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ADMINISTRATIVE INFORMATION

Websites

University of Georgia  http://www.uga.edu/

College of Agricultural & Environmental Sciences  http://www.caes.uga.edu/

Department of Entomology  http://www.ent.uga.edu/

Department Address

Department of Entomology
University of Georgia
413 Biological Sciences Building
120 Cedar Street
Athens, GA 30602

Entomology Business Office – Biological Sciences Room 413

Contact Information and Duties for the Staff:

Sherry Wrona, Administrative Specialist: Contact by e-mail at swrona@uga.edu
1. Graduate Coordinator Assistant, advising, and Graduate School liaison
2. Graduate student records, correspondence and evaluations
3. Course loading, student registration, and tuition waivers

Melanie Wood, Administrative Manager I: (706) 542-2816 or melwood@uga.edu
1. Graduate student new hire and other paperwork, and payroll
2. Pre- and post-travel paperwork, reimbursements, and all other financial related questions or concerns
3. Policy and Procedure Questions
4. Departmental Telephone Representative
5. Software
6. Keys

Nancy Jordan, Business Manager II: (706) 542-2282 or njordan@uga.edu
1. Research accounting
2. Backup for pre- and post-travel paperwork, reimbursements, and all other financial related questions or concerns.

Sam Waychoff, Business Manager II: (706) 542-2276 or entoinfo@uga.edu
1. Poster printing, departmental directory/photo board, and mailbox/room assignments
2. Departmental technical support/designated network liaison (wired network connections) and building access, instruction accounting and administration
3. Website design/maintenance (webmaster) and department list-serv manager
4. Conference Room Scheduling
5. State and Federal Vehicle Receipts, Mileage Logs and Records
6. Department Contact for Emergencies and Other Concerns in the Department Head’s Absence

**Telephone**

**UGA Calls:** Dial only the last 5 digits. For example, 706-542-2816 from a UGA phone = 2-2816

**Local Calls:** The University has its own phone system, so in order to make local calls off campus, you must dial “9” to get out, followed by the 10 digit phone number.

**Long Distance & International Calls:** To make long distance calls related to your studies or research, dial “9”, then “1”, followed by the telephone number.

**Fax Machine – Department Office Fax Number 706-542-2279**

The fax machine is located in the Business Office where Sherry Wrona works. Directions to send a fax are located on the front of the cabinet at the fax machine. Ask the office staff if you have any questions. The same guidelines for placing phone calls apply to sending faxes:

**UGA Faxes:** There is no charge for sending a fax to a UGA number; dial only the last 5 digits (2-2279)

**Local Faxes:** There is no charge for sending a fax to a local number; dial “9” + the 10 digit number

**Long Distance Faxes:** Obtain permission from office staff before sending long distance faxes. Dial “9”, then “1”, then the 10 digit number.

**Copy Machine – Biological Sciences Room 412C**

To use the copier, enter the access code – ask an office member for the code.

**Student Computer Room**

Computers are available for all students to use in the BioScience Learning Center (BLC) in Room 406.

**UGA MyID** [https://myid.uga.edu/](https://myid.uga.edu/)

Each UGA student is required to obtain a UGA MyID to access all of the University’s electronic database systems, including UGA email, OASIS, Parking Services, Student Accounts, and more.

**UGAMail** [http://www.ugamail.uga.edu/](http://www.ugamail.uga.edu/)

Each UGA student receives a UGAMail account upon the creation of your UGA MyID, and it is your username @uga.edu. All official communications from the University, including important emails from the UGA Graduate School, will be sent to your UGA email address, so
be sure to check this mail account frequently. You may either log directly into the mail system, or you may forward your UGA email to another personal account of your choosing.

**Internet Access**

Internet is available either by Ethernet cable in your assigned workspace, or via wireless access using PAWS.

**Mail and Shipping**

Each student will be assigned a departmental mailbox. These boxes are located in the main department office, room 413. They can be accessed from inside the office during regular business hours, and by a letter combination from the hall outside the office outside of regular business hours.

U.S. and campus mail may be mailed in the office. Postage for **research and instructional materials** may be charged to your Major Advisor or the Department – be sure to get permission first. Personal stamped letters may be left in the office for pickup by the Campus Mail service as well.

FedEx and UPS shipments will be delivered to the main department office for you to pick up. If you have a FedEx or UPS shipment that needs to be prepared and sent out, check with your Major Advisor first to see if they have the materials and/or an established account of their own to prepare the shipment. Otherwise, you can bring the item to the department office and get assistance from one of the office staff for preparing your shipment.

**Conference Rooms – Biological Sciences Rooms 412A & 526**

These rooms may be reserved for meetings by signing up on the conference room schedule website ([http://www.ent.uga.edu/ConfRoom.html](http://www.ent.uga.edu/ConfRoom.html)).

**Keys**

Students may obtain keys needed for office and laboratory access from the Departmental Office. Classroom and scope cabinet keys are available in the office. Please see that classroom and lab doors are **locked**, and the lights turned off, when you are the last one to leave.

**Building Access**

You must have building access afterhours and on the weekends/holidays. See Sam Waychoff with your UGA card to receive building access.

**Audio/Visual Equipment & Laptops**

Students may check out audio/visual equipment and laptops from the Entomology Office, room 413, for official use only! **Equipment must be returned to the office immediately after use and signed back in.** Audio/visual equipment may also be checked out for class use from the Bio Science Learning Center in Room 406.
**Desk Space**

Desk assignments are typically made by your Major Advisor. However, if no space is available in your Advisor’s area, then the Department Head or Graduate coordinator will assist with desk assignment.

**Thefts and Suspicious Individuals**

It is advisable to keep valuables out-of-sight in your desk, as periodically we have had purses, book bags, and other personal items stolen from offices in the building.

If unknown, suspicious individuals are walking into classrooms, offices, or laboratories or something is stolen, please call the Campus Police Department: 706-542-2200

**Purchasing Supplies**

Please see the office staff about any questions you have on purchasing laboratory supplies. Some are available locally from Central Resource Stores (CRS) ([http://ovpr.uga.edu/orss/crs/](http://ovpr.uga.edu/orss/crs/)). Supplies from CRS are usually delivered in 2-3 days, or on an emergency basis they may be picked up. A wider range of supplies is available online through UGAmart ([https://ugamart.uga.edu/UGAmart/index.jsp](https://ugamart.uga.edu/UGAmart/index.jsp)) and accessed via your MyID account. Purchases from either source require an account number for direct charging. You can get an account number from your Major Advisor or from Nancy Jordan in the office.

UGA has State Contracts with various external vendors as well. A **purchase order** is required for purchases from external vendors EXCEPT for items paid with a P-Card. Please see Nancy Jordan to have a purchase order submitted.

**Travel**

If you are authorized to travel using University funds for room, food, mileage or airfare, follow the guidelines below. Please check with Nancy Jordan to obtain the per diem rates for food & lodging expenses for your area of travel.

**In-State Travel:** There are no forms to fill out before the trip. After returning, see below for submitting a Travel Expense Statement to be reimbursed for your expenses.

**Out-Of-State Travel:** At least ONE WEEK before your out-of-state trip, it is **mandatory** to complete and submit a Request for Authority to Travel (or Travel Authority) form ([https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm](https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm)) and give it to Melanie Wood or Nancy Jordan to complete and submit for authorization. If you will be presenting research, please include the title of the work you are presenting in the detailed justification area of the form.
International Travel: At least TWO WEEKs before your out-of-state trip, it is **mandatory** to complete and submit a Request for Authority to Travel (or Travel Authority) form ([https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm](https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm)) and give it to Melanie Wood or Nancy Jordan to complete and submit for authorization. If you will be presenting research, please include the title of the work you are presenting in the detailed justification area of the form.

Expense Reimbursement: On completion of the travel, you should sign into the Accounts Payable Travel Expense Login site ([https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm](https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm)) and prepare a Travel Expense Statement form that itemizes your reimbursable expenses. You must submit receipts for lodging, airline tickets, shuttles/busses/cabs, car rental, gas, parking, and registration fees to the department accountant along with the travel expense statement for submission and reimbursement. You do not need receipts for food expenses, but no charges for alcoholic beverages can be included in meal expenses.

State Vehicle Use

Use of state-owned vehicles must be closely monitored to ensure compliance with state laws and prevention of criticism of the University. State-owned vehicles may **not** be driven to and from a University employee’s residence **nor** may they be parked overnight at an employee’s residence. They may **not** be used for personal errands, i.e., grocery shopping, laundry, moving, etc. Families, friends, and other unauthorized persons are **not** permitted to ride in state-owned vehicles.

Driver Requirements: Only persons with a valid driver’s license, who are 18 years of age or older and on the UGA payroll, will be permitted to operate a University vehicle. Only UGA employees are fully covered by insurance and a background check is required.

Seat Belts: The Georgia state law requires the use of seat belts.

Speeding or Other Driving Violations: Any driver fined for speeding or convicted of driving under the influence of alcohol or other drugs will have the use of State vehicles withdrawn.

Parking: State vehicles are to be parked **ONLY** in STATE VEHICLE parking spaces, not in faculty/staff spaces around the building. Vehicles are also not to be parking in the middle of any loading docks outside of the marked state vehicle spaces.

Accidents: The Auto Liability Insurance Card in each department vehicle should be presented as insurance verification when asked by law enforcement personnel. Regardless of who is at fault, all accidents must be reported within 48 hours to the Claims Center. This requirement applies to all accidents involving state vehicles and all accidents involving state employees operating personal or rental vehicles while on official state business. The 24 hour toll free number to call is 1-877-656-7475. Time is of the essence; please do not delay reporting the claim because you do not have all of the information or the police report. Any additional information can be provided at a later date. The Claims Center will assign each accident a report number. Please also contact or email Vance Silcott, UGA Insurance and
Claims Manager, with your report number. Vance can be reached at vsilcott@uga.edu or 706-425-3083.

The University of Georgia is self-insured through the Department of Administrative Services (DOAS) Risk Management for liability insurance, which provides coverage for injuries and/or property damage that you cause others while acting in the course and scope of employment. This coverage is subject to Section 51-21-22(7) of the Tort Claims Act and the limits of this coverage are $1,000,000 per person and $3,000,000 in the aggregate. Coverage does not apply when you deviate from your official course and scope of duties.

Additionally, the Georgia Department of Administrative Services (DOAS) Risk Management recommends that all employees view the Auto Program Training videos. The first video is *Auto Liability Coverage* and will explain key information about auto coverage and whether a person is covered by the State Auto Liability Insurance program or their own personal insurance policy. The second video, *Driving Do's and Don'ts*, discusses best practices when operating a state vehicle or any vehicle on behalf of the state. Please view the videos at this link, scroll down to Auto Program Training videos: [http://doas.ga.gov/risk-management/risk-management-education-and-training](http://doas.ga.gov/risk-management/risk-management-education-and-training)

If you have any questions about Auto Liability, please view this site: [http://www.busfin.uga.edu/administrative/vehicle.html](http://www.busfin.uga.edu/administrative/vehicle.html)

**STUDENT AMENITIES**

**Department Seminar** [http://www.ent.uga.edu/seminars.htm](http://www.ent.uga.edu/seminars.htm)

This formal seminar series is held every Monday during the academic year. After each seminar, students meet with the speaker for lunch and discussion. Students are encouraged to enroll for one hour of department seminar (ENTO 8000) each semester and to attend seminars, even if not enrolled. Outstanding individuals from within and outside the University are invited to give seminars describing their current research or interesting programs. The objective is to give students a broad overview of research in Entomology and career opportunities. The Department often co-sponsors seminar speakers in other departments and sends notification to all students. The H.O. Lund Club (see below) selects speakers for the U. E. Brady Entomology Seminar in the fall and the H.O. Lund Seminar in the spring of every academic year.

**H.O. Lund Club** [http://www.ent.uga.edu/entoclub/](http://www.ent.uga.edu/entoclub/)

This is the “Entomology Club”, named in honor of Dr. Horace O. Lund, who was our founding Department Head and started the Entomology Club. The H.O. Lund Club is an informal student organization for outreach and social activities. Members of the Club serve as judges for Entomology-related projects at the Georgia State Science Fair and give awards. Students raise funds by T-shirt sales and other activities to support Club activities. The Department and H.O. Lund Club sponsor cookouts for students, staff, and faculty at the beginning of fall semester and at the end of the spring semester. A more formal Winter Holiday Party is sponsored and organized by the Lund Club.
Insect Zoo http://www.insectzoo.uga.edu/Home.html

Club members have a highly successful Insect Zoo Outreach Program that goes to elementary and middle school classes in local schools to talk about insects and show students both live and preserved specimens. The Department, with the help of the students, sponsors an Insect Zoo open to the UGA and Athens community and participants of the Georgia State Science Fair.

Lund Week

Lund Week is a yearly, weeklong event honoring our founding department head, H. O. Lund, and organized by the H. O. Lund Entomology Club. The event takes place in late spring semester with such activities as: student poster competition, photo salon, entomological art competition, movie night, and student oral competition. The week culminates with the Lund Seminar, featuring a visiting professor chosen by the graduate students. A reception and awards banquet in the evening showcases the winners of the competitions, and an opportunity to mingle with department members.

Travel Support

Graduate students are encouraged to attend professional meetings and to present their research. Meetings provide an excellent opportunity to become acquainted with professionals in your field of interest. There are several funding sources that support graduate student travel to meetings or workshops and possibly to more distant research sites:

- Major advisor through funded research projects
- Entomology Department or College of Agricultural and Environmental Sciences – contact the Graduate Coordinator with a specific request.
- Office of the Vice President of Research Foreign Travel Assistance Program provides assistance in the form of round-trip airfare for travel to foreign destinations specifically to participate in conferences for faculty, postdocs and graduate students. Awards are made through a competitive process. The deadlines will be as follows: the second Tuesdays in January, March, May, July, September and November. Complete a web-based form accessible from the guidelines posted on the OVPR webpage. Applicants should read the guidelines and FAQs before applying.
- UGA Graduate School selectively gives travel funds to a Ph.D. student presenting a paper at a regional or national meeting in North America. The student must have a 3.5 GPA with at least two years of full-time graduate study at UGA. Please notify the Graduate Coordinator as early as possible to apply before the deadlines. This site has guidelines and deadline dates http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/

Student Awards
The Entomological Society of America (ESA) (http://www.entsoc.org/), Southeastern Branch of ESA (SEB) (http://www.entsoc.org/Southeastern), and Georgia Entomological Society (http://www.ent.uga.edu/ges/) give cash awards for the best student paper and poster presented at their annual meetings. Students can apply for these competitions when registering to attend the meetings.

The H.O. Lund Club and several University, national, and regional organizations hold annual competitions for awards. For specifics about the awards given by the H.O. Lund Club, see the above section. Students will be notified about the requirements and deadlines for other awards by the Graduate Coordinator. Usually, the department can nominate only one student for competitive awards offered by professional organizations or UGA, so students must notify the Graduate Coordinator if they wish to be considered for nomination. If more than one student asks to be nominated, then the Graduate Coordinator or Faculty Academic Committee will choose one student considered to be the most qualified or competitive. The nominated student and their Major Advisor are expected to assist in the preparation of materials requested for the award application.

DEPARTMENT & COLLEGE FACILITIES & FIELD SITES

**Athens Campus**

**Biological Sciences Building:** Teaching classroom in room 426, conference rooms in rooms 412A and 526, 12 constant temperature rooms, department office in room 413, and most faculty offices and labs

**Poultry Science Building:** Teaching classroom in room 242 and some faculty offices & labs

**Collection of Arthropods:** Natural History Building on Cedar Street, Drs. J. McHugh and C. Smith

**Riverbend Research Building:** College Station Road, Drs. K. Ross and R. Noblet

**Pesticide-Free Greenhouse:** College Station Road

**Headhouse:** next to greenhouse on College Station Road

**Quarantine Lab:** Horticulture Farm

**Plant Sciences Farm:** field plots near Athens

**University Apiary and Honey House:** Horticulture Farm, Dr. K. Delaplane

**Griffin Campus** [http://www.caes.uga.edu/campus/griffin/](http://www.caes.uga.edu/campus/griffin/)

**Tifton Campus** [http://www.caes.uga.edu/campus/tifton/index.html](http://www.caes.uga.edu/campus/tifton/index.html)
UNIVERSITY SERVICES, SCHOOLS, AND FACILITIES

Division of Student Affairs [http://studentaffairs.uga.edu/site/departments](http://studentaffairs.uga.edu/site/departments)
Many programs and services can be accessed through this site:
Center for Leadership and Service [http://cls.uga.edu/](http://cls.uga.edu/)
Disability Resource Center [https://drc.uga.edu/](https://drc.uga.edu/)
International Student Life [http://isl.uga.edu/](http://isl.uga.edu/)
LGBT Resource Center [http://lgbtcenter.uga.edu/](http://lgbtcenter.uga.edu/)
Multicultural Services and Programs [http://msp.uga.edu/](http://msp.uga.edu/)
Recreational Sports [http://recsports.uga.edu/](http://recsports.uga.edu/)
Student Veterans Resource Center [http://dos.uga.edu/svrc/](http://dos.uga.edu/svrc/)
University Health Center [https://www.uhs.uga.edu/](https://www.uhs.uga.edu/)
University Housing [https://housing.uga.edu/](https://housing.uga.edu/)

Graduate School [http://www.grad.uga.edu/](http://www.grad.uga.edu/)
210 S. Jackson St.
Athens, GA 30602
Front Desk/General Information – 706-542-1739
Admissions – gradadm@uga.edu
Enrolled Student Services – gradinfo@uga.edu
Recruitment & Diversity Initiatives – grecruit@uga.edu
Business Office – gsfinanc@uga.edu
Dean’s Office – graddean@uga.edu

The University has an excellent Science Library in the Boyd Graduate Studies Building. Most journals are available online at the E-Journals website [http://www.libs.uga.edu/ejournals/](http://www.libs.uga.edu/ejournals/)

Extensive databases and resources are available for Entomology: [http://guides.libs.uga.edu/entomology-databases](http://guides.libs.uga.edu/entomology-databases)

New books are on separate shelves for several weeks and the librarian will show you where these are located. Ask for a tour of the Science Library to see the facilities and holdings. The stacks are open and study tables are available. There are several search services, which will help you locate literature on a specific topic.

Research Core Facilities [http://research.uga.edu/core-facilities/](http://research.uga.edu/core-facilities/)

This site provides access to facilities that provide state-of-the-art equipment and services to university researchers. Contact facilities for rates and more information. The following facilities are important resources for our faculty and students.

Statistical Consulting Center (SCC) [http://www.stat.uga.edu/consulting](http://www.stat.uga.edu/consulting)
Georgia Electron Microscopy [http://caur.uga.edu/]
This facility is home to electron microscopy resources for training and conducting multi-disciplinary research. A highly knowledgeable technical staff with diverse backgrounds treats each client’s unique scientific questions personally to maximize useful results. GEM prides itself on a broad mission of research, teaching, and service functions.

Biomedical Microscopy Core [http://bmc.uga.edu/]
This facility provides access to confocal, deconvolution, super resolution and other optical microscope systems that are useful for multicolor imaging of live and fixed cells and tissue samples, and high-content screening. This state-of-the-art microscopy facility serves UGA by providing microscopy related expertise, training and assistance for advancing their projects.

Georgia Genomics Facility [http://dna.uga.edu/]
This facility is the core sequencing and genotyping laboratory of UGA. Sequencing services include single tube and 96-well plate based capillary (Sanger) sequencing as well as Next Generation DNA Sequencing. Our genotyping services include capillary fragment analyses (e.g., microsatellite DNA) and multiple platforms for SNP genotyping.

Proteomics and Mass Spectrometry Facility [http://pams.uga.edu/]
This facility is equipped with an ThermoScientific Orbitrap Elite mass spectrometer for high resolution and high mass accuracy analysis. It is coupled with a nano HPLC, increasing its capacity to analyze more complex protein mixtures. The facility also has a Bruker Autoflex MALDI for quick analysis of tryptic digests of pure proteins. The facility offers in-gel digestion and subsequence analysis for protein identification. The facility also has an in-house version of Mascot that provides customers with the option of loading a database to search for protein identification.

Environmental Safety Division [https://esd.uga.edu/]
The University of Georgia Environmental Safety Division’s mission is to work in partnership with the University community to develop and maintain the highest possible standards of health and safety. Please see the website for information on use and training required for hazardous materials and radiation. There is a Hazard Assessment Response Team [http://www.esd.uga.edu/hart/] for emergencies.

Office of Research Support Services [http://research.uga.edu/orss/]
View this site to find specific sites that provide access to state-of-the-art analytical instrumentation, chemicals, laboratory supplies and equipment, technical expertise, and cost-competitive services. ORSS offers such specialties as glass blowing and instrument design, fabrication and repair.

Institute of Bioinformatics [http://www.bioinformatics.uga.edu/]

Main Office: Rm. 203, Statistics Building, UGA Campus, 706-542-3286, consult@stat.uga.edu.
The key missions of this interdisciplinary Institute include (a) facilitating interactions and research collaborations between experimental biologists, genomics technologists and computational/mathematical scientists to tackle complex biological problems, and (b) training the next generation of biologists who are capable of using computers and mathematical techniques in dealing with biological problems. The Institute is also responsible for the computing support for campus wide bioinformatics research at UGA.

PROGRAM INFORMATION & REQUIREMENTS

The policies and requirements for current students described below are a summary of those covered in more detail at the Graduate School website http://grad.uga.edu/index.php/current-students/. Others are set by the Entomology faculty. If you have questions or need help with a problem, please contact the Graduate Coordinator or Assistant.

An Orientation Seminar for new students is offered at the beginning of the Fall Semester each year. This seminar is designed to acquaint students with the policies and amenities of the department and UGA. All students beginning in the Fall or previous Spring or Summer semesters are expected to attend.

Most forms that will be necessary during the course of your program can be found at http://grad.uga.edu/index.php/current-students/forms/ and are sorted by degree. The corresponding deadline dates for the current and two following semesters by which each item is due in order to graduate can be found at http://grad.uga.edu/index.php/current-students/important-dates-deadlines/.

Major Professor

Each student is required to have a Major Professor for admission to the Entomology Graduate Program. The Major Professor must be a member of the UGA Graduate Faculty and is the official advisor to the student and chair of the student’s Advisory Committee. After enrolling, the student can petition to change Major Professor by submitting a written request with reasons to the current and new advisor, and Graduate Coordinator. The request will be reviewed, and if the change is acceptable to all parties, it will be granted and entered into the student’s department file.

Advisory Committee

Each student must establish an Advisory Committee in consultation with the Major Professor, as soon as feasible. Once the committee is known, an Advisory Committee form should be submitted to the Graduate Coordinator and Graduate School.

For both M.S. and Ph.D. students, the committee must have a minimum of three members. A co-Major Professor also may be designated, but the Major and Co-Major Professors are counted as one committee member. For M.S. committees, the chair and at least one other member must be a member of the Graduate Faculty. The third member may be a member of the Graduate Faculty or a person with a terminal degree holding one of the following ranks in our department or another one at UGA: professor, associate professor, assistant professor,
academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds such a rank or a terminal degree in his/her field may be appointed as a third member upon approval by the departmental Graduate Faculty and the dean of the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study, but requires approval by the Graduate School.

The Ph.D. committee must consist of a minimum of three members of the Graduate Faculty. Additional voting members may be appointed to the committee as above, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, more than 50% must be members of the Graduate Faculty.

Major roles for the Major Professor and Committee include:

- Plan a Program of Study in consultation with the student
- Develop a plan for research, prospectus, and evaluate progress
- Administer written and oral preliminary exams for Ph.D. candidates
- Review manuscripts and the thesis or dissertation submitted for the degree
- Attend an oral presentation of research accomplished for the Degree and administer a final Defense exam for the M.S. and Ph.D. degree

**Enrollment Requirements**

Any student on an assistantship Fall and Spring semester must register for a minimum of 12 credit hours but are expected to sign up for 15 to 18 hours. The minimum for Summer Semester is 9 hours. Ph.D. students must be enrolled during the semester when the comprehensive examinations are taken. Graduate students must register for at least 3 hours of ENTO 7300 for Masters and ENTO 9300 for Doctoral credit during the semester in which the defense is completed, and the Thesis/Dissertation is submitted to the Graduate School. Students not on an assistantship must register for at least 3 hours when on campus or actively interacting with faculty. Students must register for at least 2 out of 3 semesters each academic year (Fall, Spring, Summer) in order to remain in compliance with the Graduate School enrollment policy, though registration every semester is required for any student on an assistantship in order to continue to receive assistantship pay. Enrollment Policy: [http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/](http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/)

**Degree Requirements**

**Residence:** For both the M.S. and Ph.D. degrees, at least two consecutive semesters of enrollment in a minimum of 30 hours of course work must be spent in resident study at the Athens, Griffin or Tifton campus. In addition, a minimum of three full years of study and research beyond the bachelor’s degree is expected for the Ph.D. degree.

**Time Limit:** All requirements for the M.S. degree must be completed within 6 years beginning with the first semester enrolled for graduate courses. A Ph.D. candidate must be admitted to candidacy within 6 years beginning with the first semester enrolled for graduate
courses and then must complete the remainder of degree requirements within 5 years of admission to candidacy. A Ph.D. candidate who fails to complete all degree requirements within 5 years after passing the written and oral comprehensive exams, and being admitted to candidacy, will be required to take the exams again and be admitted to candidacy a second time. An extension may be requested from the Graduate School, and a copy included in the student’s department records. It must provide a written summary of extenuating reasons and timeline to complete the degree requirements.

Masters Program: In addition to fulfilling the course requirements for the Program of Study, the following requirements must be met:

- **Thesis Research Prospectus.** The student will prepare a research prospectus in the style and length suggested by the Major Professor and Advisory Committee. It should include reviews of the relevant literature and methodology and an experimental plan for the proposed research. The prospectus will be revised by the student in consultation with the Major Professor and Advisory Committee until it provides a clear path for the student’s research project. When completed, a copy should be submitted and filed in the student’s office folder. This process provides all parties an opportunity to work together to identify important issues and to agree on an approach to address those issues, because the research likely will change as studies are completed.

- **Thesis and Final Defense Examination.** The Thesis must be written in a form and style acceptable to the Major Professor and Advisory Committee. Typically, it will have an Introduction that reviews the research topic, Chapters covering the research methods and results, and a Conclusion that the current state of knowledge and contribution of the candidate’s research. Manuscripts already published or in press may be included as Chapters in the Thesis. Data or results not warranting publication but support the research should be given in an Appendix. The Thesis should be organized and formatted as given in the Graduate School Style Manual at [http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/](http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/).

The Thesis must be submitted to the Major Professor for review, and then to the Advisory Committee AT LEAST TWO WEEKS PRIOR TO THE DEFENSE. Once the Thesis is deemed acceptable by the Major Professor and Advisory Committee, the time, date, and place of the final examination may be scheduled with the department. A completed formatted copy of the Thesis must be electronically submitted to the Graduate School for a format check AT LEAST FOUR WEEKS PRIOR TO GRADUATION (graduation requirement deadlines for the current and two future semesters can be found at [http://grad.uga.edu/index.php/current-students/important-dates-deadlines/](http://grad.uga.edu/index.php/current-students/important-dates-deadlines/)).

The M.S. candidate will give a seminar to the Department covering the Thesis research followed by a final oral defense to the Major Professor, Advisory Committee, and any University faculty members wishing to attend the examination. **Please arrange your seminar so that it is available to Tifton, Griffin, and Athens campus via Tandberg, and give at least a week’s notice so that announcements**
may be sent out. If using another means of video conferencing please test beforehand to confirm it is acceptable/comparable.

All members of the Advisory Committee must be present for the entire defense. If a member cannot be present, the student must choose one of the following options:

1. The absentee member may participate via a teleconference or video conference. The Major Professor must sign the approval form for the absentee member followed by the Major Professor’s initials, register his/her vote and indicate that the member’s participation was by teleconference or video conference.

2. A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student’s research. A revised advisory committee form must be submitted to the Graduate School prior to the examination. A minimum of three Graduate Faculty members must be maintained.

3. The defense may be canceled or rescheduled at a later time.

**Doctoral Program:** In addition to fulfilling the course requirements for the Program of Study, the following requirements must be met:

- **Teaching Experience.** Students must serve as a teaching assistant for at least one course or section of a laboratory course. An assistantship in ENTO 2010 does NOT fulfill this requirement.

- **Dissertation Research Prospectus.** The student will prepare a research prospectus in the style and length suggested by the Major Professor. It should include reviews of the relevant literature and methodology and an experimental plan for the proposed research. The prospectus will be revised by the student in consultation with the Major Professor until it provides a clear path for the student’s research project. It will then be distributed to members of the Advisory Committee for further review and revision if necessary. When completed, a copy should be submitted and filed in the student’s office folder. This process provides the student and Advisory Committee an opportunity to work together to identify important issues and to agree on an approach to address those issues, because the research likely will change as studies are completed.

- **Comprehensive (Preliminary) Examinations.** Students are expected to take the examinations after 2 to 3 years of residency. Exceptions will be considered on an individual basis. A Final Program of Study must be submitted and approved by the Advisory Committee, Graduate Coordinator, and Graduate School before the exams are scheduled. All pre-requisites set as a condition to admission must be satisfactorily completed, and the residence requirement met. The Advisory Committee will administer the written and oral comprehensive examinations after the Ph.D. student has completed all courses in the Program of Study.

1. **Written Examination:** The Advisory Committee will submit written questions to the Major Professor covering the body of knowledge appropriate for the individual student. Additional questions may be solicited from other members of the faculty. “Open” questions or topics may be developed from text and web resources, and “closed” ones with no access to outside resources. This portion of the examination must be completed within a five calendar day period. The
examination will be administered by the Major Professor, and answers will be evaluated as “Pass” or “Fail” by the submitting member. A majority of “Pass” marks from the committee members are required to pass. Failed exams may be repeated at the discretion of the Advisory Committee. The Major Professor should notify the Graduate Assistant/Coordinator in writing the outcome of the written exam.

2. **Oral Examination:** Within one month, the oral examination will be given, and the Graduate Assistant/Coordinator must be informed at least two weeks in advance of the time and place, so that the Graduate School can post the examination date & prepare necessary paperwork for the committee, and Department faculty can be notified. The student must be registered for the appropriate number of hours prior to the exam. All members of the Advisory Committee must be present for the entire exam. Faculty with the rank of Assistant Professor or higher are invited and encouraged to attend oral examinations. Questions may be raised in any area appropriate to the student’s training. A majority of “Pass” marks from the committee members are required to pass. Failed exams may be repeated at the discretion of the Advisory Committee. The Graduate School must be notified if the exam is postponed or the student fails the exam.

- **Admission to Candidacy.** Following the successful passing of both the written and the oral comprehensive exams, the Admission to Candidacy form should be submitted to the Graduate School along with the comp exam results form.

- **Dissertation and Final Defense Examination.** The Dissertation must be written in a form and style acceptable to the Major Professor and Advisory Committee. Typically, it will have an Introduction that reviews the research topic, Chapters covering the research methods and results, and a Conclusion that the current state of knowledge and contribution of the candidate’s research. Manuscripts already published or in press may be included as Chapters in the Dissertation. Data or results which would not be acceptable to a scientific journal alone should be given in an Appendix. The Dissertation should be organized and formatted as given in the Graduate School Style Manual at [http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/](http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/).
  
  - The Dissertation must be submitted to the Major Professor for review, and then to the Advisory Committee AT LEAST TWO WEEKS PRIOR TO THE DEFENSE. Once the Dissertation is deemed acceptable by the Major Professor and Advisory Committee, the Graduate School must be notified in writing as to the time, date, and place of the examination AT LEAST TWO WEEKS PRIOR TO THE EXAMINATION by the Graduate Coordinator or Graduate Coordinator Assistant. A completed formatted copy of the dissertation must be electronically submitted to the Graduate School for a format check AT LEAST FOUR WEEKS PRIOR TO GRADUATION.

The Ph.D. candidate will give a seminar to the Department covering the doctorate research followed by an oral defense to the Major Professor, Advisory Committee, and any University faculty members wishing to attend the examination. All members of the Advisory Committee must be present for the entire defense. **Please arrange**
your seminar so that it is available to Tifton, Griffin, and Athens campus via Tandberg, and give at least a week’s notice so that announcements may be sent out. If using another means of video conferencing please test beforehand to confirm it is acceptable/comparable.

All members of the Advisory Committee must be present for the entire defense. If a member cannot be present, the student must choose one of the following options:

1. The absentee member may participate via a teleconference or video conference. The Major Professor must sign the approval form for the absentee member followed by the Major Professor’s initials, register his/her vote and indicate that the member’s participation was by teleconference or video conference.

2. A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student’s research. A revised Advisory Committee form must be submitted to the Graduate School prior to the examination. A minimum of three Graduate Faculty members must be maintained.

3. The defense may be canceled or rescheduled at a later time. In either of the latter two cases, the Graduate School must be notified.

Graduation: The Application for Graduation must be filed with the Graduate School no later than the Friday of the second full week (the first full week for summer) of classes in the graduation semester. The M.S. or Ph.D. candidate must be enrolled for 3 or more hours during this semester. Once degree requirements have been completed, no further registration is required, even if the official graduation date is in the following semester.

After passing the final defense and acceptance of the Thesis/Dissertation by the Major Professor and Advisory Committee, the Final Defense Approval form & ETD Submission Approval form must be submitted to the Graduate School AT LEAST TWO WEEKS PRIOR TO GRADUATION. The corrected Thesis/Dissertation must be submitted electronically, also AT LEAST TWO WEEKS PRIOR TO GRADUATION (specific deadlines are listed at http://grad.uga.edu/index.php/current-students/important-dates-deadlines/). All degree requirements must be completed and reported to the Graduate School AT LEAST ONE WEEK PRIOR TO GRADUATION. Students that applied for graduation but do not graduate as planned must notify the Graduate School and request that the graduation date be moved to the next semester.

Bound paper copies of the Thesis/Dissertation should be provided to the Department, Major Professor, and Advisory Committee members (if requested). The Graduate School and the Library DO NOT require (nor will they accept) bound copies for completion of the degree. Print & Copy Services at the Tate Student Center (http://tate.uga.edu/services/printcopy.html) provides bound copies of the Thesis/Dissertation for a fee. This service accesses the PDF file directly from the Graduate School guaranteeing that the bound document is from the official copy. No pre-printed materials are accepted. The document will be printed and bound and shipped to the student via a parcel delivery service or campus mail.

Program of Study
This form should be submitted to the Graduate Coordinator and Graduate School either following the submission of the Advisory Committee form or alongside the Advisory Committee form. This program, prepared in consultation with the Major Professor and Committee, must include:

**Course Deficiencies:** Students admitted to the Graduate Program are expected to have completed courses in Biochemistry and Genetics, as recorded on their undergraduate or graduate transcripts, or to take and pass equivalent courses (undergraduate or graduate level) at the University of Georgia. These deficiencies will be noted in Letter of Admission from the Department that each student receives. Courses in Cellular or Molecular Biology may be substituted for the Biochemistry deficiency. If these courses are taken at the undergraduate level at UGA, the credit hours will NOT COUNT towards the hours required for the Graduate Program of Study. Completion of deficiencies will be noted in the annual Progress Report submitted by each student.

A written request for exemption from a specific course deficiency must be submitted to the Graduate Coordinator and the Major Professor (Advisory Committee if formed). It must include information showing that a specific course(s) on the student’s transcript covered the relevant topic. The decision for the exemption will be sent to the student and entered into the student’s department records.

**Required Courses:** ENTO 8010 Insect Taxonomy and ENTO 8250 Insect Physiology are required courses for the M.S. and Ph.D. Program of Study. Students must receive a passing grade (C or better) in core courses. If a new student has taken undergraduate or graduate level courses covering a similar area at another institution, then the corresponding core course may be exempted with the approval of the Major Professor and Advisory Committee. A letter stating the conditions of this exemption must be given to the Graduate Coordinator for review and placed in the student’s department records. A copy of this letter must be submitted along with the Preliminary or Final Program of Study to the Graduate School.

In addition, MS students are expected to take at least one and Ph.D. students, two, or more ENTO 8000-level reading/discussion courses that focus on specific areas (see Entomology course listings or the UGA Bulletin [http://bulletin.uga.edu/CoursesHome.aspx](http://bulletin.uga.edu/CoursesHome.aspx)).

### Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTO 8570 Molecular Entomology</td>
<td>Fall</td>
<td>Even</td>
</tr>
<tr>
<td>ENTO 8050 Phylogenetics, Systematics, &amp; Evolution</td>
<td>Spring</td>
<td>Even</td>
</tr>
<tr>
<td>ENTO 8500 Insect Ecology</td>
<td>Fall</td>
<td>Odd</td>
</tr>
<tr>
<td>ENTO 8820 Concepts in Integrated Pest Management</td>
<td>Spring</td>
<td>Odd</td>
</tr>
</tbody>
</table>

**Masters Program of Study:** The M.S. Program of Study approved by the Advisory Committee must be submitted to the Graduate Coordinator as soon as possible after the first year in residence. A minimum of 30 credit hours for courses must be taken consecutively for the residency requirement. No grade below C will be accepted for a course in the Program of Study. A student must maintain a 3.0 GPA to graduate. At least 24 hours must be at the graduate level with the following requirements:
• A minimum of 12 hours of courses at the 6000-9000 level open only to graduate students:
  • Up to 3 hours of ENTO 8900 Special Problems with any one instructor can be counted towards this requirement, but only to a maximum of 9 hours
  • A minimum of 2 hours must come from ENTO 8000-level Core Courses (see above)
  • Credit hours for ENTO 8000 Seminar, ENTO Research Discussion, ENTO 7000 Research, and ENTO 7300 Thesis DO NOT COUNT towards this requirement
• The other 12 or more hours of the 30 hour total must come from 6000 to 8000 level courses:
  • ENTO 6000 General Entomology may be included in this category, upon recommendation by the Major Professor and Advisory Committee, if the student has not taken an introductory entomology course
  • Sign up for the 6000 level to get credit for split 4000 undergraduate/6000 graduate courses.
  • 3 hours of ENTO 7300 MUST be included on the Program of Study, but additional hours do NOT COUNT towards this requirement
  • Only 2 hours of ENTO 8000 Seminar count
  • Only 2 hours of ENTO 8070 Research Discussion count
  • Only 6 hours of ENTO 7000 Research count
  • Additional hours of ENTO 8900 Special Problems do NOT COUNT towards this requirement
• GRSC 7770 and WIPP 7001 hours do not count for the Program of Study, but they are considered department requirements for teaching assistants. Undergraduate courses (3000/4000 level) taken to fulfill undergraduate course deficiencies DO NOT count towards the graduate program of study. Lastly, LLED 7768/7769 hours for international students who have to take these courses in order to TA also DO NOT count towards the graduate program of study.

**Doctoral Program of Study:** The Preliminary Program of Study approved by the Advisory Committee must be submitted to the Graduate Coordinator as soon as possible after the first year in residence. The Final Program of Study must be submitted to the Graduate Coordinator and Graduate School PRIOR to taking the comprehensive examinations. No grade below C will be accepted for a course in the Program of Study. A student must maintain a 3.0 GPA to graduate. A minimum of 30 credit hours at the graduate level (6000-9000) must be taken consecutively for the residency requirement with the following requirements:

• A minimum of 16 hours of courses at the 8000/9000 level. Students bypassing the M.S. degree must take at least 20 hours (UGA Graduate School requirement)
  • Up to 3 hours of ENTO 8900 Special Problems with any one instructor can be counted towards this requirement, but only to a maximum of 9 hours
  • A minimum of 4 hours must come from ENTO 8000-level Core Courses (see above)
  • Credit hours for ENTO 8000 Seminar, ENTO 9000 Research and ENTO 9300 Dissertation DO NOT COUNT towards this requirement
• The other 14 or more hours of the 30 hour total must come from 6000 to 8000 level courses:
• ENTO 6000 General Entomology may be included in this category, upon recommendation by the Major Professor and Advisory Committee, if the student has not taken an introductory entomology course
• Sign up for the 6000 level to get credit for split 4000 undergraduate/6000 graduate courses.
• 3 hours of ENTO 9300 MUST be included on the Program of Study, but additional hours do NOT COUNT towards this requirement
• Only 2 hours of ENTO 8000 Seminar count
• Only 2 hours of ENTO 8070 Research Discussion count
• Only 6 hours of ENTO 9000 Research count
• Additional hours of ENTO 8900 Special Problems do NOT COUNT towards this requirement
• GRSC 7770 and WIPP 7001 hours do not count for the Program of Study, but they are considered department requirements for teaching assistantship assignments.
• Undergraduate courses (3000/4000 level) taken to fulfill undergraduate course deficiencies DO NOT count towards the graduate program of study.
• LLED 7768/7769 hours for international students, who have to take these courses to be teaching assistants, also DO NOT count towards the graduate program of study.

Research Skills: Courses fulfilling the “Research Skills” requirement are determined by the student, Major Professor, and Advisory Committee. Coursework may include but not necessarily be limited to statistics, computer science, foreign languages, microscopy, and molecular techniques.

GRSC 7770: Graduate students, who lack teaching experience at the college or university level, must enroll in GRSC 7770 Graduate Seminar before they are given sole responsibility for a course or laboratory section. Check the UGA class schedule for GRSC 7770 to identify suitable sections offered by other Agriculture or Life Science departments. This course can be taken during the same semester as the first teaching assistant assignment. Please review teaching assistant policy at http://www.ctl.uga.edu/pages/ta-policy and services and programs at http://www.ctl.uga.edu/#ta-services-and-programs.

International students assigned a teaching assistantship may be required to take LLED 7768/7769 before enrolling in GRSC 7770, depending on their TOEFL scores.

Incomplete Grades: If a student has received an “Incomplete” (I) for a course, the Graduate School WILL NOT allow enrollment in more than 12 credit hours for a semester, WILL NOT admit to candidacy, and WILL NOT consider requests for assistantship or travel funding. An Incomplete automatically is changed to a grade of “F” (for A-F graded classes) or “U” for (Satisfactory/Unsatisfactory graded classes) if the course requirements are not completed within a year.

Ownership of Intellectual Property & Research Data

The University of Georgia subscribes to the general principle that ownership of intellectual property created by a student resides with the University. Provisions of a commercial or government sponsored research grant also may affect ownership of intellectual property obtained from research by a student funded by that grant. Students should be aware of the
Intellectual Property Policy of the University of Georgia (http://www.ovpr.uga.edu/docs/policies/tco/intellectual-property). Graduate students will be given a fair opportunity to use data resulting from university or extramural sponsored research grants in the thesis or dissertation and subsequent publications. The use of such data is subject to the university’s obligations with respect to those grants and a general obligation to publish the results of scientific investigation. Consequently, the student’s right to control data collected under sponsorship is not exclusive. Typically, the student’s original research notebooks or records must remain with the Major Advisor, but copies can be retained by the student, after completion of the degree. If a student wants to continue the research at another location, materials or other university resources can only be transferred with the permission of your major professor and may require completion of a Materials Transfer Agreement.

**Academic Probation and Dismissal**

A student with a graduate course average below 3.0 in one semester is placed on Academic Warning for the next semester by the Graduate School. While on probation, a student may not enroll for ENTO 8900 Special Problems. If the course average DOES NOT INCREASE to 3.0 or higher during that semester, then the student is placed on Academic Probation for the next semester. Students on Academic Probation must make a 3.0 or higher SEMESTER graduate average each succeeding semester that their overall cumulative grade point average is below 3.0. Students will no longer be on probation once their cumulative grade average is 3.0 or higher.

If a student makes a semester graduate average of below 3.0 while on probation, they are dismissed from the University. A student may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained from the Graduate School.

When a student repeats a graduate course, the last grade will be utilized to calculate the cumulative graduate average that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

A student may be dismissed from the Department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of a student will be decided by the Major Professor and Advisory Committee, if formed. Written notice of the dismissal will be given immediately to the student, Graduate Coordinator, Department Head, and Graduate School. Dismissal may be appealed to the Dean of the Graduate School after all avenues are exhausted at the departmental level. This should be completed within 30 calendar days of the decision resulting from an appeal to the department.

**Appeal of Academic Decisions**
The appeal of grades or Department/Major Professor/Advisory Committee decisions or requirements goes first to the Department Head. An unfavorable ruling can be appealed through the CAES Office of Academic Affairs (542-1611). A clear process is established but timely notification is required.

ASSISTANTSHIPS

A student given a paid assistantship is an employee of UGA and the State of Georgia. While on an assistantship, the student is covered by Worker’s Compensation and must have medical insurance, which is covered partly by UGA. Students on assistantships are paid monthly on the last week day of each month. The base amount for M.S. and Ph.D. students is set by UGA. This amount may be supplemented with funds from grants or contracts given to the Major Professor. Students on an assistantship are exempt from out-of-state tuition and must pay student fees along with a reduced tuition rate of $25/semester and be enrolled for a minimum of 12 credit hours during Fall and Spring semesters or 9 hours Summer semester. Sick and vacation leave must be arranged through the Major Professor and instructor of the course, if a teaching assistant.

Teaching Assistantships (TAs): TAs in Entomology and the Biology Program are assigned by the Graduate Program Committee every Fall and Spring semester. Policies and programs for TAs are coordinated by the Center for Teaching and Learning (http://www.ctl.uga.edu/#ta-services-and-programs) and provide instructional support for the pedagogical development of graduate assistants in preparation for instructional responsibilities at UGA and future careers.

• **TA Orientation.** All new graduate students assigned a TA with instructional responsibilities in department classes or laboratories MUST ATTEND the TA Orientation offered by the Graduate School in August before the beginning of fall semester classes. Returning graduate students are encouraged to attend sessions of interest. Sessions include instructional methods and strategies as well as important legal and managerial information for beginning instructors.

• **GRSC 7770.** All students must take GRSC 7770 (see Program of Study) to be assigned a TA. This course may be taken concurrently with the first TA assignment.

• **International Students.** Students can only be assigned instructional activity in the classroom or in the course-related laboratory or breakout sessions if they have an IBT TOEFL speaking score of at least 26 or if a native English speaker is on-site at all times as a co-instructor. This policy applies regardless of the student’s appointment classification (e.g., GA, GRA, GTA, GLA, RA). Graduate admission with a score of 20 on the speaking portion of TOEFL is not adequate for a teaching assignment. Students must have at least a 26 to be considered for a teaching or laboratory assistantship. International students with less than a 26 who wish to be considered for a teaching assistantship for the duties described above must take language development courses LLED 7768 and LLED 7769 before they enroll in departmental teaching support classes (e.g., GRSC 7770).
Entomology TAs will be assigned to one course or laboratory section each semester and are expected to work 12-16 hours/week for the whole semester. The course instructor will provide a schedule or syllabus and discuss duties for the course or laboratory. Duties consist of preparing materials and presentations, assisting students, putting materials away after the class periods, and grading exams. Biology TAs must attend training sessions offered through the Biology Program. At the end of each semester, students in the course and the instructor may fill out a report on the TA’s performance. If you have a course preference, please see the Graduate Assistant/Coordinator before the semester starts.

In the summer, one or two TAs may be available for curating insect collections used in laboratory courses or other departmental duties. During this time, most students are supported as research assistants (RA’s) by their major advisor. If such support is not available, please contact the Graduate Assistant/Coordinator before the summer session to arrange support.

**Research Assistantships (RAs):** RAs may be provided by a Major Professor through their grants or contracts. Duties and a work schedule will be set by the Major Professor.

**Faculty and Teaching Assistant Evaluations:** Forms to evaluate the performance of faculty and students serving as teaching assistants (TAs) are given to students enrolled in Entomology courses and turned in to the department office at the end of every semester.

- **Instructor Evaluations.** Data from instructor evaluations at the end of each semester are summarized and recorded as a percentage score of the standardized evaluation form used for each course. Students’ comments are typed and the evaluation summary is returned to the course instructor after the end of the semester. This information is used as part of promotion dossiers and in annual faculty evaluations for merit raises. Faculty appreciate your feedback, which can improve the instructional program.

- **TA Evaluations.** Data from TA evaluations at the end of each semester are similarly summarized and recorded as a percentage score on the standardized TA evaluation form used for each course. Students’ comments are typed to maintain anonymity, and the evaluation summary is returned to the student TA after the end of the semester. The instructor also provides an evaluation. This information is used to determine whether the student will continue to receive TA support and to improve their teaching experience.

**UNIVERSITY RESOURCES FOR ENSURING NON-DISCRIMINATORY AND NON-THREATENING WORK ENVIRONMENTS**

**Equal Opportunity Office**
University of Georgia
119 Holmes-Hunter Academic Building
Athens, GA 30602
Phone: (706) 542-7912
Fax: (706) 542-2822
Email: ugaeoo@uga.edu
Hours: 8am to 5pm, Monday – Friday

Safe & Secure: A Guide for Students, Faculty, Staff, and Visitors of the University of Georgia: http://safeandsecure.uga.edu/

University of Georgia Non-Discrimination and Anti-Harassment Policy
https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy

University of Georgia Workplace Violence Policy
http://safeandsecure.uga.edu/workplace.html

Student Code of Conduct http://www.conduct.uga.edu/code_of_conduct/index.html

UGA Police Department http://www.police.uga.edu/
Contact: Non-Emergency 706-542-5813, Emergency 706-542-2200

University of Georgia Ombudspersons Program
http://www.uga.edu/ombudsperson/index.html
Student Ombudsperson: Karen Saunders 706-542-7774, ksaunders@uga.edu
ANNUAL PROGRESS REPORT

This form will be sent out after Spring Semester each year and must be submitted to the Graduate Coordinator Assistant by July 1st. The purpose is to document degree program progress and collect accomplishments for reporting and recruiting.

THREE STEPS TO COMPLETE THE ANNUAL REPORT:

1. FORM BELOW COMPLETED BY STUDENT AND SIGNED BY MAJOR PROFESSOR. Submit to Sherry Wrona as original, paper copy, or scanned PDF by email.

2. SUMMARY OF ACCOMPLISHMENTS FOR THIS YEAR. Fill out form on next page and email to Sherry Wrona as pdf or word doc – paper copy not accepted.

3. UPDATED CURRICULUM VITAE. Use or adapt format in the graduate student handbook. Email to Sherry Wrona as pdf or word doc – paper copy not accepted.

Student Name: ______________________ Degree Objective: ______________________

Major Professor: __________________________ Semester/Year Started: __________________________

Committee Members (if known):
__________________________________________________________________________________

Date of Most Recent Committee Meeting: __________________________

A. Progress toward fulfilling degree requirements (indicate progress to date and expected completion dates if known)

<table>
<thead>
<tr>
<th>Program of Study/Classes</th>
<th>Date completed</th>
<th>Committee Formed</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad Course Deficiencies – UGA courses</td>
<td></td>
<td>Research Prospectus – copy must be submitted for folder</td>
<td></td>
</tr>
<tr>
<td>Ph.D. – TA requirement</td>
<td></td>
<td>Thesis/Dissertation</td>
<td></td>
</tr>
</tbody>
</table>

Required Signatures

Major Professor ___________________________ Date __________

Student ___________________________ Date __________
SUMMARY OF ACCOMPLISHMENTS FOR THIS YEAR

Please provide complete information

1. Teaching or Research Assistantships served: semester, course # and title, and instructor.

2. Honors, Awards, or Scholarships: title, organization, amount, and duration

3. Participation or attendance at professional meetings: organization, dates, and location with full title of poster or presentation and authors

4. Outreach: event, location, place, and # of participants

5. Publications: Authors, year, title, and journal name, volume, and page numbers

6. Other

Comments/ Recommendations for Entomology Graduate Program
CURRICULUM VITAE FOR AWARDS

Because students need to maintain a curriculum vitae (CV) or resume when applying for awards or job positions after graduation, the Department requires each student to submit an updated CV, along with the Annual Report. The CV can follow other formats or the one below, as it is similar to the one required for applications competing for Entomological Society of America awards.

I. Curriculum Vitae
1. Name/Address/Phone Number
2. Education
   Beginning with the undergraduate institution list dates, degrees, thesis title, institution granting degree, advisor’s name and GPA
3. Relevant Employment
   List jobs held and provide a brief summary of responsibilities
4. Non-degree Related Research and Extension Experience
   Experience in research and/or extension not indicated by publications
5. Teaching Experience
   List course(s) taught or assisted. Include a brief summary of responsibilities
6. Research Support/Grants Funded
   Grants or Cooperative Agreements: list all grant proposals funded. Include agency, amount, and duration of support. If not senior author, describe contribution to work. List Fellowships and competitive Grants-in-Aid, Assistantships or similar monetary awards (amounts need not be listed).
7. Publications (refereed)
   List all published material in chronological order. If not senior author, describe contribution to each publication. Include a reprint (manuscript if in press) of what the nominee considers to be his/her major contribution to entomology.
   Papers in press: a copy of the acceptance correspondence must accompany each accepted publication.
8. Publications (non-refereed)
   List all published materials in chronological order. If not senior author, describe contribution to each publication. Include papers in press with the appropriate documentation described above.
9. Presentations at Professional Meetings
   Include author(s), title, meeting, type of presentation (e.g., 3 minute, 12 minute, Poster Session, Workshop, Symposium, etc.). If not senior author, describe contribution to each presentation.
10. Other Presentations
    Include author(s), title, meeting, type of presentation. If not senior author, describe contribution to each presentation.
11. Professional Memberships
    Professional and Honor Societies. Include any offices held.
12. Professional Activities
    Professional Committees, moderating sessions at meetings, participation in working groups, etc.
13. Committee Participation
   University, College or Departmental Committees
14. Honors and Awards
   Academic, professional, research or service awards

II. Thesis or Dissertation Research
Include an abstract if completed; if not, submit a summary of research plan for thesis (max. 2 pages).

III. Career Goals
Provide a statement of your career goals (max. ½ page).

IV. Courses
List courses (excluding 7000 and 9000-level) taken at UGA, the grade received, and the date taken.
CHECKLISTS FOR M.S. AND Ph.D. DEGREES

These checklists are provided for your personal information and record. Each student is responsible for meeting all degree requirements on time and should be familiar with the requirements detailed at the Graduate School website. If you have additional questions, consult your Major Professor, Graduate Coordinator, or Graduate Coordinator Assistant.

NOTE: The required forms are available at http://grad.uga.edu/index.php/current-students/forms/ and can be filled out by the student or by the Graduate Coordinator Assistant and must be submitted to the Graduate School by the Graduate Coordinator Assistant. Copies will be given to you and held in your department file. The corresponding deadline dates by which the forms must be at the Graduate School is found here http://grad.uga.edu/index.php/current-students/important-dates-deadlines/
Entomology Graduate Program: Checklist for M.S. Degree

______________________________________________________________

Name ___________________________ Beginning Semester __________

______________________________________________________________

Major Professor ___________________________

______________________________________________________________

Advisory Committee Members

Date Completed:

__________ Major Professor selected upon admission or changed

__________ Advisory Committee appointed and the form, Advisory Committee (M.A. & M.S.), must be submitted to the Graduate School.

__________ Program of Study completed and the form, Program of Study (M.A. & M.S.), must be submitted to the Graduate School.

__________ Research Prospectus approved by the Major Professor and Advisory Committee. A copy MUST be submitted to the Graduate Coordinator/Assistant for the student’s records.

__________ Application for Graduation Form filed with the Graduate School by the Department Graduate Assistant. This form must be submitted no later than the Friday of the second full week of classes (first full week for summer) in the graduation semester.

__________ Register for at least 3 hours of ENTO 7300 thesis hours prior to graduation (can be completed your final semester). You must also be enrolled during the semester when degree requirements are completed for graduation.

__________ Thesis Review. A draft of the Thesis should be submitted to Major Professor for approval and to Advisory Committee AT LEAST TWO WEEKS before the defense presentation and oral defense exam.

__________ Thesis Format Check – see http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/
A Thesis draft must be electronically submitted for approval by the deadline set by the Graduate School for the semester of your intended graduation.

Thesis Seminar and Defense Examination. Notify the Graduate Coordinator Assistant AT LEAST TWO WEEKS in advance of the Thesis seminar and examination. Please provide the date, time, place and title of thesis. This information will be used to provide notification of the event to the Department. The examination immediately follows the Thesis seminar.

Final Defense Examination by Major Professor and Advisory Committee. After the Thesis seminar, successful completion of an oral examination with your Major Professor and Committee is required. A majority of positive votes are required for approval of both the Thesis itself and the defense examination. Suggested changes to the thesis if requested must be approved by the Major Professor or members of the Advisory Committee before graduation.

Master’s Thesis and Final Examination Approval (M.A. & M.S.) Form. This form should be filled out and printed prior to the seminar and defense, and completed by the student, Major Professor, and Advisory Committee after the exam for submission by the Graduate Coordinator Assistant to the Graduate School by the deadline. The Graduate School must be notified if the exam is postponed or the student fails the exam.

Electronic Thesis and Dissertation (ETD) Submission Approval Form. The final corrected and approved version of your Thesis must be electronically submitted by the deadline set by the Graduate School for the semester of your intended graduation. The Graduate School and the Library DO NOT require (nor will they accept) bound paper copies of the Thesis for final submission for the completion of the degree. Print & Copy Services at the Tate Student Center (http://tate.uga.edu/services/printcopy.html) provides bound copies of the Thesis/Dissertation for a fee. Bound paper copies of the Thesis/Dissertation should be provided to the Department, Major Professor, and Advisory Committee members (if requested).

Application for Graduation Form – see Instructions at http://grad.uga.edu/index.php/current-students/forms/
Entomology Graduate Program: Checklist for Ph.D Degree

Name__________________________________________Beginning Semester__________________________

Major Professor__________________________________________________________

Advisory Committee Members

Date Completed:

_______ **Major Professor** selected upon admission or changed

_______ **Advisory Committee** appointed and the form, **Advisory Committee**, must be submitted to the Graduate School.

_______ **Program of Study** completed. The form, **Preliminary Doctoral Program of Study**, will be developed by the Major Professor and the doctoral student and approved by a majority of the Advisory Committee by the end of the student’s first year of residence. The Preliminary Program of Study form will be submitted to the Graduate Coordinator Assistant and IS NOT sent to the Graduate School. The form, **Final Doctoral Program of Study**, must be submitted to the Graduate School prior to the scheduling of the Comprehensive Examinations, following the completion of the 30 hour residency requirement.

_______ **Research Prospectus** approved by the Major Professor and Advisory Committee. A copy MUST be submitted to the Graduate Coordinator/Assistant for the student’s records.

_______ **Comprehensive Examinations.** The written examination will be given first. The Major Professor will notify the Graduate Coordinator Assistant in writing that the written exam was passed. Within one month, the oral examination will be given, and the Graduate Coordinator Assistant must be informed AT LEAST TWO WEEKS in advance of the time and place to notify the Graduate School so the examination date and place can be posted, forms prepared, and the Department faculty notified. **The student must be registered for the appropriate number of hours and have an approved Advisory Committee form and an approved Final Program of Study form on file with the Graduate School prior to this announcement.**
Following the written and oral examinations, each member of the advisory committee will cast a written vote of pass or fail on the examination. To pass each examination, the agreement of the advisory committee is achieved with no more than one dissenting vote. An abstention is not an appropriate vote for the comprehensive examination. The results of both examinations will be reported to the Graduate School within two weeks following the oral examination. The Graduate School must be notified if the exam is postponed.

Application for Admission to Candidacy Form. After passing both the written and the oral comprehensive exams, this form should be submitted to the Graduate School no later than the Friday of the second full week of classes (first full week for summer) in the graduation semester.

Register for at least 3 hours of ENTO 9300 dissertation hours prior to graduation (can be completed your final semester). You must also be enrolled during the semester when degree requirements are completed for graduation, and have completed at least 10 hours of graduate-level credit following admission to candidacy (or be registered for at least 10 hours if being admitted to candidacy the same semester in which you are graduating).

Dissertation Review. A draft of the Dissertation should be submitted to Major Professor for approval and to Advisory Committee AT LEAST TWO WEEKS before the defense presentation and oral defense exam.

A Dissertation draft must be electronically submitted for approval by the deadline set by the Graduate School for the semester of your intended graduation

Dissertation Seminar and Defense Examination. Notify the Graduate Coordinator Assistant AT LEAST TWO WEEKS in advance of the Dissertation seminar and examination. Please provide the date, time, place and title of thesis. This information is sent to the Graduate School and will be used to provide notification of the event to the Department. The examination immediately follows the Dissertation seminar.

Final Defense Examination. After the Dissertation seminar, successful completion of an oral examination with your Major Professor and Committee is required. A majority of positive votes
are required for approval of both the Thesis itself and the defense examination. Suggested changes to the thesis if requested must be approved by the Major Professor or members of the Advisory Committee before graduation.

Dissertation and Final Examination Approval Form. This form should be filled out and printed prior to the seminar and defense, and completed by the student, Major Professor, and Advisory Committee after the exam for submission by the Graduate Coordinator Assistant to the Graduate School by the deadline. The Graduate School must be notified if the exam is postponed or the student fails the exam.

Electronic Thesis and Dissertation (ETD) Submission Approval Form. The final corrected and approved version of the Dissertation must be electronically submitted by the deadline set by the Graduate School for the semester of your intended graduation. The Graduate School and the Library DO NOT require (nor will they accept) bound paper copies of the Thesis for final submission for the completion of the degree. Print & Copy Services at the Tate Student Center (http://tate.uga.edu/services/printcopy.html) provides bound copies of the Thesis/Dissertation for a fee. Bound paper copies of the Thesis/Dissertation should be provided to the Department, Major Professor, and Advisory Committee members (if requested).

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