

Policies and Procedures for Graduate Degrees

Department of Entomology

Texas A&M University

(This document is available online at <http://insects.tamu.edu/students>, click “Current Graduate Students” and in the ENTO Advising Office)

Programs of Study

The Department of Entomology offers Master of Science and Doctor of Philosophy degrees in Entomology, as well as Master of Agriculture degrees in Plant Protection and Economic Entomology. Within these programs, examples of subject matter areas include arthropod ecology, biological control, integrated pest management, molecular biology, physiology, genetics and toxicology, plant resistance, systematics, and urban, medical/veterinary, and forensic entomology. Students come into the field of entomology with diverse interests, science backgrounds and career goals. Students are able to tailor their education and research interests for the respective degree program with the help of their major advisor and advisory committees. Graduates from these programs have become prominent leaders in entomological research, application, education, and regulatory affairs of private sector and government arenas, as well as international agencies and foreign countries.

The Master of Agriculture degree requires 36 semester hours, including a professional internship; the Master of Science degree requires 32 semester hours and a thesis; and the Doctor of Philosophy degree requires a dissertation and 64 hours beyond the Master of Science or 96 semester hours beyond the baccalaureate degree. The department does not have a formal foreign language requirement for the Ph.D. degree, but graduate advisory committees may specify requirements that they feel will enhance students' training.

Major Advisor

The major advisor serves as the chairperson of the student's advisory committee, and assists the student with selection of a research topic (if a M.S. or Ph.D. student), or internship (if M.Ag. student), course selection and generally guides the student throughout his/her research program and academic endeavors. We expect all graduate students to have a major advisor selected at the onset of their program. However, if this does not occur, the student must select a major advisor prior to registration for the 2nd semester for Master's students and by the 3rd semester for the Ph.D. student. Prior to selection of a major advisor, the Associate Department Head for Academic Programs will provide academic guidance.

Advisory Committee

The advisory committee consists of a minimum of three faculty members for the M.S. or M. Ag. and a minimum of four faculty members for the Ph.D. It is the responsibility of the committee to supervise the degree plan (a formal document listing the courses to be taken during the graduate program), approve the research or internship proposal, administer and evaluate the preliminary and final examinations and approve the internship report, thesis or dissertation. Any member of the advisory committee may be changed if the change is agreeable to the student, all committee members, the head of the department, and the Office of Graduate Studies (Petition for Change of Committee - OGS website at <http://ogs.tamu.edu/OGS/CurrentPetitions.htm>). At the initial meeting of the advisory committee, the student should supply the members with information concerning the student's academic background, educational and career goals, and a proposed degree plan (Degree Plan – OGS website at <https://ogsdpss.tamu.edu>).

The Department requires that student's meet at least once each year with their advisory committee to assess academic and research progress as well as plans for the coming year (Advisory Committee and Report Form - <http://insects.tamu.edu/students/>). A record of this meeting and assessment must be completed and submitted to the Senior Academic Advisor to be placed in the student's permanent file no later than August 15th of each year. Failure to comply with this requirement will result in a registration block.

Number and composition of committee members:

- At least 3 members of the graduate faculty for M.S. and M.Ag., with at least 1 of these from outside the department. (The committee members from outside the department cannot have a joint appointment in Entomology.)
- At least 4 members of the graduate faculty for the Ph.D., with at least 1 of these from outside the department. (The committee members from outside the department cannot have a joint appointment in Entomology.)
- Off-campus faculty may serve as Co-Chair of the committee, in cooperation with the campus Co-Chair of the academic faculty.
- Adjunct or Associate Members may serve as Co-Chairs of graduate committees, in cooperation with the on-campus Co-Chair of the academic faculty, pending approval of the faculty.
- Individuals serving as a Special Appointment to the Graduate Faculty serve as an additional member of the advisor committee.

- Individuals serving as a Special Appointment for the Graduate Faculty cannot Co-Chair a graduate committee.
- The department has an ombudsperson for Graduate Education, currently the Associate Department Head for Academic Programs. This person serves as an impartial mediator should conflict arise between a student and their advisory committee.

The rules for forming Advisory Committees are very specific; therefore, students are encouraged to seek clarification in particular cases from the Associate Department Head for Academic Programs or the Senior Academic Advisor.

Departmental Course Work and Background Requirements

Graduate students entering the department have diverse backgrounds and academic degrees. Regardless of background, all students are expected to have training in basic sciences, including chemistry through organic chemistry and mathematics through a course in pre-calculus. Students without this background are expected to take the appropriate undergraduate courses early in their program; but, these courses would not be part of the students Degree Plan. In addition, students earning graduate degrees in Entomology are expected to have competency in fundamental areas of entomology including insect diversity and systematics, physiology, ecology and molecular genetics. Entomological competency appropriate to the goals and objectives of the area of study must be addressed through previous course work, experience, or courses on the Degree Plan. The student's Advisory Committee is charged with ensuring that students either have taken appropriate basic science and entomology courses prior to initiating their M.S., M.Ag., or Ph.D. program, or that such courses are included on the Degree Plan.

The Education Committee and head of the department are charged with insuring that adequate course work for entomological competency is present either on the transcripts or the Degree Plan. Modifications to the Degree Plan may be recommended by either the Education Committee or head of the department if necessary.

Degree Plan

The degree plan is a list of the courses the student will take, and is required for all candidates for every graduate degree. A student's Advisory Committee is officially formed at the time the Degree Plan is approved. The number and type of courses included in an individual's program will depend upon the student's area of specialization as determined by the student and the advisory committee.

The Office of Graduate Studies has instituted an online degree plan submission process, found at <https://ogsdpss.tamu.edu/>. The steps and process for approval of the degree plan is as follows:

- Discuss with Advisory Committee course work to comprise degree
- Complete Department of Entomology Graduate Studies Degree Plan Checklist (<http://insects.tamu.edu/students/grad/forms/>) and compile other required departmental documents as detailed below
- Submit the following documents to the Senior Academic Advisor
 - Memo from student, through Committee Chair, to the chair of the Education Committee regarding career goals, planned research topic, explanation of course and committee member selection (See Memo Template available online at http://insects.tamu.edu/students/grad/pdf/samplememo_degreeplan.pdf)
 - Department of Entomology Graduate Studies Degree Plan Checklist (<http://insects.tamu.edu/students/grad/forms/>)
 - Transcripts (print unofficial TAMU transcript from myrecord site)
- Complete the online degree plan at <https://ogsdpss.tamu.edu>
 - This Degree Plan will first be routed electronically to the Senior Academic Advisor for an initial review to ensure that all departmental requirements have been met
 - Once approved, the Degree Plan will then be routed electronically to the Major Advisor/Committee Chair, then the remainder of the committee members upon Major Advisor/Committee Chair approval
 - Once the entire Advisory Committee has approved the Degree Plan, it will be routed electronically to the Senior Academic Advisor, who will then prepare the document to be taken to the Education Committee
- Education Committee
 - Senior Academic Advisor submits packet to Education Committee
 - Education Committee makes recommendation to the Department Head
- Head of the Department
- Office of Graduate Studies

Any changes to the degree plan must be submitted by petition (Petition for Course Change – OGS website <http://ogs.tamu.edu/OGS/currentPetitions.htm>), approved by the Advisory Committee, the head of the department, and the Office of Graduate Studies.

Deadlines for filing Degree Plans are shown in Figure 1. The Office of Graduate Studies enforces the College of Agriculture and Life Sciences requirement for M.S. and M.Ag. students to file degree plans by the end of the second regular semester (not including summer sessions). Ph.D. students are required to file Degree Plans by the end of the third regular semester, not

including summer sessions (Figure 1). Failure to file degree plans on time will result in an automatic registration block.

Minimum and Maximum Credit Hours

There is no core curriculum (departmental or university) at the graduate level at this time. All ENTO courses on a student degree plan must be completed with a “B” or better for a student to remain in good standing and to meet departmental graduation requirements. The grade of C is acceptable for all other graduate courses on the degree plan as long as the degree plan AND cumulative GPR is 3.0 or better.

Masters

- M.S. – minimum 32 credit hours.
- M. Ag. – minimum 36 credit hours.
- M.S. or M.Ag. - No more than 9 hours of 300 or 400 level courses may be used for degree plans.
- M.S. or M.Ag. - No more than 12 combined hours of 691 (8 hrs max) plus 485/685 (8 hrs max each).
- M.S. or M.Ag. – No more than either 12 hours or 1/3 of hours listed on degree plan can be transferred into degree plan. Transfer courses must be grade B or better.
- No unresolved grades of D, F, or U can remain on the degree plan.
- To remain in good academic standing, student must maintain 3.0 or higher cumulative and degree plan GPR.
- At least 33% of the total credit hours required for the degree on the degree plan must be fixed credit hours (three and four credit hour courses, ENTO 681 and 690 are not included in this). (Departmental Requirement)

Doctor of Philosophy

- No more than 9 hours of 300 or 400 level courses may be used for degree plans
- If baccalaureate degree, degree plan must contain 96 hours
- If master’s degree, degree plan must contain 64 hours
- At least 33% of the total credit hours required for the degree on the degree plan must be fixed credit hours (three and four credit hour courses, ENTO 681 and 690 are not included in this). (Departmental Requirement)
- Maximum number of student credit hours is 99 (99 hr Doctoral Cap from the Texas Higher Education Board (THECB) – See appendix)
 - Once a student accumulates more than the allowable number of student credit hours, he or she will not qualify to pay only in-state tuition
 - Effective summer 2006, a doctoral student will be allowed to pursue their program for seven calendar years before a charge of out of

state tuition is initiated. More than 99 hours can be taken during the seven years at the in-state tuition rate.

- Full time student: If a student is pursuing the doctoral degree as a full-time student, they would have seven years to complete the degree, no matter how many semester credit hours are accumulated.
- Part time student: If a student is pursuing a doctoral degree on a part-time basis, they would have up to 99 semester hours before they would be charged out of state tuition if they pass the seven year mark.

Time to Completion of Degree Requirements

All work toward the Master's degree must be completed during 7 consecutive years and in 10 consecutive years for the Ph.D. However, there are important financial consequences associated with prolonging graduate work beyond the Department of Entomology's recommended 2 years for Master's and approximately 4 years for Ph.D. Doctoral students must consider the 99 hr Doctoral Cap (see information above). Doctoral students should discuss their programs with the Associate Department Head for Academic Programs or the Senior Academic Advisor to make sure they fall within the guidelines for in-state tuition.

Seminar Requirements

Ento 681 – Seminar – These are special topics seminars offered each semester by various members of the faculty. Topics rotate between major interest groups in the department on a regular basis. Seminars are graded as satisfactory/unsatisfactory. These seminars are designed to expand student knowledge and to provide oral speaking experience. All graduate students are required to participate in ENTO 681 (Seminar), prior to graduation:

- Master's students must enroll for a minimum of 1 credit hour
- Ph.D. students must enroll for a minimum of 2 credit hours

Ento 690 – Theory of Research – Participation in the Departmental Seminar Series is required of all graduate students.

- Ph.D. students are required to enroll for a minimum of 4 credit hours
- M.S. and M.Ag. students are required to enroll for a minimum of 2 credit hours
- Grading will be satisfactory/unsatisfactory, with attendance of 70% needed to make a satisfactory grade

Although it would not accrue additional coursework credit, students are strongly encouraged to present their research to the Department as part of the Departmental Seminar Series, in addition to their defense seminar. In some cases, graduate students may wish to present to the Department another aspect

of their research, not directly associated with their thesis or dissertation. Students wishing to be part of the Departmental Seminar Series should contact the faculty member in charge.

Research Proposals (M.S. and Ph.D.)

The Office of Graduate Studies requires a research proposal, which must be approved by all members of the advisory committee. The Office of Graduate Studies Thesis Office provides guidelines and a cover page for this proposal, found at <http://ogs.tamu.edu/OGS/currentThesisOffice.htm>. In brief, the proposal should include a literature review and assessment of the current state of knowledge, a statement of the research goal, hypotheses and objectives, and methodology. The advisory committee will review the proposed research and offer constructive criticism.

Ph.D. students are required to present their proposed dissertation research to the department in a seminar. Once the dissertation proposal has been reviewed by the Advisory Committee, but prior to final approval, the student should schedule and announce a proposal seminar. The seminar should be broadly advertised to faculty, staff and students, and should be held in a location suitable for a departmental seminar. The seminar should provide information on the background for the research, specific research objectives, and proposed research methodology. The student and Advisory Committee should consider feedback from the department as the proposal is finalized and approved.

Deadlines for filing Thesis or Dissertation Proposals are shown in Figure 1. M.S. students are required by the department to file thesis proposals by the end of the third semester, including summer sessions (Figure 1). Ph.D. students are required to file dissertation proposals by the end of their fourth regular semester, including summer sessions (Figure 1).

Failure to submit proposals by these deadlines will result in a registration block being placed on the student for enrollment in the subsequent semester, except in cases in which extenuating circumstances warrant additional time. Additional time may be granted by the Associate Head for Academic Programs, but only after reasonable notification and justification are reviewed as submitted by memorandum from the student through the Advisory Committee Chair.

NOTE: These are departmental deadlines that supersede the Office of Graduate Studies graduation calendar. Plan accordingly.

Thesis or Dissertation Proposal Form

Preparation and Submission

The research proposal is a description of the research which the student intends to undertake and which will be reported in a detailed, comprehensive fashion in the completed thesis, dissertation or internship report.

- The completed research proposal, with the properly signed Title Page (OGS website <http://ogs.tamu.edu/OGS/currentOtherStudentForms.htm>), must be submitted in quadruplicate to the Office of Graduate Studies for final approval.
- Filing the proposal is one of the requirements for admission to candidacy for the doctoral degree.
- The length of the proposal will be determined by the advisory committee.
- In addition to the narrative, the student must include a list of all references cited.

Objectives. The research objectives should be clearly stated in terms that lend themselves to observation and/or measurement.

Present Status of the Question. State the hypothesis(es) to be evaluated and connect these to the research objectives. Summarize pertinent previous research in this field, showing the relation of the material cited to the present problem. Document the summary with citations from the literature. This need not be a complete bibliography, but should indicate that the state of knowledge in the proposed field has been surveyed. The references should be consistent in form with the professional journal cited for style and format.

Procedure. State the steps to be taken to achieve the research objectives. This statement should indicate that the procedure has been thoroughly considered. Give the nature of the data and the procedure to be employed in the analysis of the data. The proposal should state clearly how the research is to be done and should indicate that an attempt will be made to explain the results in terms of past research.

Proposal Checklist.

- Ph.D. students must present a proposal seminar (see above), and any concerns or suggestions for improvement considered prior to approval of dissertation proposal.
- The Title Page should be signed by the student, all members of the Advisory Committee and the head of the department.
- The following are to be submitted:
 - Advisory Committee - Copy of Title Page and text for Chair and each committee member
 - Department of Entomology – One copy of title page plus text for Student File

- Office of Graduate Studies – Title Page with original signatures plus three copies of title page and text of proposal attached to original title page
- If human or animal subjects are used please attach appropriate approval form (Animals: <http://animal.tamu.edu>; Humans: http://researchcompliance.tamu.edu/irb_approval.php). This requirement must be met even if your research involves surveys (questionnaires) of human populations.

Preliminary Exams for Ph.D. Students

The preliminary exam allows a Ph.D. student to demonstrate mastery of entomology and entomological literature as well as that of related sciences. There is a detailed discussion of the preliminary exam in the *Texas A&M University Graduate Catalog*, but following points should be emphasized:

- Ph.D students are expected to complete their preliminary examinations by the end of the fifth regular semester (not including summer sessions).
 - At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include research credits – ENTO 691s)
- There are 2 parts to the exam. The written part must be completed satisfactorily before the oral part is to be given. Both parts should be completed within a 3 week period.
- In case of unsatisfactory preliminary exams, the student may be given a second examination after 6 months.

Well before scheduling the preliminary exams the student should consult with each member of the Advisory Committee to reach an understanding of what will be expected. Prior to scheduling the preliminary exam the student should obtain the Preliminary Exam Checklist (OGS website <http://ogs.tamu.edu/OGS/currentExams.htm>) and complete the form with the assistance of the Committee Chair. The form requires the signatures of the Committee Chair and head of the department.

At the conclusion of the exam, the Committee Chair forwards the Preliminary Examination Checklist form and the Report of the Preliminary Examination form (OGS website <http://ogs.tamu.edu/OGS/currentExams.htm>) to the Office of Graduate Studies. Copies of these forms are provided to the Committee Chair, student, and the Senior Academic Advisor.

Final Oral Defense and Defense Seminar*

Part of the requirement for all graduate degrees is presentation of the student's research or internship in a seminar open to a general audience. This seminar does not fulfill the 681 Seminar requirement. It is generally scheduled

just before the Final Dissertation Defense for the Ph.D. candidate and the Final Oral Examination for the Master's student. The student should present their thesis or dissertation to their advisor committee for review at least two weeks prior to the scheduled date of the final oral examination and defense.

Deadlines for filing final examinations are posted in the semester calendar at the Office of Graduate Studies website (<http://ogs.tamu.edu/OGS/currentCalendars.htm>). To schedule the Final Examination the student should obtain the Request and Announcement of the Final Examination form (OGS website <http://ogs.tamu.edu/OGS/currentExams.htm>), obtain all necessary signatures, and submit to the Office of Graduate Studies at least 10 working days prior to the scheduled exam date.

The final oral examination is not to be administered until all other requirements are completed, including the thesis/internship/dissertation. The student must be registered in the University the semester in which the final exam is given. For the Master's degree the final exam covers all course work and research/internship done during the degree program; for the Ph.D., this exam consists primarily of questions concerning the dissertation and related topics. The committee can; however, examine other aspects of the student's program.

*It is departmental policy that the Final Examination of the M.S. or M.Ag. candidates will not be waived.

M.S. Thesis / Ph.D. Dissertation

The thesis or dissertation is to be the original work of the student. It must be grammatically correct, reflecting the ability of the student to express thoughts clearly. Instructions relating to specific requirements may be obtained from the Office of Graduate Studies (OGS website <http://ogs.tamu.edu/>) and the Thesis Office (<http://thesis.tamu.edu/>). The thesis or dissertation must be approved by the Advisory Committee and Thesis Clerk, and be filed with the Office of Graduate Studies Thesis Office.

Students may delay publication of the thesis or dissertation by one year for purposes of patent application or journal publication without affecting graduation. This is accomplished upon submission of the final thesis/dissertation through the Thesis Office questionnaire.

NOTE: Publication of Research in refereed journals prior to submission/publication of the thesis or dissertation requires citation of the published journal article(s) within the thesis or dissertation AND copyright permission of the use of any material from the published work.

Voucher Specimens

Voucher specimens are required for all graduate student theses and dissertations. Voucher specimens need not be limited to pinned material, but may consist of cultures, slides, tissues, cells, nucleic acids, and genetic sequences. Preparation of voucher specimens should be discussed with the curator of the collection in which the specimens are to be housed, since different collections have different curatorial procedures for voucher specimens. The Curator of the Department of Entomology Insect Collection (currently John Oswald) or the Associate Curator and Collection Manager (currently Ed Riley) can assist students in proper procedures for vouchering specimens. Members of the Systematics and Morphology subcommittee will assist students in locating collections suitable to their needs, should they choose not to deposit voucher specimens in the departmental collection.

Professional Internship for Master of Agriculture

Master of Agriculture candidates complete a professional internship, which is designed to give the student meaningful, applied experience of a practical nature. Careful planning of internship objectives by the cooperator, student and major advisor is necessary. At least one planning meeting with the three aforementioned individuals recommended to define and agree upon the educational objectives of the professional internship.

It is the responsibility of the major advisor to assist the student in developing internship objectives. The cooperator must gain a clear understanding of the educational value of the internship. Such individuals may be associated with the Texas Agriculture Extension Service, Texas Agricultural Experiment Station, USDA, Agricultural Chemical Industry, private consulting entomologists, or other appropriate entities.

The student and their advisory committee should agree to certain objectives required by the cooperator; however, the objectives of the cooperator must not sacrifice the educational objectives of the student. The internship objectives are subject to approval by the advisory committee. The cooperator is considered to be a teacher by involving the student in applicable experiences. The student should return enough services to the cooperator to warrant the time, effort and money expended.

The evaluation of the student's performance will be conducted at the termination of the internship by the advisory committee chair and the cooperator. The student will also have the opportunity to evaluate their educational experience in the internship. A final paper covering the total educational experience will be prepared by the student as part of the ENTO 684 (Professional Internship). The student is encouraged to keep a daily log of their internship experiences. Weekly reports submitted to the advisory committee

chair from the student are optional, but desired. The final paper submitted to the committee chair and the cooperator is expected to be of a scholarly nature.

The paper should include an introduction defining the nature of the internship, a review of the original internship objectives, discussion of how the objectives were, or were not, attained during the internship, and a conclusion delineating the primary educational advantages and recommendations for improving the internship experience. A literature review pertinent to the internship is required. The final report should be submitted to the advisory committee *two weeks prior to the final oral examination*. The report is subject to approval by the advisory committee.

Graduate Work Involving Vertebrate Animals

Federal policy requires that any institution that received federal funding for animal related projects insure that the institution's Animal Care and Use Committee has approved those projects prior to the initiation of the animal use. Therefore, anyone at Texas A&M University that uses vertebrates, including humans, in teaching/research must obtain approval of all work involving these animals by the appropriate institutional Animal Care and Use Committee before beginning animal work. This includes **any student** of Texas A&M that plans to use vertebrate animals or humans as part of his/her dissertation or thesis project, **regardless of** the proposed research project, the actual site of the research, or the species of vertebrate animal being used. Work initiated prior to obtaining an approved Animal Use Protocol (AUP) may jeopardize all animal research and federal funding at TAMU. Students that do not obtain approval risk delaying the awarding of their degree.

The graduate student must complete and submit the one page form "*Documentation of Existing approval for Work Involving Animals*" to the Office of Graduate Studies. This form is available through the Office of Graduate Studies. **BEFORE the Office of Graduate Studies will approve a dissertation or thesis proposal, this written documentation must be provided to verify the work to be done has been approved by and Animal Care and Use Committee under an active AUP.**

If a graduate student's research is being conducted under an existing, previously approved Animal Use Protocol, then the graduate student must submit the "*Documentation of Existing Approval for Work Involving Animals*" form to the University Laboratory Animal Care and Use Committee (ULACC: 4473 TAMU) for appropriate signatures. Additionally, the principal investigator of the approved AUP must:

- Update the AUP by submitting an amendment to add the student as the co-investigator, **and**

- Take responsibility for training, or direct the student to LARR training courses (for training call 845-7433).

If the graduate student's research is not covered under an existing AUP that is approved and active, then:

- An AUP must be completed, submitted and approved. Animal Use Protocol forms are available through the University Laboratory Animal Care and Use Committee (ULACC) office at TAMU 4473. All submissions of the AUP should be made through the appropriate animal care committee. A copy of dissertation/thesis proposals should be submitted with the AUP.
- The AUP must be submitted with the name of the Dissertation/Thesis Committee Chairperson (Major Advisor) as the principal investigator.
 - The Dissertation/Thesis Committee Chair must sign the Investigator's Assurance page.
 - The student should be listed as the co-investigator.
- The principal investigator must take responsibility for training or direct the student to LARR training courses.

Advisory Committee Planning and Report Form

The student is responsible for convening at least one advisory committee meeting each year to assess academic and research progress as well as plans for the coming year. The annual reporting period is September 1 to August 15. Upon completion of each meeting, the student will submit an annual report (Advisory Committee and Report Form - <http://insects.tamu.edu/students/>) to the Senior Academic Advisor no later than August 15th. The report form is intended to be used as an instrument for student-committee planning and evaluation of student progress. Students should submit a brief annual progress report, a plan of work (written or oral), and a current curriculum vita.

The Associate Head for Academic Programs will monitor compliance of advisory committee meetings. Failure to comply with this requirement will result in a registration block. Periodic status reports will be provided to the faculty and an annual summary will be provided to the Department Head during the fall of each year.

Student in Good Standing

For students to remain in good standing with the department, the following must occur.

- Maintain a cumulative and degree plan GPR of at least a 3.0
- Make suitable progress towards degree completion as indicated in the departmental timeline chart and as follows:

- Annual Committee Meeting Reports on File by August 15th
- Approved Degree Plan
 - MS/MAG – 2nd semester
 - PhD – 3rd semester
- Approved Proposals
 - MS – 2nd semester
 - PhD – 4th semester
- Ph.D. preliminary exam completed within the 5th semester

If students are declared to be “NOT in good standing” (i.e., academic probation), the following will occur.

- The student and the student’s major advisor will be notified that the student is NOT in good standing and that a registration block has been placed on the student account.
- The student will have one semester to return to good standing.
- If the student remains NOT in good standing then they will not be eligible to be financially supported by departmental funds (i.e., research and teaching assistantships).
- Note: If a student’s GPR falls below a 3.0 then they are immediately unable to be supported on Teaching Assistant funds.
- Continued status of “Not in good standing” can result in the termination of the student’s degree program.

Aggie Honor Code

For many years Aggies have followed a Code of Honor, which is stated in the very simple verse:

An Aggie does not lie, cheat, or steal or tolerate those who do.

The Aggie Code of Honor is an effort to unify the aims of all Texas A&M men and women toward a high code of ethics and personal dignity. For most, living under this code will be no problem, as it asks nothing of a person that is beyond reason. It only calls for honesty and integrity, characteristics that Aggies have always exemplified.

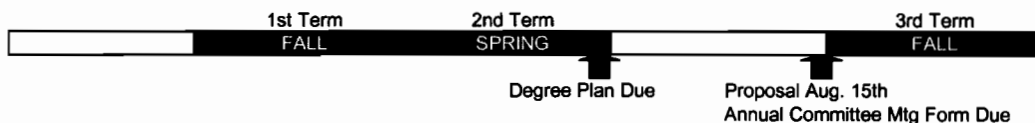
The Aggie Code of Honor functions as a symbol to all Aggies, promoting understanding and loyalty to truth and confidence in each other.

[Revised: September 9, 2004]

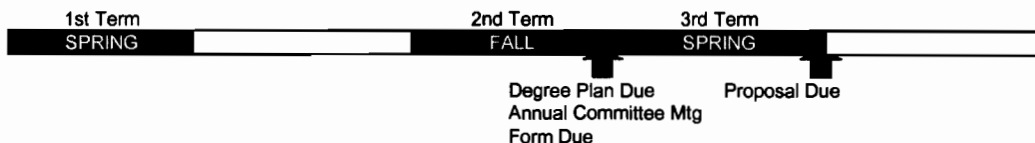
[Revised: August 21, 2007]

[Revised: August 5, 2008]

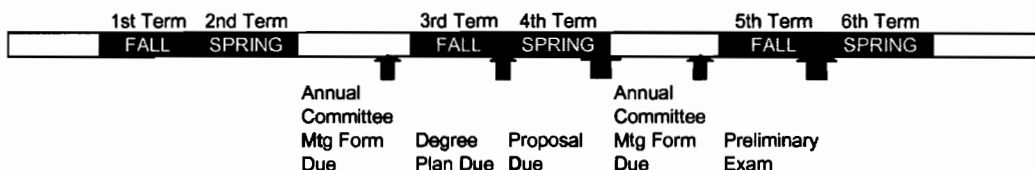
MS student beginning in the summer or fall semester:



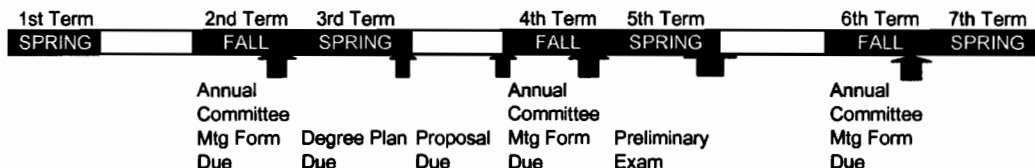
MS student beginning in the spring semester:



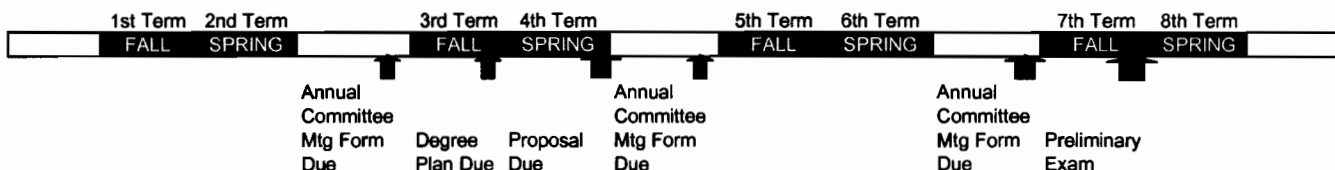
PhD student beginning in the summer/fall semester:



PhD student beginning in the spring semester:



PhD student (without Masters) beginning in the summer/fall semester:



PhD student (without Masters) beginning in the spring semester:

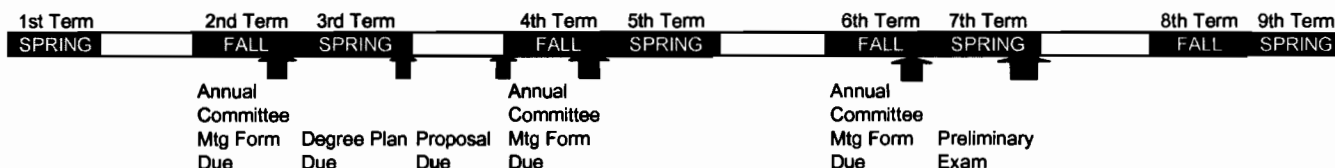


Figure 1. Critical Deadlines for Graduate Students

GRADUATE STUDIES DEGREE PLAN CHECKLIST

NAME _____ **UIN** _____

1. DEGREE SOUGHT _____ MS _____ PhD _____ MAg [_____ ECEN _____ PPRO]

2. BACKGROUND COURSES AND/OR EXPERIENCE IN THE FOLLOWING AREAS: (List prior and planned courses and experience. If none exist for that area, address those deficiencies in your cover letter. Elaborate as needed in your cover letter.)

Area	Previous Courses	Degree Plan Courses	Experience
Ecology	_____	_____	_____
Insect Diversity & Systematics	_____	_____	_____
Physiology	_____	_____	_____
Molecular Genetics	_____	_____	_____

3. COMMITTEE MEMBERS (MS/MAG = 3; PhD = 4; At least 1 outside member- not from ENTO. All committee members MUST be members of the Graduate Faculty. Special appointments MUST be approved by the Education Committee and do not count toward the required number of committee members. See the OGS website for information on Graduate Faculty.)

Name	Department	Graduate Faculty Status
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

4. UNIVERSITY REQUIREMENTS & LIMITATIONS

- _____ No more than 9 hours of 300/400 level courses [ALL DEGREE PLANS]
- _____ No more than 12 hours combined of 691 (8 hrs max) plus 485/685 (8 hrs max) plus 690 (3 hrs max)[MS/MAG]
- _____ No more than either 12 hours or 1/3 of hours listed on degree plan can be transferred into degree plan. Transfer courses must be B or better. [MS/MAG]

5. DEPARTMENTAL REQUIREMENTS & LIMITATIONS

- _____ ENTO 690 Theory of Research included (Required: PhD = 4; MS/MAG = 2; Limit of 3 for MS/MAG)
- _____ ENTO 681 Seminar included (Required: PhD = 2; MS/MAG = 1; Limit of 2 for MS/MAG)
- _____ No less than 33% of PhD degree plan should be fixed credit courses (not including 681 & 690).

6. MINIMUM CREDIT HOURS

MS = 32; MAg = 36; PhD (with MS) = 64; PhD (straight through) = 96

EDUCATION COMMITTEE MATERIALS NEEDED

1. COPY OF DEGREE PLAN (Can be printed from the OGS Online Submission System) & DEGREE PLAN CHECKLIST
2. COVER MEMO (In memo format, routed through your major advisor. This memo should describe your background, future goals, your degree plan, including why you chose your courses and committee members, as well elaborate as necessary on the above background courses and experience.)
3. COPY OF UNDERGRADUATE AND GRADUATE (IF NEEDED) TRANSCRIPT (Can be unofficial copies.)

Room 412, Minnie Belle Heep
2475 TAMU
College Station, Texas 77845

EDUCATION COMMITTEE REVIEWED ON (DATE) _____
EDUCATION COMMITTEE RECOMMENDATION _____

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From: Rick Giardino <rickg@TAMU.EDU>
To: <GRADADVISORS@listserv.tamu.edu>
Date: 3/29/2006 10:17 am
Subject: Doctoral Hour Update

Good Morning Nancy-
Please send out as Distribution A. Thanks very much.

March 29, 2006

MEMORANDUM

TO: Distribution A
FROM: John A. Giardino
Dean of Graduate Studies
SUBJECT: Doctoral Hour Update

I am pleased to inform you that beginning Summer 2006 the Texas A&M University approach to the 99 hour cap will be changed. Effective at that time, a doctoral student will be allowed to pursue his/her program for seven calendar years before a charge of out of state tuition is initiated. More than 99 hours can be taken during the seven years at the in-state tuition rate. If a student is pursuing the doctoral degree as a full-time student, he/she would have seven years to complete the degree, no matter how many semester credit hours are accumulated. If on the other hand, a student is pursuing a doctoral degree on a part-time basis, he/she would have up to 99 semester hours before we would begin to charge out of state tuition if they pass the seven year mark.

This approach will allow a better choice for each individual student. I am confident that this improved way of determining the application of out of state tuition charges will be most beneficial to Texas A&M graduate students. This process will apply to all current and new students beginning Summer 2006.

This change along with the tuition payment for a graduate assistant is another step in helping Texas A&M University to become more competitive. I realize that we still need to increase stipend levels, but we are taking positive steps to improve the graduate program.