the handbook can be updated and improved.

The links below are helpful for general campus policies, graduate orientation, personal safety and well-being and for official forms needed by graduate students as they progress through their educational programs. Additional details are provided in this handbook under related sections.

- (1) Personal Safety on Campus <https://www.uidaho.edu/infrastructure/i-safety/personal-safety>
- (2) Public Safety and Campus Security www.uidaho.edu/infrastructure/pss
- (3) Copyrights, Protectable Discoveries, and other Intellectual Property Rights
www.webpages.uidaho.edu/fsh/5300.html
- (4) Responsible Conduct of Research Education www.uidaho.edu/apm/45/21
- (5) Policy against Sexual Harassment www.webpages.uidaho.edu/fsh/3220.html#A
- (6) Non-Discrimination Policy www.uidaho.edu/ocri/policy-procedure/nondiscrimination-policy

- (7) Graduate Orientation <https://www.uidaho.edu/cogs/student-resources/newly-admitted/orientation>
- (8) Graduate Student Resources <https://www.uidaho.edu/cogs/student-resources>
- (9) College of Graduate Studies (COGS) forms www.uidaho.edu/COGS/forms
- (10) Class Schedule and General Catalog <https://www.uidaho.edu/registrar/classes>
- (11) Faculty Staff Handbook <http://www.webpages.uidaho.edu/fsh/>

For **international scholars enrolled in the M.S. or Ph.D. in Entomology**, the Office of International Programs (IPO) can provide information and advising on a variety of topics, including immigration and travel paperwork, taxes, cultural activities and events, and scholarships for international students <https://www.uidaho.edu/academics/ipo/current-international-students>.

A comprehensive collection of policies, procedures and tips for success as a graduate student is provided by the College of Graduate Studies **“Steps to Your Degree”** at <https://www.uidaho.edu/cogs/degree-steps>. These elements, along with program-specific requirements, are also detailed here below.

II. PROGRAM OVERVIEW: THE DEPARTMENT AND UI FACILITIES

EPPN Head Dr. Ed Lewis and EPPN Director of Graduate Studies Dr. Mark Schwarzländer are available for guidance to all students. Administrative Coordinator Mark McLaughlin serves the Department in the capacity of program support for faculty, staff, students, visitors, managing documents for personnel requirements and actions, academic courses and advising for registration, and travel forms for approval and authorization.

The **Department of Entomology, Plant Pathology and Nematology (EPPN)** works to understand insects’ relationships with the natural and human environments, and to discover safe and healthy ways to protect food, people and resources from pests and disease. The Department offers B.S., M.S., and Ph.D. in Entomology and minors in Entomology and Plant Protection. EPPN offers Idaho's only M.S. and Ph.D. in Entomology.

EPPN delivers statewide programs in teaching, research and extension about insects and their relatives, plant pathogens and diseases, human and animal vector-borne diseases, and insect- and plant-parasitic nematodes. The Department has a base appropriation of allocated funding from the state legislature and federal agencies. In addition, the faculty generate extramural grant and contract funds to support their research and extension programs. Most technical support personnel are funded from a combination of allocated resources and grant and contract dollars.

The roles of the Department in research and extension activities emphasize plant and crop science, molecular and cellular biology, behavioral and chemical ecology, biological control, microbiology, arthropod systematics and resource science as fostered by the land grant university system. The Department's goal in research is to pursue a balanced program that spans the continuum between fundamental and applied science. Fundamental programs expand the knowledge base in each discipline while enhancing the academic programs and more applied programs focus on local, statewide, or regional problems in which the results of the research are readily implemented by Extension to improve the economy of the region. Many research programs include both fundamental and applied elements.

In addition to the Moscow campus, EPPN-affiliated Research and Extension Center (REC) faculty, support staff and trainees are located at Aberdeen, Caldwell, Kimberly, Parma, Teton, and Twin Falls, Idaho, <https://www.uidaho.edu/cals/idaho-agricultural-experiment-station/research-and-extension-centers>. Facilities on the Moscow campus include research laboratories, teaching

laboratories, and 16,500 square feet of greenhouse space. Within the Department, walk-in cold rooms, growth chambers, and specialized equipment such as gas and ion chromatographs, infrared analyzers, spectrophotometers, mass spectrometry, electroantennography and retinography, live animal imaging by fluorescence and bioluminescence, Biosafety Level 2 (BSL2) facilities, autoanalyzers, state-of-the-art equipment for cellular, nucleic acid, and protein analyses as well as numerous other laboratory instruments and expertise are available to support graduate research. Graduate studies can be conducted on campus, at the RECs, or a combination of both.

Graduate students obtain working space in laboratories, fields, greenhouses, growth chambers, etc., through their major professors. Additional facilities available within the Department include the Greenhouse Complex on 6th Street and the H.C. Manis Entomology Laboratory Complex on Farm Road. Questions regarding the 6th Street Greenhouse can be directed to the greenhouse manager. Dr. Sanford Eigenbrode (sanforde@uidaho.edu, 208-885-2972) is in charge of the Manis Laboratory and can provide details on facilities and capabilities. Additional greenhouse space may be available in polyhouses with limited environmental control at the Parker Research Farm. For availability contact Mark Schwarzländer (markschw@uidaho.edu, 208-885-9319). With approval from the major professor and/or EPPN Administrative Coordinator, graduate students can access and utilize Department classrooms, copy/fax machines, and office supplies. Graduate students are assigned mailbox space within the Department.

The University of Idaho is home to more than 50 Service Centers and advanced Core Facilities that are available for use in support of research. Some are available without charge, while others are available as fee-for-service. These centers and cores can be reviewed at this link under six separate drop down windows with multiple links within each window <https://www.uidaho.edu/research/shared-resources>. In addition, multiple additional Core Facilities are available at nearby Washington State University (~7 miles) <https://research.wsu.edu/centers-facilities-capabilities/capabilities-facilities/core-facilities/>, some of which are available to UI users at WSU rates or for nominal off-campus fees.

III. SAFETY AND INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

All UI personnel are required to complete task-specific safety training, some of which must be updated on an annual basis. **Environmental Health and Safety (EHS) addresses the question of “What training do I need?”** with a helpful matrix to use as a guide <https://www.uidaho.edu/-/media/UIDaho-Responsive/Files/infrastructure/PSS/EHS/UI-Training-Matrix.pdf?la=en&hash=191C1E13D9D90B453E5FF904F4B59E627FCE06F8>. Graduates students should discuss this guide with their major professor and complete the training that is appropriate and required. EHS also maintains a well-organized website with helpful information regarding accident reporting, fire safety, hazardous materials and waste, occupational safety and radiation safety <https://www.uidaho.edu/infrastructure/pss/ehs>. The UI also provides access to the nationwide Collaborative Institutional Training Initiative (CITI) for biosafety training and for training required for shipping/transport of regulated biologicals <https://www.uidaho.edu/research/faculty/research-assurances/biosafety/training>. With CITI access, additional training courses are available and may be assigned based on specific research program requirements.

A comprehensive listing of UI campus emergency numbers (Moscow, Boise, Coeur d’Alene, Idaho Falls) for emergencies, chemical spills, fire, crisis hotlines, local hospitals, domestic violence, campus security and campus facilities (office and after hours) is available at <https://www.uidaho.edu/infrastructure/pss/emergency-numbers>.

The use of animals and any protocols involving human subjects requires review and approval by the Institutional Animal Care and Use Committee (IACUC) and the Institutional Review Board (IRB), respectively. Links to these committees can be accessed at <https://www.uidaho.edu/cogs/student-resources/research/before-starting> and at <https://www.uidaho.edu/research/faculty/research-assurances>. All faculty, staff and students who are listed as internal personnel on active IACUC protocols and who come in contact with live or dead animals, animal tissues or animal excrement as a result of their normal duties must be registered with the **UI Animal Workers Medical Surveillance Program (AWMSP)**, <https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/industrial-hygiene/animal-workers>).

IV. DEPARTMENT, MAJOR PROFESSOR AND GRADUATE STUDENT RESPONSIBILITIES

EPPN provides the necessary tools, resources and environment for the growth and professional development of its graduate students. The major professor will provide frequent and thorough advice on coursework and research, while students express the motivation, integrity, and professional ambition to effectively utilize available resources and support to complete their academic programs.

The UI is committed to maintaining a community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to meet this goal. **The policies and procedures regarding academic integrity and honesty, use of UI and personal resources, respect for others, and use and misuse of substances are defined in the Student Code of Conduct** www.webpages.uidaho.edu/fsh/2300.html.

Conduct of research at the University of Idaho is governed by policies under the Administrative Procedures Manual (APM) section 45.21 **Responsible Conduct of Research (RCR)** which describes RCR and required training as set forth by the National Science Foundation (NSF), National Institutes of Health (NIH), and the US Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) <https://www.uidaho.edu/apm/45/21>. Graduate students supported by NIH training, career development award (individual or institutional), research education grant, or dissertation research grant must receive instruction in RCR. For NSF, all graduate students funded by an NSF grant are required to take RCR training. For USDA NIFA, all graduate students participating in NIFA-funded research are required to take RCR training.

V. OVERVIEW OF GRADUATE ACTIVITIES AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Entomology graduate program provides a deep understanding of the impacts of insects and their relatives on agriculture, human health and the environment. Under the guidance of a faculty mentor, students lead independent research with opportunities to conduct laboratory- or field-based projects in insect ecology and conservation, arthropod systematics, sustainable pest management in diverse cropping systems, forest entomology, biological control of weeds and insects, chemical ecology, and vector-borne diseases of plants, animals, and humans. Graduates are prepared for opportunities in industry, public agencies, non-profits, or to continue into doctoral or post-doctoral training in Entomology or related fields.

Graduate students are encouraged to participate in EPPN and CALS activities such as field days, student recruitment, open houses, seminars, organizations, and other activities that provide for a well-balanced education and enhance the quality of our teaching and research programs.

The **Aldrich Entomology Club** was founded in 1961 for graduate and undergraduate students in Entomology. The club's main purposes are to expand students' professional experiences, to enhance collegiality among students, and to promote activities related to entomology with UI and the

Moscow/Pullman community. Fundraising activities carried out by the club support events such as insect collecting trips, educational outreach events and social gatherings. With funds from the Lowell T. Farmer Entomology Endowment, the club invites one guest speaker to the UI campus each fall semester. For information, contact club advisor, Dr. Mark Schwarzländer (markschw@uidaho.edu), club President Stacey Lee Rice (rice1381@vandals.uidaho.edu) or Vice President Jessica Fung (jfung@uidaho.edu). Aldrich Entomology Club website: <http://vandalsync.orgsync.com/org/aldrichentomologyclub>.

The University of Idaho **Graduate and Professional Student Association (GPSA)**, <https://www.uidaho.edu/cogs/student-resources/gpsa>) supports and promotes graduate student education, campus sustainability and graduate student life on campus. This includes assisting graduate students during their transition from student to professional life. The GPSA is committed to providing a collective voice for graduate students to the UI and the State. The GPSA body is composed of an executive branch, judicial branch and legislative branch with senators that represent academic departments having graduate programs. The GPSA also offers travel awards to UI graduate students (see section XV) and hosts a regular coffee break for graduate students throughout UI to connect and network.

The International Programs Office (IPO) and a number of student-run International Clubs organize outdoor activities, cultural events and holiday celebrations for international students and the campus community. The IPO also supports the development of a welcoming community through a variety of programs to promote cultural awareness for our campus and adjustment for international scholars at the UI. Links to **IPO Intercultural Programs, Events and Activities** can be found at <https://www.uidaho.edu/academics/ipo/intercultural-programs-events-and-activities>.

The College of Graduate Studies offers a number of professional activities and workshops for graduate students. The **Professional Development Initiative (PDI)** creates and coordinates events, workshops, classes and provides services that will help ensure the success of graduate students, postdocs and other early career trainees academically and in their careers. The workshop schedule can be found at <https://www.uidaho.edu/COGS/pdi>. The **Preparing Future Faculty (PFF) program** provides a full complement of services designed to support the professional growth and development of our graduate students and post-docs, with an emphasis on and credentialing in higher education pedagogy. The year-long program includes seminars, mentoring, assistance with interviews, and engagement with representatives from different institutional types <https://www.webpages.uidaho.edu/cetl/preparing-future-faculty.asp>. Communicating science is critical to success for interviews, grant support, teaching, mentoring, and educating the public. To support effective science communication, the College of Graduate Studies supports a number of activities, including a **Science Communication Workshop** (offered once per year), a **3-Minute Thesis Competition** to cultivate student communication skills, and an annual **Innovation Showcase** for research and creative activities of graduate and undergraduate students in all disciplines at the University of Idaho. Links to these activities, including an overview of prize money for the 3-Minute Thesis and Innovation Showcase can be found at <https://www.uidaho.edu/cogs/pdi/science>.

VI. APPLICATION AND ADMISSION

Interested students are strongly encouraged to contact EPPN faculty prior to submitting an application to gauge interest and availability of resources from prospective major professors. For admission, an application to the Office of Graduate Admissions is required <https://www.uidaho.edu/admissions/graduate/graduate-programs/entomology>. Minimum Grade

Point Average (GPA), acceptable degree levels and equivalents, English proficiency requirements,

tuition/fees/costs, letters of recommendation, student visa and Student and Exchange Visitor Information System (SEVIS), and submission of documents can be found at the link above. EPPN also requires graduate applicants to submit a short essay (1-2 pages) on professional goals, academic interests, and personal objectives as well as GRE scores (verbal, quantitative, and analytical writing) for consideration for admission.

To provide time for evaluation and notification prior to registration, application materials should be received by the Graduate Admissions Office no later than the following dates to be processed for the corresponding semester: **Summer and Fall, February 1; Spring, September 1.**

Completed application files are forwarded to the Department for review and recommendation for admission by the EPPN faculty. If a prospective major professor has been identified and has indicated willingness to support the student, this is noted at the time the application is circulated for review. Applicants are accepted for graduate study if they are qualified academically and if a major professor can be identified. The application is then forwarded to the Graduate Admissions Office of the College of Graduate Studies for their review and action.

An admission decision is not official until approved by the College of Graduate Studies. The Graduate Admissions Office cannot grant final acceptance to international applicants who have not fulfilled US Department of Homeland Security Citizen and Immigration Service (CIS) requirements and documentation of financial support (see the "International" section of the "Submitting Documents" drop-down at <https://www.uidaho.edu/admissions/graduate/graduate-programs/entomology>). Accepted graduate students with assistantship appointments who are US citizens will not be required to submit a financial statement.

Acceptance is granted for a specific semester or summer session. If an applicant does not intend to register for the term indicated, he/she should advise the **Administrative Coordinator Mark McLaughlin** (mclaughlin@uidaho.edu, 208-885-3776) as to which semester/year they will enroll, noting that the graduate application fee is good for one year from receipt at the Graduate Admissions Office. Provisional enrollment is sometimes granted at the M.S. level, with specific conditions that the student must fulfill to be advanced to regular enrollment. International students and students who are to be appointed to assistantships cannot be accepted on provisional enrollment.

If a graduate applicant has been denied admission into the College of Graduate Studies, they may request through the Graduate Admissions Office to reactivate their file. If the applicant has adequately addressed the reason leading to denial of the original application (i.e., low test scores, inadequate course background, failure to supply support materials, etc.), the application may be re-reviewed. Some applicants, however, may be denied admission due to lack of funding resources, programs to offer, or available faculty. Appeals for admission are approved by the EPPN Head Dr. Ed Lewis. Following acceptance, the faculty member and student correspond regarding a start date, registration, financial support, work expectations, insurance, etc. as detailed here below.

VII. GRADUATE STUDENT ORIENTATION

Graduate Student Orientation <https://www.uidaho.edu/cogs/student-resources/newly-admitted/orientation> is required and introduces all incoming graduate students to life at the UI and provides new students with an opportunity to meet their fellow students, to learn about campus resources, additional sources of financial support, and professional development opportunities. **International students are required to attend the Graduate Student Orientation and to complete in-processing with the IPO** <https://www.uidaho.edu/admissions/international/admitted>.

VIII. SELECTION OF MAJOR PROFESSOR

Initiation and successful completion of graduate study and independent research or creative activity requires support, advice and oversight by a faculty member who has agreed to serve as a major professor. For the M.S. and Ph.D. in Entomology, the major professor must be in EPPN and a member of the UI Graduate Faculty <https://www.uidaho.edu/cals/entomology-plant-pathology-and-nematology/our-people>. The major professor acts as the graduate committee chair and the student's research adviser. Through a schedule of regular communication, the major professor assists his/her graduate students with course selection, provides program and research guidance for the successful development of the thesis or dissertation, directs the completion of non-thesis requirements, and offers academic and professional advice.

If a faculty member departs from the University, he/she is replaced as major professor unless permission to remain in that role is given by the Dean of the College of Graduate Studies Dr. Jerry McMurtry (mcmurtry@uidaho.edu, 208-885-6245). A faculty member can also be removed as a major professor if it is determined that continued membership is not in the best interest of the department or the student. Such a request would be initiated by the student and advanced only if the remaining committee supports such request. The determination of action will be made through deliberation between the CALS Dean Dr. Michael Parrella and the Dean of the College of Graduate Studies. This policy is not designed to question or remove a faculty's inherent right to minority opinion regarding research or academic standards. This process is completed in consultation with the EPPN Director of Graduate Studies Mark Schwarzländer, the EPPN Head and with the College of Graduate Studies and requires completion and approval of a form for Committee Member Appointment or Committee Changes <https://www.uidaho.edu/-/media/UIDaho-Responsive/Files/cogs/COGS-Forms/Guides/combo-change-2014.pdf>.

A major professor is normally identified during review of the graduate application and is in place prior to graduate student admission. **All M.S. degree seeking graduate students are required to select or be assigned a major professor within the first year following enrollment in the program. Non-thesis M.S. students or specialist students are strongly encouraged to select or be assigned a major professor no later than the end of the first semester and it is required by the end of the first year. Ph.D. students are required to select or be assigned a major professor no later than the end of the third semester in the program.** Appointment of a major professor requires completion of the form for Committee Member Appointment or Committee Changes identified at the link above. Major professors are confirmed by the EPPN Head with final approval by the Dean of the College of Graduate Studies. Students with major professors off-campus must have a cooperating faculty member on-campus to assist the student with space needs (desk, lab, greenhouse, farm, etc.) and academic procedures.

IX. FORMING THE GRADUATE COMMITTEE

The graduate committee assumes the responsibility for approving the student's program, advising thesis/dissertation research, advising for non-thesis requirements, and conducting required examinations. The graduate committee for the M.S. degree (thesis and non-thesis) will consist of at least the major professor as chair, a second faculty member from the major field, and a faculty member representing a supporting field outside of Entomology. A fourth member may be appointed. The committee for the Ph.D. degree will consist of the major professor as chair, a second member from the major field, one member from a minor or supporting area, and a member from outside the major and supporting fields. A fifth member from within or outside the major field may also be appointed. At least one-half of the committee members must be members of the University graduate

faculty.

A qualified person who is not a University faculty member with a particular expertise may be requested to serve on a student's graduate committee as a one-time appointment. The person must have written approval from the Dean of the College of Graduate Studies in advance of the individual's committee participation. In this case, the person would not have to meet the rules of appointment and would be considered an outside member to the committee. It is the intent of the Graduate Council that this privilege be used sparingly and only when the situation indicates its necessity. The Entomology program will be cognizant of and prevent conflicts of interest in the context of students' committees. Of particular concern are situations in which a voting member of the committee is from outside the UI and is, in some fashion, connected with the sources of funding for the student's project.

Composition of the graduate committee requires approval of the EPPN Director of Graduate Studies Dr. Mark Schwarzländer and EPPN Head Dr. Ed Lewis followed by submission and approval of the College of Graduate Studies Committee Member Appointment or Committee Changes <https://www.uidaho.edu/-/media/UIDaho-Responsive/Files/cogs/COGS-Forms/Guides/combo-change-2014.pdf> form. This form should be filed with the College of Graduate Studies within the first semester of enrollment for the M.S. program and within the first two semesters for the Ph.D. program.

As soon as possible after the graduate committee is formed a first formal committee meeting should be held. At this meeting, the student is expected to present a brief summary of his or her research interests and career goals and to respond to questions about this from graduate committee members. The purpose of the meeting is to allow the graduate committee to meet the student and to inform the committee so it can effectively advise the student on the suitability of the study plan and research outline. The study plan should be completed and signed by the committee by the conclusion of the meeting.

X. STUDY PLAN AND RESEARCH OUTLINE

Prior to the first meeting of the graduate committee, the student should, in consultation with his/her major professor, prepare a schedule of minimum courses and credits required for the M.S. or Ph.D. (study plan) and a brief outline of the proposed research topic. Normally, the study plan will include some work to be taken outside of the major department. The proposed study plan and research outline will be discussed at the first committee meeting, revised if necessary and signatures obtained. Following approval by the EPPN Head Dr. Ed Lewis, the form will be submitted to the College of Graduate Studies within the first semester or second semester of enrollment.

All degree-seeking graduate students must have a study plan on file with the College of Graduate Studies. Study plans cannot be processed without an assigned major professor. **All M.S. students are required to file a study plan with the College of Graduate Studies by the end of the first year of attendance. Ph.D. students are required to file a study plan with the College of Graduate Studies by the end of the third semester in the program. The graduate student is responsible for complying with all rules, procedures, and time limits as established by the graduate faculty. A study plan is not considered official until it has been posted by the Registrar's Office.**

The College of Graduate Studies instructions for completing the Study Plan can be found at <https://www.uidaho.edu/cogs/forms>. If transfer credits are listed on the Study Plan, credit conversion from quarter to semester credits must be included on the form. Refer to section XI of this handbook and this link for CALS and general university graduation requirements

<http://uidaho.smartcatalogiq.com/2016-2017/University-of-Idaho-General-Catalog/Colleges-and->

[Related-Units/College-of-Agricultural-and-Life-Sciences](#). The Study Plan should be up-to-date and can be changed at any time by electronically submitting the Study Plan/Degree Audit Change form on VandalWeb. A change of Study Plan is processed in the same way as the original Study Plan.

XI. PROGRAM COMPONENTS / DEGREE PLAN OPTIONS / DEGREE REQUIREMENTS

A. Overview and Course Requirements

General and specific requirements for the M.S. and Ph.D. are detailed in the UI General Catalog <http://www.webpages.uidaho.edu/catalog/2014/college-of-graduate-studies.htm>. All graduate students in Entomology are required to complete specific courses and meet specific credit requirements. Non-thesis M.S. students are required to complete a comprehensive exam. Ph.D. students are required to complete a preliminary exam. **Requirements for the M.S. thesis, final defense and exam; for the non-thesis technical report; and for the Ph.D. research proposal, dissertation, final defense and exam are detailed below in section XII.**

Entomology graduate students are expected to meet the same departmental course requirements (or their equivalents) that are required for the undergraduate degree in Entomology. Deficiencies should be made up early in the student's graduate program. Courses that are needed to provide background for the student's program may be taken for audit or under the pass/fail option (see regulations for pass/fail under B-11 at <https://www.webpages.uidaho.edu/catalog/2014/rights-reserved-to-the-university.htm#o4839>). When deficiency courses are taken for regular credit the resulting grade will be included in calculating the GPA.

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

ENT 440/540	Insect Identification, 4 credits
ENT 541	Insect Ecology, 3 credits
ENT 484/584	Insect Anatomy and Physiology, 4 credits
ENT 501	Seminar Presentation, 2 credits (M.S.) or 3 credits (Ph.D.)

The remainder of the required courses will be selected with input from the graduate student's committee.

The **M.S. degree requires at least 30 credit hours** to be chosen in consultation with the major professor and approved by the student's graduate committee. Of the minimum 30 credits required for the degree, at least 18 credits must be at the 500 level; the remainder may include 400 level courses in the major, and 300 or 400 level courses in supporting areas. Credit in ENT 500 (Master's Research and Thesis) cannot be counted toward the minimum of 30 credits for a non-thesis M.S. degree. Although no limit is imposed on the number of credits that may be earned in ENT 500 (Master's Research and Thesis) for degrees with thesis, a maximum of 10 credits in ENT 500 can be used to fulfill M.S. degree requirements. Two credits of Seminar (ENT 501) are required. No more than a combined total of 12 credits earned at another academic institution, via correspondence study, completed in non-degree status, or that are more than 8 years old at the time the degree is conferred at the UI may be counted toward M.S. requirements. Transfer and correspondence courses must be from academic institutions that offer a graduate degree in the area of the course.

The **Ph.D. degree requires at least 78 credit hours beyond the bachelor's degree**; of these, at least 52 credits must be in courses at the 500 level and above, at least 33 of the 78 credits must be in courses other than ENT 600 Doctoral Research and Dissertation, and at least 39 of the 78 required credits must be completed for the Ph.D. degree while the student is matriculated in the College of

Graduate Studies. A maximum of 45 credits of ENT 600 (Doctoral Research and Dissertation) can be used to fulfill Ph.D. degree requirements. Courses below 300 level may not be used to fulfill the requirements for a Ph.D. degree. Three credits of Seminar (ENT 501) are required. Of the credits submitted to satisfy the requirements for the Ph.D. degree, a maximum of 30 credits may be more than 8 years old when the degree is conferred, provided the student's committee, EPPN Director of Graduate Studies Dr. Mark Schwarzländer and EPPN Head Dr. Ed Lewis confirm that the student has kept current in the subjects concerned. All other degree requirements must be completed no later than 5 years after the date on which the candidate passed the qualifying examination. These time limitations can be extended only by recommendation of the student's graduate committee and by approval of the Graduate Council. Ph.D. candidates are required to participate in teaching of at least one course during their programs. Students may intern for one semester in any Entomology course of their choosing, and under the supervision of the instructor, deliver lectures and interact with students. Alternatively, students may intern for one semester in equivalent extension programming under the supervision under the respective instructor. Students may enroll in Entomology 597 (Practicum) to obtain credit for teaching.

The Entomology graduate seminar course is based on professional, scientific oral presentations about specific topics. Each oral presentation must include an abstract and literature cited. All M.S. students must complete a minimum of 2 credits of seminar presentation (ENT 501, section 01) and all Ph.D. students must complete a minimum of 3 credits of seminar presentation (ENT 501, section 01), with the option to substitute 1 credit for a seminar presented outside of EPPN. The seminar topics will be selected by the student in consultation with the seminar instructor. During semesters in which M.S. and Ph.D. students do not present seminars, they are still required to enroll in seminar (section 02). M.S. and Ph.D. students are also required to present a research exit seminar (see section XII), distinct from ENT 501 seminars that were presented, under the direction of the student's major professor and graduate committee.

B. Credit Requirements for Assistantships and, where applicable, to Maintain F-1 and J-1 Visa Status

Graduate students engaged in any activity requiring faculty time and consultation or the use of any UI equipment or facilities must register for the number of credits appropriate to the degree of activity. Students engaged in any phase of research, such as writing a paper, thesis, or dissertation, must register for credits that reflect the effort required, even if the minimum research credits on the approved study plan have been completed. Students defending or submitting a thesis or dissertation must be registered for thesis/dissertation credits the semester it is defended and/or submitted.

Graduate students who are funded by full-time (20 hours per week) or part-time assistantships (10 hours per week; see section XV for an overview of assistantships and responsibilities) must register for 12 credits in a regular academic semester (5 credits during summer session), not including audited courses. Zero credit courses are calculated into a student's class load using the actual credits normally associated with the course. On written recommendation of the major professor or EPPN Head Dr. Ed Lewis and approval by the Dean of Graduate Studies, an appointee is permitted an adjustment to total 24 credits during two successive academic-year semesters.

Immigration regulations require that international students holding F-1 or J-1 student visas be certified as full-time students during the academic year; these regulations can be reviewed at <https://www.uidaho.edu/academics/ipo/current-international-students/immigration-advising>. F-1

graduate students are required to be enrolled in 9 credit hours per semester or 6 credits each 8-week summer session, not including zero credit or audited courses. Full-time summer enrollment is required only if this semester is the first or last semester of enrollment (8 credits). F-1 students are allowed to take up to 3 credits of online coursework toward this requirement. J-1 visa holders are required to enroll in 9 credit hours per semester or 6 credits each 8-week summer sessions, but are not allowed to take online classes toward the 9 credit requirement. The only exceptions to these policies for F-1 and J-1 graduate students that are permitted under immigration regulations include: (1) when a graduate student is in his/her final semester and does not need full credit to graduate; (2) for medical reasons with verification from a physician; or (3) for graduate students who have completed all coursework and have only the thesis or dissertation remaining.

C. Non-Thesis M.S. Comprehensive Examination and Evaluation

The non-thesis comprehensive written and/or oral examination is taken after the completion of most of the degree requirements, which includes completion of all course work stipulated in the study plan. The decision as to whether the exam will include a written component rests with the major professor and graduate committee. The major professor, in consultation with the student and graduate committee, informs departmental faculty and the EPPN Head of the time and location of the oral exam. All members of the graduate committee must be present, in person or by video link, at the comprehensive exam. If a member must be absent, a memo from the absent person giving authorization for a proxy to act on his/her behalf must be sent to the College of Graduate Studies for approval prior to the exam. A majority vote of the graduate committee is required to pass or fail the student. If the student passes, the major professor files the "Non-Thesis Requirement Form" <http://www.uidaho.edu/cogs/forms>. Should the student fail the exam, the comprehensive exam may be repeated once within a period of not less than 3 months and not more than one year after the first attempt. If the examination is failed and is either not repeated or not successfully repeated within a one-year period, the student will be moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program. Reinstatement requires a petition to the Graduate Council.

D. Ph.D. Preliminary Examination and Evaluation

Ph.D. students must sit a preliminary examination after completing the majority of required course work and review of related literature. **In most cases, the preliminary exam is completed by the end of the second year of the program.** The student is required to be registered during the semester the preliminary examination is taken. The exam will consist of both written and oral parts and requires a synthesis of knowledge leading to philosophical discussions related to Entomology. The graduate committee typically constitutes the examination committee, but the committee may invite other faculty members to join the examination committee. Hereafter, this committee is referred to as the "examination committee."

The written portion shall consist of one or more exams, which may include a review paper or substantive research proposal and any combination of additional written responses to questions. **For traditional written exams**, examination committee members can formulate individual subject exams, closed book or resources permitted, which are reviewed by the major professor, compiled and circulated to the examination committee for review. Coverage is adjusted at this step to eliminate redundancies and ensure exams are comprehensive. Individual written subject exams are completed

on a schedule determined by the student and major professor, typically taking place over about one week. **For written portions consisting of a review paper or grant proposal**, it is expected that the student and major professor discuss the nature of the exam (whether review or grant proposal) and a schedule for completion. The student completes the document independently. The major professor acts as a consultant, but should not review or revise the document before it is submitted to the examination committee for evaluation. The document is reviewed by the examination committee, modified if needed and approved by the major professor, in consultation with the committee. After evaluation, the document becomes the intellectual property of the student and major professor to be further developed as deemed appropriate. Upon passing the written portion of the preliminary exam, the student must take the oral exam within one month of passing the written exam.

The oral portion of the exam is comprehensive, covering all the core areas of Entomology and other areas as deemed appropriate. The length of the oral exam should be sufficient to thoroughly examine the student's comprehension of key concepts of the discipline. Otherwise, the details are left to the discretion of the major professor in consultation with the examination committee. The student's guidance committee will conduct the examination.

The student's performance on the written and oral portions of the exam will be evaluated by the examination committee. The evaluation involves an assessment of the student's knowledge base, technical accuracy, professional bearing, and philosophy. Responses to questions on the written portion and performance on the oral portion are classified as strong pass, pass, weak pass, marginal fail or fail. A majority vote of the examination committee is required for the student to pass. Committee members are encouraged to provide constructive, written comments to accompany their scores after which the entire exam performance is evaluated. Exam results should not be reported to the student until the entire committee has evaluated the exam.

If the majority of the committee concurs that the student has passed the written and oral portions of the exam, the examination committee certifies to the College of Graduate Studies the results of the preliminary examination. The "Report of Preliminary Examination and Advancement to Candidacy" form at <https://www.uidaho.edu/cogs/forms> must be returned to the College of Graduate Studies. The student is then advanced to candidacy and graduation must occur no later than 5 years after the date on which the candidate passed the examination.

If responses to a written exam are classified as fail, an additional evaluator chosen by the major professor in consultation with EPPN Head Dr. Ed Lewis will be asked to review the exam. Should the student fail a portion of the written or oral exam, the examination committee may ask that some or all of the written portion be retaken or that the student be required to sit another session of the oral exam. If the student fails the written or oral exam, he/she may repeat it only once, within a period of not less than 3 months and not more than one year. If the examination is not repeated or is not successfully repeated within one year, the student will be moved to unclassified status within the College of Graduate Studies and is no longer in the Entomology degree program. Reinstatement requires a petition to the Graduate Council.

E. Optional Certificates

The UI offers 18 certificate options <https://www.uidaho.edu/admissions/graduate/certificates> that can be completed concurrently with the M.S. or Ph.D. and several are relevant to Entomology. The **Certificate in Statistical Science** <https://www.uidaho.edu/sci/stat/academics/certificate-statistics> was developed for students in majors other than statistics who want to demonstrate competency in

statistics. Students must satisfy UI graduate admission requirements to enroll. This certificate program is available in two venues: on-campus study or via Engineering Outreach (EO, <https://eo.uidaho.edu/>), the distance education arm of the UI. When planning coursework, students should see the coordinator in the Department of Statistical Sciences to ensure that courses will meet the student's professional objectives. The **Data Analytics Certificate** <https://www.uidaho.edu/sci/stat/academics/certificate-data-analytics> is intended to train students to manage and analyze data, particularly from large data or “big data” sets. This certificate program leverages faculty expertise from several units for a strong interdisciplinary background in this emerging area. The **Certificate in Bioinformatics and Computational Biology (BCB)** <https://www.uidaho.edu/sci/bcb/degrees/certificate> provides graduate students who are pursuing graduate degrees in other areas with recognition for taking multiple courses of the BCB curriculum, and thus building a strong foundation in these areas. Students take a total of 12 credits of coursework from the BCB curriculum and must earn a letter grade of B or higher in each course. Application procedures, prerequisites and required coursework for these certificate programs are described in detail at the websites indicated above.

The **Entomological Society of America Board Certification** <https://www.entocert.org/bce-certification> provides demonstrated professional competency in Entomology. The Board Certification in Entomology can be completed by students who earn a B.S., M.S., or Ph.D. in Entomology, with differing levels of work experience required beyond these degrees <https://www.entocert.org/bce-requirements>. Board Certification requires completion of at least one BCE qualifying exam, two letters of reference, a certification fee and annual renewal fees. Certification can be completed for demonstrated competency in one or more specialty areas of Entomology: General Entomology; Medical and Veterinary Entomology; Urban and Industrial Entomology; Regulatory Entomology; Plant-related Entomology; and Pesticide Development, Analysis and Toxicology <https://www.entocert.org/bce-specialties>.

XII. ACADEMIC PERFORMANCE AND ANNUAL REVIEW

A. Academic Performance

M.S. and Ph.D. students must have a cumulative GPA based on his/her graduate record of at least 3.00 (A=4.00). The relevant GPA is calculated as stated in regulation E of the General Catalog <https://www.webpages.uidaho.edu/catalog/2014/rights-reserved-to-the-university.htm#o4842> except that it is based only on grades received: (1) in all courses taken at UI while the student was enrolled in the particular program (major) leading to the degree sought whether or not those courses are on the student's study plan; (2) in courses that were taken at UI before the student enrolled in the current program and have been included in that program by the student's committee; and (3) in the case of candidates for the M.S. degree, in UI courses 500 and 599 for an aggregate of not more than 10 credits or the department's allowance of research credits, whichever is the lesser (grades received in these courses for credits in excess of this limitation are treated as if the courses were grades P or F). Though courses in which D grades are earned may not be counted toward the satisfaction of degree requirements, those grades are included in the GPA.

A graduate student is placed on probation after any semester or summer session in which a GPA of less than 3.0 is earned, regardless of the student's cumulative GPA. The student will be disqualified if a GPA of less than 3.0 is earned during a second, consecutive semester or summer

session in which regular grades are received. He/she may be reinstated as a graduate student under the following conditions: the student may not take classes for at least one regular semester (fall or spring), must get a positive recommendation of EPPN Head, must get permission from the College of Graduate Studies, and must receive at least a 3.0 GPA in the first semester after re-enrollment in the College of Graduate Studies.

An incomplete (I) grade is assigned only when a student has been in attendance and has done satisfactory work up to a time within 3 weeks of the end of the semester, or within one week of the close of the summer session. Instructors who submit I grades must specify in writing what the student must do to make up the deficiency, as well as the grade that is to be entered on the student's record in the event that the incomplete work is not made up by the deadline. Students who receive an I grade at the end of the semester will have 6 weeks after the first day of classes of the following academic semester (not including summer session) to make up the incomplete work, even if the student is not registered for the following semester. If a student does not make up the work within 6 weeks, that student's grade will automatically revert to the alternate grade given by the instructor. Students who need more time to finish incomplete work must file with the Registrar a "Permit for Extension of Time" form before the end of the 6-week period. The form must be signed by the instructor and Dean of the College of Graduate Studies. The extension will give the student up to one calendar year from the date of extension approval to complete the work. Only one extension is allowed per course. The College of Graduate Studies advises students to extend the incomplete for the maximum time that the instructor will allow. The instructor must submit a "Removal of Incomplete" form to the Registrar within 72 hours following the expiration date.

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

B. Annual Review

Research progress and plans for the coming year for all M.S. and Ph.D. students will be reviewed at least annually by the major professor, who will complete a College of Graduate Studies performance evaluation form <http://www.uidaho.edu/cogs/forms>. To this end, students will be prompted in the spring term to initiate a meeting and complete the COGS Annual Evaluation report www.uidaho.edu/cogs/forms. The outcome of the meeting and results of the review will be signed by the major professor and by the graduate student. The report will be filed with the EPPN Director of Graduate Studies Dr. Mark Schwarzländer and will be placed in the graduate student's file, together with any response that the graduate student may attach to the report. Any evaluations which recommend a warning or dismissal must be routed to COGS for further review. All policies concerning access and release of students' records must follow FERPA and UI guidelines.

If an annual review identifies problems or unsatisfactory progress, the following steps will be followed: (1) the student will be counseled by the major professor and graduate committee members, as well as the EPPN Director of Graduate Studies and the EPPN Head; (2) suggestions will be provided to help the student address these deficiencies and progress toward the degree

objectives; (3) the student's progress must be reviewed within 6 months after consultation. If progress at this time is satisfactory, the student will be allowed to continue towards completion of the degree. If, however, progress is again unsatisfactory, then the student's degree program may be terminated by a majority vote of the graduate committee and with review and approval by the EPPN Director of Graduate Studies and the EPPN Head. A successful appeal to the EPPN Head will be required to overrule the committee's decision.

XIII. THESIS/DISSERTATION DEFENSE, NON-THESIS REQUIREMENTS, AND FINAL EXAMINATION

For preparation of the M.S. thesis and Ph.D. dissertation, refer to "Thesis and Dissertation Resources" <https://www.uidaho.edu/cogs/student-resources/thesis-dissertation> and the "Graduate Handbook for Preparing and Submitting Theses and Dissertations" <https://www.uidaho.edu/-/media/Uidaho-Responsive/Files/cogs/BrochuresHandbooksGuides/Thesis-and-Dissertation-Handbook.pdf?la=en&hash=11513DDBC9086F197CE082BC9C6EAC56FE74426D%20www.uidaho.edu/COGS/>. Annual due dates and deadlines for thesis/dissertation students and non-thesis students can be found at <https://www.uidaho.edu/cogs/deadlines>. All theses and dissertations must be submitted electronically at www.uidaho.edu/ETD. Recent Entomology theses/dissertations can be accessed here.

A. M.S. Thesis, Defense and Final Exam

The M.S. thesis is prepared by the student in consultation with the major professor, who is charged with ensuring that the draft is in acceptable condition for review by the graduate committee. The thesis may be prepared in standard thesis format or as a compilation of journal manuscripts as determined by the student and major professor in consultation with the graduate committee. The student distributes copies of the thesis draft to all graduate committee members, allowing at least 2 weeks for review by committee members. Following review and revision in response to comments from the graduate committee, the committee determines if the student can proceed with the final defense of the thesis. If the committee concurs, the student completes the "Request to Proceed with Final Defense of Thesis" form <http://www.uidaho.edu/cogs/forms>, obtains the signatures of the major professor and graduate committee members, identifies a mutually agreeable date and time for the thesis defense and submits the form to the College of Graduate Studies for approval. **All students must be registered for ENT 500 (Research and Thesis) during the semester(s) in which the thesis is defended and submitted.** Upon receipt of the "Final Defense Report" form from the College of Graduate Studies, the major professor informs the Department faculty and EPPN Head of date, time and location of the thesis defense and final exam. **Students should allow the committee at least 3 days to read the revised draft of the thesis prior to the thesis defense and final exam.**

All members of the graduate committee must be present at the thesis defense and final exam. If a graduate committee member must be absent, a memo from this member giving authorization for a proxy to act on his/her behalf must be sent to the College of Graduate Studies for approval prior to the exam. At the beginning of the defense, the student will present a 30-40 minute formal, public seminar on his/her thesis research. At the end of the presentation, the major professor will act as moderator and will guide the questions. Through questioning from the graduate committee, other departmental faculty and graduate students (participation of other graduate students in questioning must be agreed upon by the thesis student), the student will be expected to defend his/her thesis and demonstrate a solid grasp of academic knowledge-related Entomology. Following the seminar and defense, the graduate committee members will participate in a closed-door final exam of the

student. While the final exam is usually oral, the exam can include a written component as well.

The decision as to whether the student passes or fails the thesis defense and final exam rests with the graduate committee members. A majority vote by the graduate committee is required to pass or fail the student. The outcome (pass or fail) is communicated through the "Final Defense Report" to the College of Graduate Studies. If the defense is successful, the major professor is required to indicate on the form the grade to be given for any previous In-Progress (IP) grades.

Should the student fail the final exam, he/she may repeat the exam once within a period of not less than 3 months and not more than one year after the first attempt. If the examination is failed and is either not repeated or not successfully repeated within one year, the student will be moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program. Reinstatement requires a petition to the Graduate Council.

After the defense and final exam, any changes to the thesis suggested by the graduate committee will be incorporated and the final draft of the thesis prepared for submission to the College of Graduate Studies. Acceptance of manuscripts for publication by refereed journals is not required for graduation, but is encouraged. The candidate must submit the final copies of the thesis to the College of Graduate Studies within 6 months of the thesis defense and final exam. Two unbound copies of the approved thesis and one additional copy of the title page and abstract must be submitted to the College of Graduate Studies by the date specified in "Dates and Deadlines" <https://www.uidaho.edu/cogs/deadlines>. If the thesis is not submitted within 6 months of the thesis defense and final exam, the candidate must defend the thesis again and may be required to revise or write an entirely new thesis.

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

In some cases a student may be permitted to enter into an Entomology M.S. non-thesis program. This option is available only through approval by the major professor *prior* to admission into the program. It is not available to students originally enrolled in the M.S. thesis option, except under special circumstances, and requires approval by the EPPN graduate faculty and EPPN Head. This option is primarily intended for a student who does not plan to pursue a career in research. Non-thesis students are required to pass a comprehensive exam (see Section XI.C) and write a final technical report.

The topic of the technical report is agreed upon by the student and graduate committee no later than the end of the first semester. Copies of the completed technical report must be given to the major professor and committee at least 1 week before the comprehensive exam. The difference between the technical report and a thesis is that the technical report is generally not based on original research performed by the candidate.

C. Ph.D. Research Proposal, Dissertation, Defense and Final Exam

Research proposal: By the end of the second semester in the program, Ph.D. students are required to prepare a research proposal. The research proposal is prepared in consultation with the major professor and minimally consists of the following sections: (1) an overview of pertinent background and problem statement, (2) a statement of the research questions, (3) proposed outline of the approach to address these questions, and (4) planned timeline to completion. This research proposal must be approved by the graduate committee. Upon approval, the student will prepare a departmental seminar in which the proposal is presented.

Dissertation, defense and final exam: Upon successful completion of scholarly research by the Ph.D. student, he/she will prepare a dissertation in consultation with his/her major professor who will review the draft and ensure that it is in satisfactory condition for review by the graduate committee. The dissertation may be in standard format or a compilation of journal manuscripts, as determined by the student and major professor in consultation with the graduate committee. The student will submit a copy of the dissertation draft to each graduate committee member and allow at least 2 weeks for review by the graduate committee. Following review and revision of the dissertation in response to comments from the graduate committee, the committee determines if the student can proceed with the defense and final exam. If the committee concurs, the student completes the "Request to Proceed with Final Defense of Thesis" form <http://www.uidaho.edu/cogs/forms>, obtains the signatures of the major professor and graduate committee members, identifies a mutually agreeable date and time for the defense and final exam and submits the form to the College of Graduate Studies for approval. **All students must be registered for ENT 600 (Research and Thesis) during the semester(s) in which the thesis is defended and submitted.** Upon receipt of the "Final Defense Report" form from the College of Graduate Studies, the major professor informs the Department faculty and EPPN Head of date, time and location of the thesis defense and final exam. **Note that the Ph.D. defense and final exam are not scheduled fewer than 10 days after approval by the College of Graduate Studies to allow sufficient time for the graduate committee to review the revised dissertation.**

All members of the graduate committee must be present at the dissertation defense and final exam. If a graduate committee member must be absent, a memo from this member giving authorization for a proxy to act on his/her behalf must be sent to the College of Graduate Studies for approval prior to the exam. At the beginning of the defense, the student will present a 40 minute formal, public seminar on his/her dissertation research. At the end of the presentation, the major professor will act as moderator and will guide the questions. Through questioning from the graduate committee, other departmental faculty and graduate students (participation of other graduate students in questioning must be agreed upon by the thesis student), the student will be expected to defend his/her dissertation and demonstrate a solid grasp of academic knowledge-related Entomology. Following the seminar and defense, the graduate committee members will participate in a closed-door final exam of the student. The exam will consist primarily of a defense of the dissertation, but is not limited to that. The duration of the oral exam is usually about two hours.

The decision as to whether the student passes or fails the dissertation defense and final exam rests with the graduate committee members. A majority vote by the graduate committee is required to pass or fail the student. The outcome (pass or fail) is communicated through the "Final Defense Report" to the College of Graduate Studies. If the defense is successful, the major professor is required to indicate on the form the grade to be given for any previous In-Progress (IP) grades.

Should the student fail the defense and final exam, the committee may make recommendations as to whether or not the student should repeat the exam. The interval before the second attempt may not be less than 3 months and not longer than one year. If a student fails the defense and final exam a second time, or if the major professor and graduate committee do not allow the student to repeat the defense after the first failure, the student is automatically moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program (reinstatement requires a petition to the Graduate Council).

After the defense and final exam, any changes to the dissertation suggested by the graduate committee will be incorporated and the final dissertation prepared for submission to the College of Graduate Studies. Acceptance of manuscripts for publication by refereed journals is not required for

graduation, but is encouraged. The candidate must submit the final copies of the dissertation to the College of Graduate Studies within 6 months of the defense and final exam. Two unbound copies of the approved dissertation and one additional copy of the title page and abstract must be submitted to the College of Graduate Studies by the date specified in “Dates and Deadlines”

<https://www.uidaho.edu/cogs/deadlines>. If the dissertation is not submitted within 6 months of the thesis defense and final exam, the candidate must defend the dissertation again and may be required to revise or write an entirely new dissertation. The official date of graduation will be determined by COGS deadlines.

XIV. STUDENT CONDUCT AND CONFLICT RESOLUTION

Students at the UI are expected to follow an institutional Student Code of Conduct <https://www.uidaho.edu/student-affairs/dean-of-students/student-conduct/academic-integrity/students>. There are many support services to help students meet these requirements for the benefit of the academic community, including Academic Advising and Counseling, the Tutoring and Academic Assistance Center, Student Advisory Services, Study Abroad, the Women's Center, National Student Exchange, Services for Students with Disabilities, Learning Disabled Students, Minority Student Programs, the Student Counseling Center, the Student Health Service, etc. These services are defined at https://www.webpages.uidaho.edu/catalog/2014/student-services_0.htm. The UI Ombuds Office is also available for support <https://www.uidaho.edu/faculty-staff/ombuds>. The mission of the Ombuds Office is to promote and support a positive and productive working, learning and living environment for the entire Vandal community by improving communication, addressing problems and preventing and resolving conflicts that emerge within the university. In the event of apparent violations of the Student Code of Conduct, UI guidelines for resolving these situations [https://www.webpages.uidaho.edu/fsh/2400.htm# I. SANCTIONS](https://www.webpages.uidaho.edu/fsh/2400.htm#_I_SANCTIONS). will be followed under guidance from the Dean of the Students Office.

Academic Appeals <http://uidaho.smartcatalogiq.com/en/2016-2017/University-of-Idaho-General-Catalog/General-Requirements-and-Academic-Procedures/Academic-Appeals-Process> supports student petitions for exceptions to UI administrative and academic regulations. Grade disputes should first be discussed with the instructor. If not resolved, then an appeal can be made to UI Academic Appeals. If grievances other than grade disputes arise, the student should discuss the problem first with the major professor. The student may then visit with his/her graduate committee members. If resolution of the problem is not attained, the student should then visit with EPPN Director of Graduate Studies and the EPPN Head. If none of these steps result in a suitable solution, the EPPN Head will provide details for further appeal. Students and major professors are advised that the right of petition exists to waive or modify any university regulation. However, favorable action can be expected only when circumstances and the presentation clearly justify an exception. Precedents are not set by previous actions and may not form the basis of a petition; rather the situation concerning the student involved is given consideration on an individual basis.

If a conflict between a graduate student and major professor appears to be unresolvable following discussions with the graduate committee, EPPN Director of Graduate Studies and the EPPN Head, the major professor can be removed if it is determined that continuation in this position is not in the best interest of the Department or the student. Such a request would be initiated by the student and advanced only if the remaining committee supports such request. The determination of action will be made through deliberation between the CALS Dean Dr. Michael Parrella and the Dean

of the College of Graduate Studies. This policy is not designed to question or remove a faculty's inherent right to minority opinion regarding research or academic standards. This process is completed in consultation with the EPPN Director of Graduate Studies Mark Schwarzländer and with the College of Graduate Studies and requires completion and approval of a form for Committee Member Appointment or Committee Changes <https://www.uidaho.edu/-/media/Uidaho-Responsive/Files/cogs/COGS-Forms/Guides/combo-change-2014.pdf>. If the EPPN Director of Graduate Studies or the EPPN Head is the major professor in this situation, the Dean of the College of Graduate Studies will appoint an independent arbiter in the Department to review and assess the situation in consultation with the Dean of the College of Graduate Studies. Formal procedures will then follow forward with the CALS Dean and the Dean of the College of Graduate Studies if replacement of the major professor is deemed to be in the best interest of the student and the Department.

XV. GRADUATE ASSISTANT EMPLOYMENT POLICIES AND FINANCIAL SUPPORT

A. Graduate Research and Teaching Assistantships

Assistantships are open to domestic and international students who are regularly enrolled students in the College of Graduate Studies. Research Assistantships (RA) and Teaching Assistantships (TA) may be funded from state or federal appropriations or from grants received from numerous state, federal, and private granting agencies. Graduate assistantships are awarded based on departmental research needs and resources and on demonstrated scholastic ability, experience, and potential research and teaching competency. Continuation of an RA or TA requires a student to maintain good academic standing, including a cumulative GPA of 3.0 or better and adequate annual progress in the M.S. or Ph.D. program (see section XII), as well as satisfactory performance in the duties of the assistantship. Students in the provisional or unclassified enrollment category are not eligible to receive assistantships.

TAs and RAs are typically appointed as 0.50 FTE. This means that teaching or research responsibilities are 50% of a graduate student's effort, allowing for the remaining 50% to be dedicated to personal coursework and academic responsibilities. By policy (FSH 1565 H-2a and H-2b, https://www.webpages.uidaho.edu/uipolicy/RegisterNotice/ApprPolicyUIRegAd_Dec_2012-Dec-2013.pdf), the duties of a full-time TA or RA should not exceed, on average, 20 hours per week or 50% of total effort. The remaining 50% effort is dedicated to personal coursework and academic responsibilities. By policy (FSH 1565 H-2a and H-2b), the duties of a TA or RA should not exceed, on average, 20 hours per week. The time devoted to the assistantship may vary from day to day and week to week, given the fluctuation of demands during the typical semester, but the total workload for the semester should not exceed the cumulative average. Furthermore, a TA or RA should never work more than 8 hours a day or more than 40 hours a week, and deviations to the 20-hour standard should be kept to a minimum. Students working consistently more than 20 hours a week should consult with their faculty supervisor or EPPN Administrative Coordinator. Part-time assistantships can be appointed at 0.25 FTE, with teaching or research responsibilities accounting for, on average, 10 hours per week, or 25% of total effort. As with full-time positions, the remainder of effort during the week is dedicated to personal coursework and academic responsibilities. Both TA and RA work schedules are designed to allow adequate and sufficient time to focus on requirements for the M.S. or Ph.D. program.

TAs may be responsible for lecturing, tutoring, proctoring exams, grading assignments, leading discussion groups, creating engaging class activities, holding office hours, answering student's questions, or assisting in a lab. TAs will work under the direct supervision of a UI faculty member and provide any instructional assistance they might require. The faculty supervisor can provide more information on expectations for the TA appointment. RAs are primarily responsible for conducting research, but they may also administer experiments or carry out other creative activities, depending on the needs of the faculty supervisor.

Graduate students with full-time assistantships are exempt from out-of-state tuition but must pay (or receive financial support from the major professor) for full-time, in-state registration fees each academic semester while supported by an assistantship. Part-time assistants need only pay for the credits for which they are actually registered. Nonresident tuition is waived for students holding full appointments and a pro rata portion of nonresident tuition is waived for students holding partial appointments. The most current information about fees and tuition can be found at <http://www.uidaho.edu/cogs/finances/costofattendance>. Faculty can support graduate students on fiscal year appointments (July 1 - June 30) or academic year appointments (August 19 - May 15). Graduate students do not accrue sick or annual leave and are allowed regular school vacation periods upon request through the major professor. Leave for professional activities is at the discretion of the major professor. Social security withholding tax (FICA) is not paid by students on assistantships.

The UI Teaching and Research Assistant Institute provides professional development for all graduate assistants on the Moscow campus and is required for all new TAs and RAs; **failure to attend will result in loss of assistantship**. Those students not located on the Moscow campus will be required to complete a Blackboard (BbLearn) course. Topics include UI academic policies and procedures, available resources, teaching methods and conducting responsible research. Continuing TAs and RAs, who have attended the TA/RA Institute or have taken the BbLearn online course are not required to attend this event, but are highly encouraged. All new international TAs are required to register for **INTR 508: Teaching and Learning Strategies for International Teaching Assistants**. Students with time conflicts, problems registering for the Institute or questions should contact the College of Graduate Studies at uigrad@uidaho.edu.

B. Insurance

All students enrolled in academic courses for credit are automatically covered by accident insurance during the academic year. This insurance does not cover illness. Health and extended accident insurance plans are available to UI students enrolled for 4 or more credits and their spouses/dependents. The UI requires all full-time, fee-paying, degree-seeking graduate students enrolled in 9 or more credits and all international students to submit proof of valid health insurance as a condition of enrollment. Students subject to this requirement may choose to rely on personal health insurance or enroll in UI's Student Health Insurance Program (SHIP). International students on non-immigrant visas must either purchase this optional insurance for themselves (plus any accompanying dependent family members) or document coverage by equivalent insurance as part of their obligation to establish proof of financial responsibility for expenses incurred while attending the UI. Students who can document proof of an equivalent program may be issued a waiver. For further information on insurance coverage and rates, please refer to <https://www.uidaho.edu/current-students/student-health-services/ship> or, for international students, the International Programs Office ipo@uidaho.edu.

C. Scholarships, Research Fellowships and Awards

Graduate students may receive financial assistance from various scholarships and fellowships on a competitive basis. Recipients are expected to make satisfactory academic progress to continue receiving state or federal financial aid. The College of Graduate Studies and UI award opportunities can be found at <https://www.uidaho.edu/cogs/awards-grants>. In addition, CALS Academic Programs Office <https://www.uidaho.edu/cals/services/academic-programs> can provide a current and complete listing of CALS graduate scholarships. For example, graduate students not supported by assistantships can apply for the CALS Iddings Research Fellowship. EPPN sponsors two awards, the Manis Award and the W.F. Barr Fund award. The Manis Award is presented each year to an Entomology graduate student for an outstanding journal article or thesis/dissertation. The W.F. Barr Fund supports graduate student insect survey and collecting trips that pertain to research projects and travel to meetings. Graduate students may receive awards from different societies for outstanding paper/poster presentations. Major professors, the EPPN Director of Graduate Studies, the EPPN Head and scientific society webpages (e.g., Western Society of Crop Science, Western Society of Soil Science, Western Society of Weed Science, Entomological Society of America, etc.) can provide more information on society awards. The Entomological Society of America also supports annual awards to recognize graduate students who have distinguished themselves in Entomology. These awards require nominations that are due annually https://www.entsoc.org/Students/student_awards.

The College of Graduate Studies offers a workshop series “**External Funding 101**” that provides guidance to students seeking to apply for external funding. The schedule is updated annually <https://www.uidaho.edu/cogs/student-resources/workshops/external-funding-101>; if students are unable to attend, COGS provides videos of the presentations as they become available. A second COGS workshop series “**Prestigious Fellowships**” is offered with the aim of preparing graduate students to apply for fellowships, including the National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP), the Ford Foundation Fellowship, the National Defense Science and Engineering Graduate Fellowship (NDSEG) and other specific UI and departmental fellowships. The workshop schedule is updated annually <https://www.uidaho.edu/cogs/student-resources/workshops/grfp>. The College of Graduate Studies also maintains a “**Fellowship Atlas**,” which is a password-protected website available to all graduate students enrolled in COGS <https://www.uidaho.edu/cogs/secure?destination=/cogs/secure/atlas>.

D. Travel Grants

EPPN, CALS and the UI Graduate and Professional Student Association <https://www.uidaho.edu/cogs/student-resources/gpsa> have travel grants available to students.

XVI. FREQUENTLY ASKED QUESTIONS (FAQs)

Listed below are some FAQs for a number of different activities, procedures, and policies at UI. The list is not exhaustive, but is designed to introduce graduate students to additional services related to items addressed in this handbook.

- Application and admission to the College of Graduate Studies
<https://www.uidaho.edu/admissions/graduate/faqs>.
- UI travel policies and procedures <https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/faq>
- Operation Education (scholarship and assistance program for military veterans with disabilities)
<https://www.uidaho.edu/current-students/operation-education/faqs>
- UI parking policies and procedures <https://www.uidaho.edu/infrastructure/parking/parking-permits/permit-faqs>
- Visitor parking policies and procedures <https://www.uidaho.edu/infrastructure/parking/visitor-parking/visitor-parking-faqs>
- Animal Care and Use policies and procedures <https://www.uidaho.edu/research/faculty/research-assurances/animal-care-and-use/faqs>
- Animal Workers Medical Surveillance Program
<https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/industrial-hygiene/animal-workers/faq>.
- Bias Response Team (new initiative that strives to provide care and concern for students, staff and faculty who may be in distress due to bias against protected groups)
<https://www.uidaho.edu/diversity/bias-response-team/faq>
- Required employee training and compliance (BbLearn) <https://www.uidaho.edu/human-resources/edl/learning-opportunities/work-related-training/faqs>