



WASHINGTON STATE
UNIVERSITY

ENTOMOLOGY GRADUATE STUDENT HANDBOOK 25/26

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Letter from the Chair

We are glad that you decided to pursue a graduate degree in the Entomology Department at Washington State University (WSU).

Expect a rigorous and exciting training experience during your tenure at WSU. Graduate training in Entomology at WSU will provide you with the tools and disciplinary expertise to allow you to answer complex research questions that span the diversity and breadth of the entomological sciences from basic to applied research and extension. Our faculty and staff expertise as well as our state-wide responsibilities make our program uniquely suited for broad training opportunities for your unique program.



Figure 1. President Betsy Cantwell and Lexi Menth, M.S. celebrate commencement May 2025.

This handbook summarizes some of the important information that will guide your activities as you proceed toward your degree. The handbook provides an overview of the major requirements, thus serving as the program's policies and procedures for students progressing through the program.

While the Department of Entomology provides a required curriculum, each graduate trainee should uniquely design and personalize their program of study to meet the professional interests and research endeavors of each individual student. Although the program maintains a high degree of flexibility, it is a rigorous program and our graduates do well post-graduation.

It is my pleasure to welcome you to the program. Our WSU Entomology faculty, staff, students, and alumni are so excited to learn more about you and become a part of your career journey. We look forward to the opportunity to contribute to your success!

Sincerely,

A handwritten signature in blue ink that reads "Laura Lavine".

Laura Lavine, Ph.D., Chair, WSU Department of Entomology

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DEPARTMENTAL REQUIREMENTS FOR ADVANCED DEGREES

The requirements and procedures given here are in addition to and not in lieu of, those contained in the Graduate School Policies and Procedures Manual. Consult the Manual for the basic Graduate School requirements, which are not repeated here except in summary form at the end of this handbook.

In addition, the Entomology Graduate Program is governed by the Department of Entomology Graduate Program Bylaws, available on our website here:

<http://entomology.wsu.edu/prospective-students/graduate-program/>

NON-DISCRIMINATION STATEMENT

WSU prohibits sex discrimination in any education program or activity that it operates in compliance with Title IX. Inquiries regarding Title IX and reports of sex discrimination can be directed to the WSU Title IX Coordinator: titleix.coordinator@wsu.edu. More information on WSU's policies and procedures to respond to discrimination and harassment are available here:

<https://ccr.wsu.edu/notice-of-nondiscrimination/>.

STUDENT LEARNING OUTCOMES FOR THE MASTERS OF SCIENCE AND DOCTOR OF ENTOMOLOGY DEGREES

The Department of Entomology offers graduate programs leading to Doctoral and Master of Science degrees. Upon completion of a degree program in Entomology, it is expected that graduates will have:

- Knowledge of Entomology and its Application
- Strong Critical and Creative Thinking Skills
- Understanding of Statistical Analyses and Research Methods
- Strong Communication Skills as Effective Scientists and Practitioners in Entomology

They will be able to design and complete a research project by using the knowledge they have accrued through completion of the curriculum and research experience. The curriculum provides the opportunity to study the basic and applied aspects of the science.

Facilities and training are available for graduate study in major areas of entomology, including (but not limited to) apiculture; behavior; integrated biological control and sustainable pest management; ecology; forest entomology; insect/plant interactions; medical/veterinary entomology; population genetics; physiology; systematics; biological diversity and environmental toxicology.

Departmental faculty, adjunct faculty, and affiliate faculty may all serve as student advisors (see rules regarding the composition of an advising committee). Faculty are housed both on campus and at Research and Extension Centers throughout the state. The ability to significantly interact

with both on- and off-campus advisors and mentors offers students opportunities and perspectives not available in most programs. We maintain strong cooperative interactions with the USDA ARS lab in Wapato, Washington.

ENTOMOLOGY DEPARTMENT PHILOSOPHY

The Department of Entomology at Washington State University uses evidence-based discovery and applied research to solve entomological problems and provides information through teaching and extension to undergraduates, graduates, and the citizens of Washington State in entomological issues.



Figure 2. Igbagbolere David, M.S., Dr. Aldo Hanel, Dr. Kendra Weston, and Dr. Stephen Onayemi at their commencement May 2024.



Figure 3. Drs. Laura Lavine, Rebecca Schmidt-Jeffris, and Jeb Owen celebrate with M.S. graduate Laura Flandermeyer May 2024.

ADMISSION REQUIREMENTS

The Department of Entomology welcomes applications from students holding a bachelor's degree or a master's degree. Students should have completed an undergraduate major in one of the biological or physical sciences, forestry, agriculture, or a closely related field. Submit the following to the Graduate School: Letter of application stating qualifications, personal goals, and objectives of graduate study; official copies of all college transcripts; resume, and three letters of recommendation.

Guidelines for bypassing the Master's degree are provided in the Appendix.

INTERNATIONAL STUDENT ENGLISH PROFICIENCY EXAMS

International students need to meet the Graduate School's minimum English language proficiency exam scores for this program. See <https://gradschool.wsu.edu/international-requirements/>.

STUDENT FINANCIAL SUPPORT

Students accepted into the WSU Department of Entomology MS thesis and PhD programs are provided with academic year graduate assistantships. Summer employment is negotiated with the faculty advisor at the time of the offer and each year of the program. The half-time (50% FTE) graduate assistantship position includes an insurance plan covering medical, dental, and vision coverage. In the first year of study, a student with a graduate assistantship receives a non-resident tuition waiver if you are not already a resident of Washington.

WSU/UAW UNION AFFILIATION/COLLECTIVE BARGAINING AGREEMENT

Unless otherwise noted, when employed as a Graduate Research, Teaching or Project Assistant, or a Graduate Summer Research or Teaching Assistant, or a Graduate Summer Worker (PAP or hourly), these WSU academic student employees (ASEs) are represented and governed by a **collective bargaining agreement** (<https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/ws-uaw/ws-uaw-contract-2024-2026/>) as written or amended between Washington State University and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). Please reference this agreement for details on all ASE benefits, including, but not limited to, Vacation, Holidays, and Sick Leave.

The **WSU/UAW representation notice** for newly hired academic student employees provides a valuable summary of employment provisions and protocol (<https://hrs.wsu.edu/wp-content/uploads/2024/08/Representation-Notice-for-Newly-Covered-ASEs.pdf>).

In addition, the **Paid Time Off guide** provides information on requesting time off, reporting in Workday, and includes additional information on **Short-Term Pregnancy/Parental Leave** (<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:27975c0a-4c52-41ea-9212-29bf72c4a65c>). Those who are parents may be interested to review the **Childcare Reimbursement** information (<https://gradschool.wsu.edu/apply-for-childcare-reimbursement/>).

ASE PROGRESS ASSESSMENTS

At least annually, the ASE's performance is to be assessed by their assistantship supervisor as described in the WSU/UAW Contract Article 33.4.2. This assessment focuses on fulfilling assigned duties, quality of work, professionalism, and other relevant factors outlined in the appointment letter and job description. This ASE performance evaluation is for employment purposes only and does not replace the required Academic Evaluation of Students. While ASE performance evaluations for assistantship employment and academic evaluations may be conducted at the same time, each type of evaluation must be retained separately at the academic unit level.

MASTER OF SCIENCE DEGREE OVERVIEW

The Master's degree may be a terminal degree or may be a preparatory phase of the Ph.D. program.

REQUIRED M.S. COURSEWORK

The following courses are required at the undergraduate level. Students lacking these courses or their equivalents must take them in addition to their graduate program. Exceptions to these requirements may be made by a majority vote of the student's graduate committee.

Subject:	Suitable WSU Courses:
General Entomology	ENTOM 343
General Genetics	MBioS301
Introductory Ecology	BIOL 372
Chemistry	CHEM 332
Plant Science	BIOL (BOT) 318, 320 or HORT 201 or 304

Courses required for the Master of Science. Students are expected to complete two core courses (Insect Physiology and Insect Taxonomy) and take an additional course to fulfill a key knowledge area in Statistics/Experimental Design/Biometry/Bioinformatics. Courses that may be used to fulfill these two knowledge areas are listed below. Exceptions to these requirements may be made by a majority vote of the student's graduate committee. Courses in addition to those below may be deemed acceptable to fulfill the knowledge areas with a majority vote of the student's graduate committee. Additional training in Entomology will be obtained through completion of ENTOM 500 level courses, which will be offered each semester by different departmental faculty, see below for course numbers.

Subject:	Suitable WSU Courses:
Insect Physiology	ENTOM 550
Insect Taxonomy	ENTOM 539 or UI COOP ENT 540
Entomology 500 level courses: 3 semesters minimum for MS students 4 semesters minimum for PhD students	ENTOM 520, ENTOM 590, ENTOM 593, ENTOM 5XX as needed
Biometry/Bioinformatics (knowledge area)	AFS/STAT 511, STAT 512, STAT 520, STAT 530, BIOL 572, MBIOS 578
Additional courses may be required by student's Graduate Advisory Committee.	

Other courses may be selected by the student and committee to meet the student's interests up to or exceeding the graded course work required by the Graduate School. Please refer to the Graduate School Policies and Procedures Chapter 7 (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#chapter-seven-masters-degree-requirements>) for the most up-to-date information on this policy.

M.S. THESIS OPTION

The student conducts original laboratory or field research and writes an acceptable thesis based on that research. The form, style, and content of the thesis must be approved by the Committee and follow the Graduate School guidelines (<http://gradschool.wsu.edu/?p=3743>). Publication of the thesis is strongly encouraged.

COMMITTEE SELECTION

The MS Student Advisory Committee: The MS student advisory committee, comprising a minimum of three WSU faculty members, is pivotal in guiding students. This advisory committee assists students in formulating their formal proposal and provides continuing support until the completion of the degree. At least two members of the committee must be active graduate faculty in the Department of Entomology. External committee members are allowed and must be approved as an external committee member following WSU Graduate School policy. See <https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#the-masters-advisory-committee> for more details. A student having an advisor from the research faculty outside of Pullman are encouraged to have a member of her/his committee designated as an on-campus advisor while the student is in Pullman. All members of the student's committee must hold a degree of comparable level to the degree sought by the student. Adjunct or affiliate faculty may not chair a committee; they may only co-chair or serve as a committee member.

During the first semester the student, in consultation with their advisor, selects a committee of not less than 3 faculty for the M.S. degree.

Program of Study: The student will work with their committee to select appropriate courses and submit an approved Program of Study no later than the end of the second semester of study.

EXPECTATIONS FOR A SUCCESSFUL GRADUATE PROGRAM

Responsibility of the Committee Chair: The chair is the primary mentor, ensuring regular interactions. Responsibilities encompass:

1. Assisting in the student's program proposal development.
2. Facilitating paperwork and being aware of deadlines.
3. Holding regular student meetings.
4. Resolving issues and liaising with the Entomology Department Chair and the Academic Coordinator when necessary.
5. Recommending courses, faculty, and resources.
6. Conducting annual student progress reviews.
7. Assisting in scheduling exams and ensuring proper proctoring.
8. Overseeing research and writing.
9. Chairing committee meetings.
10. Directing students to relevant resources.

Responsibility of the Student Advisory Committee: The committee provides critical oversight of a comprehensive graduate program for the student. Responsibilities include:

1. Attending key committee meetings.
2. Recommending coursework and faculty resources.
3. Approving the Program of Study.
4. Approving the research proposal.
5. Reviewing thesis drafts and conducting the final oral defense.

Responsibility of the Student: Students must adhere to all Graduate School Policies and Procedures and uphold WSU's standards of conduct. They are responsible for:

1. Forming their M.S. advisory committee.
2. Submitting all necessary paperwork promptly.
3. Ensuring a complete approved M.S. advisory committee.
4. Replacing committee members if needed.
5. Maintaining a 3.0 GPA or above.
6. Maintaining satisfactory research course grades.
7. Following the examination process outlined in the Graduate School Policies and Procedures Manual

PUBLIC PRESENTATION OF RESEARCH AND STUDY

For all graduate degrees, each student will be required to give a seminar describing his/her research and study activities as a partial fulfillment of the requirements for the degree. It is expected, whenever possible, that the student will give this seminar during the Department's normally-scheduled James and Marilyn Hyde Department Seminar series. The student is responsible for scheduling the seminar and arranging for its announcement with the chair of the Hyde Seminar Committee.

ANNUAL REVIEW OF ACADEMIC PROGRESS

In February of each year, each graduate student will prepare a summary of accomplishments that the student's advisor will review, amend, and endorse to the Chair.

According to Graduate School policy, students who are not making adequate progress in their research will be given a "U" in their 700- or 800-research credits. If the student receives two "U" grades, he/she becomes academically deficient and can be terminated from the program.

The student can be reinstated if the program chair petitions the Dean of the Graduate School for approval to reinstate the student. The program chair must identify conditions for continuation of study in the petition request. If approved, the student will have one semester or summer session to improve his/her research progress.

This policy, and the policy on maintaining a 3.0 GPA can be found in the WSU Graduate School Policies and Procedures Chapter 6 (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#chapter-six---general-academic-requirements>). As required by the Graduate School, the names of students not making satisfactory progress will be reported to the Graduate School during May and appropriate action of termination or denying financial support will be taken if necessary.

EXPECTATION OF PUBLICATION EFFORT

Publication of research is a vital component of science. Entomology graduate students are expected to pursue publication of their research as a key component of graduate training. Before a graduate student applies for their degree and defends the thesis, they must submit manuscript(s) for publication to a peer-reviewed journal(s).

For students in the M.S. program, the Department expects at least one manuscript be submitted for publication before their thesis defense. It is not required that the manuscripts be published before the defense, but they must be submitted. Publication effort is not required for the non-thesis M.S. option.

For all graduate students, the advisory committee has the discretion to amend the expected publication effort. Students are strongly encouraged to develop manuscripts as early as possible in the program. This will ensure that the student has sufficient time to obtain guidance and support in manuscript preparation.

FINAL MASTER'S EXAMINATION

The final examination is a public oral examination. The focus of the examination will be determined by the thesis committee and revolves around the student's research and includes written (the research thesis) and oral components. Other areas of specialization may also be covered at the discretion of the committee. For additional details on the Final Master's Examination policies see [The Graduate School | Washington State University](#).

TEACHING REQUIREMENT

Collegiate teaching experience is recommended of all M.S. candidates at the discretion of the major advisor. Methods of meeting the teaching recommendation include, with the consent of the instructor and the major advisor, one or more of the following: (1) the preparation, introductory remarks and conduct of at least 3 laboratory sessions for a course; (2) presentation of 3 lectures; or (3) other method approved by the student's advisor in consultation with the Entomology Chair such as extension presentations to stakeholders. No monetary compensation will be paid except for students on a Teaching Assistantship appointment. The instructor in charge will prepare an evaluation of the student's teaching performance either by letter or by completing a teaching evaluation to be placed in the student's file.

NON-THESIS MASTERS

This option is for students not planning on a research career but who are seeking broad training in entomology. While candidates may continue toward a doctoral degree following this degree, it normally is considered to be a terminal degree. Students must submit a program of study by the end of their 2nd semester and adhere to the minimum requirements of the Graduate School.

The Department requires a scholarly review article written in the style of an “Annual Review of Entomology” or other review-type article that will be reviewed by the student’s advisory committee for successful completion of the non-thesis Masters degree. The review article will be available for viewing by all Entomology faculty at the time it is provided to the advisory committee. A copy of the approved article will be deposited in the Entomology Department library.

The non-thesis examination will follow the same format as for the thesis option, except that the non-thesis student will be expected to defend their scholarly review paper.

SUMMARY OF PROCEDURES FOR M.S. STUDENTS

1. Apply for Admission. Applications need to be submitted directly to the WSU Graduate School (<https://gradschool.wsu.edu/apply/>). Applicants are required to submit a letter of application stating qualifications, personal goals, and objectives of graduate study; official copies of all college transcripts; resume, and three letters of recommendation. to be considered by the Entomology Department Graduate Admissions Committee.

Applications are considered on a rolling basis, but students applying for Fall Semester will receive priority if they apply by January 10; students applying for Spring Semester admission will receive priority if they apply by July 1. Students are encouraged to contact potential major advisors prior to submitting application materials.

Questions regarding the application process can be directed to the CAHNRS Graduate Center Academic Coordinators (see cover for contact info).

2. Obtain an Advisor. Students will not receive an offer of admission to the Graduate Program in Entomology unless they have obtained a major advisor who has agreed to supervise their graduate program. As stated above, students are encouraged to contact potential advisors **prior** to applying for admission. Students who have not contacted potential advisors prior to admission will still be reviewed, but will typically receive lower priority in the admission process.

3. Registration for First Semester. Prior to starting, students should consult with their major advisor to determine their schedule of classes for their first semester. Registration for classes is done online via the *my.WSU.edu* system or its replacement. The most-current information about courses, dates, and availability can be found online in the WSU University Catalog or the WSU Schedule of Classes. Students will receive information about how to log in to this system in their official offer of admission from the WSU Graduate School.

Courses can be taken through the University of Idaho COOP course program but is dependent on availability. To ensure a UI course is cooperative with WSU, the UI catalog must state that the course is cooperative and open to WSU students. These courses will be considered transfer credit, and will only transferrable if a B or better is earned.

4. Enrollment and Credit Load. 10 hours per semester is the normal load for full time student (including research credits). Full-time students are required to enroll in a minimum of 1 (700 or 702) research credit each term.

The Graduate School requires students to be continuously enrolled during the academic year (August-May) unless on approved Graduate leave, excluding summer session. A student who does not enroll, nor is on approved graduate leave, will have to apply for re-enrollment prior to registering. A student who is not enrolled for three consecutive terms will have to apply for readmission.

Students must be registered for a minimum of 2 research credits (700 or 702) in the term they take their final exam.

5. First Semester - Establishing Residency. Domestic students are **strongly encouraged** to begin the process of establishing residency immediately after beginning their graduate program (<https://gradschool.wsu.edu/establishing-residency/>). For example, students need to register their vehicle (if applicable) and obtain a Washington driver's license within the first month they live in Washington. Students will receive a non-resident tuition waiver **only in their first year (two semesters)**, and students who fail to establish residency in their first year **will be responsible for the non-resident portion of their tuition in subsequent years**. International students are not eligible for Washington residency; F1/J1 graduate assistants will continue to receive the non-resident waiver for each academic semester they hold a half-time assistantship.

6. First Semester - Select a Committee. All students are required to have an advisory committee as part of their graduate program. Students should select their committee members (as described earlier) in their **first semester of their first year** in consultation with their major advisor. The advisory committee should meet at least once a year. The committee is defined on the Program of Study Request form (see below).

7. First Semester - Research. Students are advised to discuss the research component for their M.S. Thesis in consultation with their major advisor, their advisory committee, other faculty, and other students. Students are typically more successful if they identify their research areas quickly after arriving in the graduate program. Students in the thesis option will produce a thesis, which is a scholarly, original study that is a significant contribution to the knowledge of the chosen discipline.

8. Second Semester - Submit Program of Study. All students are required to develop and submit a Program of Study in consultation with their major advisor and their advisory committee **in their second semester**. Any changes to the student's committee after it is approved by the Graduate School must also be made officially through the Graduate School.

Program of Study requirements for Thesis M.S.:

- 30 hours minimum total credits
- 21 hours minimum graded courses (at least 15 hours must be 500-level)*
- 6 hours maximum of non-graduate (300-400) course may be used towards the 21 credits
- 4 hours minimum 700 research credits
- 2 hours of 700 research credits must be taken in the semester the student will be graduating

Program of Study requirements for Non-Thesis M.S.:

- 30 hours minimum total credits
- 26 hours minimum graded courses (at least 17 must be 500-level)
- 9 hours maximum of non-graduate (300-400) course may be used
- 2 hours minimum 702 research credits
- 2 hours of 702 research credits must be taken in the semester student will be graduating

The Program of Study must be approved by all members of the advisory committee and the department chair. Students will be informed by the WSU Graduate School once their program of study has been approved or if it requires modification.

No graded courses of 'B-' or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is 'C' or higher. Any course listed on the program of study for which a grade of 'C-' or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

Transfer Credit. Transfer credit may be used on a program of study, according to the WSU Graduate School's transfer credit policy (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#courses-taken-as-a-graduate-student-at-other-accredited-institutions-of-higher-learning-transfer-credit>). Transfer credit, if requested, should be reported exactly as it appears on the original transcript. Transfer credit hours should be reported in semester hours and/or will be converted by the Graduate School. In brief, transfer credit is **limited to graduate level** coursework taken as a graduate student in which the student earned a B or better. Read the full transfer credit policy for other limitations; final approval of transfer credit rests with the WSU Graduate School.

Transfer credit is normally limited to half of the graded credit on the program of study. However, since Entomology has a long-standing cooperative teaching history with the **University of Idaho, and UI COOP coursework** falls in the transfer credit category, the WSU Graduate School has granted Entomology a blanket exception to allow up to 12 transfer credits toward the Entomology thesis master's degree, and up to 15 transfer credits toward the Entomology non-thesis master's degree—which includes UI COOP graduate-level coursework in which the student has earned a B or better. This blanket exception does not apply to 300-400 level UI COOP coursework, however regular UI COOP policy (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#cooperative-courses>) allows includes 300-400 level coursework to be transferred, but in all cases there must be a minimum of 15 500-level graded credits on a graduate program of study.

It is important to note that transfer credit will show up on the student's transcript as transfer credit and does not count towards the student's WSU GPA.

9. Final Semester - Apply for degree. Students need to apply for their degree mid-way through the semester before they plan to conduct their final examination, It is the student's responsibility to be aware of deadlines in their last two semesters. The Application for Degree is form is found in your myWSU Student Center and the fee must be paid before the final exam is scheduled..

10. Final Semester - Thesis Timeline. The thesis must conform to WSU Graduate School guidelines. The student is expected to work closely with their major advisor to revise and edit the thesis before sending it to the advisory committee for approval. The advisory committee should get a minimum of 2 weeks to review the thesis, although more time may be requested at the discretion of the advisory committee. **After the advisory committee has approved of the thesis,** the student may schedule the final exam.

11. Final Semester - Scheduling the Final Examination. The student must have completed or be enrolled in all of the required course work, have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered for the remainder of their research credits: a minimum of two credits of 700 (thesis option) or 702 (non-thesis option) for the semester or summer session in which the final examination is to be taken.

The final exam scheduling form must be submitted complete with committee signatures to the CAHNRS Graduate Center Academic Coordinator (Deb Marsh, marshdj@wsu.edu) at least 10 (ten) or more business days prior to the anticipated examination for submission to the Department Chair and Graduate School.

The student must upload a complete draft of their thesis to ProQuest simultaneous with submitting the scheduling form. Navigate to <https://gradschool.wsu.edu/dissertations-theses/> and follow the directions carefully to submit your draft; your publishing/licensing options are explained therein. Students should first use the Final Dissertation/Thesis Acceptance Checklist (<http://gradschool.wsu.edu/?p=3646>) when preparing the initial electronic copy for submission.

Also required, send a PDF copy of the thesis to the CAHNRS Graduate Academic Coordinator at least 5 business days prior to final examination for depositing in a central Sharepoint to be made available to the program faculty/students.

12. Final Semester - Final Oral Examination. A final examination and ballot meeting is required of all master's candidates. This examination is intended to test the candidate's ability to carry out a critical dialogue that includes analyzing, synthesizing and evaluating material in the major and supporting fields (with emphasis on the work presented in the thesis or special problem).

As stated above, a non-thesis examination will follow the same format as for the thesis option, except that the non-thesis student will be expected to defend their scholarly review paper.

13. Submitting Final Thesis to Graduate School. After passing the final examination, the following items are *within ten business days of the final oral examination*.

- A final **PDF of the thesis** must be uploaded to ProQuest as soon as possible after your exam. Using the link contained in your Graduate School review, update your ProQuest submission with your completed and revised thesis. This must be the final version, containing all revisions required by the Graduate School and by your committee, and must be in PDF format. Graduate School staff will review these during degree conferral and may require additional revisions. Once approved by the Graduate School, no further changes are permitted.
- Submit the **Thesis/Dissertation Approval form** (<http://gradschool.wsu.edu/documents/2023/08/thesis-dissertation-approval.pdf>) via upload to myWSU as early as possible exam using these directions (<https://gradschool.wsu.edu/documents/2023/08/thesis-dissertation-approval.pdf/>). This document will be reviewed and approved by your committee chair once they are satisfied with the final edits.
- Send a completed **Hold Harmless/Copyright Acknowledgement** form (<http://gradschool.wsu.edu/?p=3764>) to gradschool@wsu.edu (or upload to myWSU). The Graduate School staff will sign as 'witness' **after** they receive the form.
- Complete the several **Entomology program exit requirements** outlined here: <https://cahnrs.wsu.edu/academics/graduate-center/final-exam-exit-requirements/>

DOCTOR OF PHILOSOPHY DEGREE OVERVIEW

In pursuit of a Ph.D. degree in Entomology, the student should: (1) attain knowledge of basic biological and scientific principles at a greater depth than for a M.S.; (2) be familiar with the history of entomology and biology and current problems in entomology; and (3) have a knowledge of entomological literature and methods. The dissertation should demonstrate an ability to plan, execute and synthesize original research focused on entomological problems.

The objective of Ph.D. dissertation research is to train students in all aspects of scientific endeavor including:

- (1) selecting a potential problem and designing experiments to test hypotheses;
- (2) performing field and/or laboratory experiments designed to observe biological and/or behavioral events;
- (3) preparing research proposals which would be acceptable to external funding sources such as NSF, NIH, USDA, and other funding agencies;
- (4) analyzing biological data using current techniques; and
- (5) interpreting results with reasonable extrapolation and speculation on the significance of the research and future directions.

The Ph.D. dissertation research should form a cohesive and significant piece of work, carried out in a professional and competent manner, which leads to the advancement of scientific knowledge.

The following courses are required at the undergraduate level. Students lacking these courses or their equivalents must take them in addition to their graduate program. Exceptions to these requirements may be made by a majority vote of the student's graduate committee.

Subject:	Suitable WSU Courses:
General Entomology	ENTOM 343
General Genetics	MBioS301
Introductory Ecology	BIOL 372
Chemistry	CHEM 332
Plant Science	BIOL (BOT) 318, 320 or HORT 201 or 304

COMMITTEE SELECTION

The PhD Student Advisory Committee: The PhD student advisory committee, comprising a minimum of three current WSU members of the Faculty of the Graduate School, is pivotal in guiding students. This advisory committee assists students in formulating their formal proposal and provides continuing support until the completion of the degree. At least two members of the committee must be active graduate faculty in the Department of Entomology. External committee members are allowed and must be approved as an external committee member following WSU Graduate School policy. A student having an advisor from the research faculty

outside of Pullman are encouraged to have a member of her/his committee designated as an on-campus advisor while the student is in Pullman. All members of the student's committee must hold a degree of comparable level to the degree sought by the student. Adjunct or affiliate faculty may not chair a committee; they may only co-chair or serve as a committee member.

During the first semester the student, in consultation with their advisor, selects a committee of not less than 3 faculty for the PhD degree.

Program of Study: The student will work with their committee to select appropriate courses and submit an approved Program of Study no later than the end of the second semester of study.

EXPECTATIONS FOR A SUCCESSFUL GRADUATE PROGRAM

Responsibility of the Committee Chair: The chair is the primary mentor, ensuring regular interactions. Responsibilities encompass:

11. Assisting in the student's program proposal development.
12. Facilitating paperwork and being aware of deadlines.
13. Holding regular student meetings.
14. Resolving issues and liaising with the Entomology Department Chair and the Academic Coordinator when necessary.
15. Recommending courses, faculty, and resources.
16. Conducting annual student progress reviews.
17. Assisting in scheduling exams and ensuring proper proctoring.
18. Overseeing research and writing.
19. Chairing committee meetings.
20. Directing students to relevant resources.

Responsibility of the Student Advisory Committee: The committee provides critical oversight of a comprehensive graduate program for the student. Responsibilities include:

6. Attending key committee meetings.
7. Recommending coursework and faculty resources.
8. Approving the Program of Study.
9. Approving the research proposal.
10. Reviewing thesis drafts and conducting the final oral defense.

Responsibility of the Student: Students must adhere to all Graduate School Policies and Procedures and uphold WSU's standards of conduct. They are responsible for:

8. Forming their PhD advisory committee.
9. Submitting all necessary paperwork promptly.
10. Ensuring a complete approved PhD advisory committee.
11. Replacing committee members if needed.

- 12. Maintaining a 3.0 GPA or above.
- 13. Maintaining satisfactory research course grades.
- 14. Following the examination process outlined in the Graduate School Policies and Procedures Manual

PUBLIC PRESENTATION OF RESEARCH AND STUDY

For all graduate degrees, each student will be required to give a seminar describing his/her research and study activities as a partial fulfillment of the requirements for the degree. It is expected, whenever possible, that the student will give this seminar during the Department’s normally-scheduled James and Marilyn Hyde Department Seminar series. The student is responsible for scheduling the seminar and arranging for its announcement with the chair of the Hyde Seminar Committee.

COURSES REQUIRED FOR THE PH.D.

Students are expected to complete two core courses (Insect Physiology and Insect Taxonomy) and take an additional course to fulfill a key knowledge area in Statistics/Experimental Design/Biometry/Bioinformatics. Courses that may be used to fulfill these two knowledge areas are listed below. Exceptions to these requirements may be made by a majority vote of the student’s graduate committee. Courses in addition to those below may be deemed acceptable to fulfill the knowledge areas with a majority vote of the student’s graduate committee. Additional training in Entomology will be obtained through completion of ENTOM 500 level courses, which will be offered each semester by different departmental faculty, see below for course numbers.

Subject:	Suitable WSU Courses:
Insect Physiology	ENTOM 550
Insect Taxonomy	ENTOM 539 or UI COOP ENT 540
Entomology 500 level courses: 3 semesters minimum for MS students 4 semesters minimum for PhD students	ENTOM 520, ENTOM 590, ENTOM 593, ENTOM 5XX as needed
Biometry/Bioinformatics (knowledge area)	AFS/STAT 511, STAT 512, STAT 520, STAT 530, BIOL 572, MBIOS 578
Additional courses may be required by student's Graduate Advisory Committee.	

ANNUAL REVIEW OF PROGRESS

In Feb/Mar of each year, each graduate student will prepare a summary of accomplishments that the student's advisor will review, amend, and endorse to the Chair.

According to Graduate School policy, students who are not making adequate progress in their research will be given a “U” in their 700- or 800-research credits. If the student receives two “U” grades, he/she becomes academically deficient and can be terminated from the program.

The student can be reinstated if the program chair petitions the Dean of the Graduate School for approval to reinstate the student. The program chair must identify conditions for continuation of study in the petition request. If approved, the student will have one semester or summer session to improve his/her research progress.

This policy, and the policy on maintaining a 3.0 GPA can be found in the WSU Graduate School Policies and Procedures Chapter 6 (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#chapter-six--general-academic-requirements>). As required by the Graduate School, the names of students not making satisfactory progress will be reported to the Graduate School during May and appropriate action of termination or denying financial support will be taken if necessary.

EXPECTATION OF PUBLICATION EFFORT

Publication of research is a vital component of science. Entomology graduate students are expected to pursue publication of their research as a key component of graduate training. Before a graduate student applies for their degree and defends the thesis, they must submit manuscript(s) for publication to a peer-reviewed journal(s).

For students in the Ph.D. track, the Department expects that at least two manuscripts be submitted for publication before the dissertation defense. It is not required that the manuscripts be published before the defense, but they must be submitted.

For all graduate students, the advisory committee has the discretion to amend the expected publication effort. Students are strongly encouraged to develop manuscripts as early as possible in the program. This will ensure that the student has sufficient time to obtain guidance and support in manuscript preparation.

TEACHING REQUIREMENT

Collegiate teaching experience is recommended of all PhD candidates at the discretion of the major advisor. Methods of meeting the teaching recommendation include, with the consent of the instructor and the major advisor, one or more of the following: (1) the preparation, introductory remarks and conduct of at least 3 laboratory sessions for a course; (2) presentation of 3 lectures; or (3) other method approved by the student's advisor in consultation with the Entomology Chair such as extension presentations to stakeholders. No monetary compensation will be paid except for students on a Teaching Assistantship appointment. The instructor in charge will prepare an evaluation of the student's teaching performance either by letter or by completing a teaching evaluation to be placed in the student's file.

WRITTEN RESEARCH PROPOSAL

Each student will prepare a written research proposal that is due by the end of the third semester. The proposal should be suitable for submission to a federal fund-granting agency. During the semester that the written research proposal is due, the student will enroll for a

minimum of 2 hours of ENTOM 800 research credit for preparation of the proposal. Electronic copies of the proposal will be sent to each committee member. Also, an electronic copy of each proposal will be placed on the departmental SharePoint site to be made available to all faculty. All faculty will be notified by email when a proposal is uploaded to SharePoint. Faculty will have 30 days to vote whether the proposal is acceptable; a simple majority voting “unacceptable” will send the proposal back to the student, advisor and committee for revision and eventual resubmission to the faculty. All votes of “unacceptable” must be accompanied by a brief, written justification for this recommendation. The research proposal should follow the format of an NSF, USDA, or EPA grant application, or an example template prescribed by the Department of Entomology and approved by the student’s committee. It is expected that, whenever possible, this proposal will be submitted to a granting agency to be considered for funding.

ORAL RESEARCH PROPOSAL

Before the Oral Preliminary Examination, the student must present a formal Oral Research Proposal to the faculty and students. Faculty and students will be notified at least one week before the oral presentation. It is expected, whenever possible, that the student will give this seminar during the Department’s normally-scheduled James and Marilyn Hyde Department Seminar series. The student is responsible for scheduling the seminar and arranging for its announcement with the chair of the Hyde Seminar Committee. Under extenuating circumstances, and with the approval of the student’s committee and the Department Chair, can be made at a specially scheduled time.

Following a presentation of not more than 45 minutes, the candidate will respond to questions and suggestions, which is open to the WSU community. The proposal, oral presentation, and subsequent questioning, are required to evaluate the student’s ability to analyze and interpret scientific literature, design experiments, communicate with other scientists, and to assess the student’s awareness of current developments in entomology. Students are strongly encouraged to make the Oral Research Presentation as early in their program as possible but no later than the fourth semester of study.

ORAL PRELIMINARY DOCTORAL EXAMINATION

After a student has completed all or most course work, has given a research proposal presentation, and completed a written research proposal requirement the student may schedule the Oral Preliminary Examination. The Preliminary Oral Examination is conducted under Graduate School Policy and Procedures (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#preliminary-exam-policies>). The examination must be scheduled during regular or summer sessions. If the exam is during a summer session, the student must be enrolled and paying tuition. The exam should be scheduled to allow the greatest participation by the Entomology Faculty.

With the consent of the examined student, Entomology Ph.D. graduate students are allowed to attend the Oral Preliminary Exam in an observational role only. Retakes following a failed examination are restricted to faculty participation only.

A meeting of all faculty intending to question the candidate is held immediately before the examination to determine the nature of the questions and answers in the event of disputes. There is no time limit on the examination. Procedures in the event of failure are outlined in the Graduate School Policies and Procedures manual.

In the event of a failed first attempt, a second and final attempt may be scheduled after a period of at least three months, but no longer than two academic semesters (excluding summer). When scheduling a second exam, the scheduling form must be submitted to the Graduate School at least 15 business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote. A student who has failed two examinations will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.

TEACHING REQUIREMENT

Collegiate teaching experience is required of all Ph.D. candidates and should be undertaken with the advice of the Ph.D. committee. A minimum of one semester of teaching involvement is suggested. In addition to serving as a Teaching Assistant, other methods of meeting the teaching requirement for a semester include, with the consent of the instructor and the Ph.D. advisory committee: (1) the preparation, introductory remarks, and conduct of at least 3 laboratory sessions for an entomology course; (2) presentation of 3 lectures; or (3) some other method approved by the student's advisor in consultation with the Entomology Chair such as extension presentations or workshops to stakeholders. No monetary compensation will be paid except for students on a TA appointment. The instructor or Professor in charge will prepare an evaluation of the student's teaching performance either by letter or by completing a teaching or extension presentation evaluation to be placed in the student's file.

DISSERTATION & FINAL DOCTORAL EXAMINATION

The form, style, and content of the thesis must be approved by the committee and follow the Graduate School guidelines. Students need to apply for their degree mid-way through the semester before they plan to conduct their final examination. It is the student's responsibility to be aware of deadlines in their last two semesters. The Application for Degree is form is found in your myWSU Student Center and the fee must be paid before the final exam is scheduled.

A Ph.D. student may not take the final examination without prior submission of at least 2 manuscripts to a peer-reviewed journal(s) unless that expectation is waived by the student's committee. Publication of the dissertation is strongly encouraged. The oral Final Doctoral Examination is conducted under Graduate School policy.

SUMMARY OF PROCEDURES FOR PH.D. STUDENTS

Complete WSU policies and procedures for doctoral students are found at: <https://gradschool.wsu.edu/chapter-eight/>. Steps towards completing the Ph. D. degree, including those specific to the Entomology Department, are:

1. Apply for Admission. Applications need to be submitted directly to the WSU Graduate School (<https://gradschool.wsu.edu/apply/>). Applicants are required to submit a letter of application stating qualifications, personal goals, and objectives of graduate study; official copies of all college transcripts; resume, and three letters of recommendation. to be considered by the Entomology Department Graduate Admissions Committee.

Applications are considered on a rolling basis, but students applying for Fall Semester will receive priority if they apply by January 10; students applying for Spring Semester admission will receive priority if they apply by July 1. Students are encouraged to contact potential major advisors prior to submitting application materials.

Questions regarding the application process can be directed to the Johnson Hall Graduate Center Academic Coordinators (see cover for contact info).

2. Obtain an Advisor. Students will not receive an offer of admission to the Graduate Program in Entomology unless they have arranged a major advisor who has agreed to supervise their graduate program. As stated above, students are encouraged to contact potential advisors **prior** to applying for admission.

3. Registration for First Semester. Prior to starting, students should consult with their major advisor to determine their schedule of classes for their first semester. Registration for classes is done online via the *my.WSU.edu*. The most current information about courses, dates, and availability can be found online in the WSU University Catalog (<http://catalog.wsu.edu>) or the WSU Schedule of Classes (<http://schedules.wsu.edu>). Students will receive information about how to log into this system in their official offer of admission from the WSU Graduate School. A full-time student is expected to take a minimum of 10 credits per semester (including a minimum of 1 research credit).

Courses can be taken through the University of Idaho COOP course program but is dependent on availability and can be found at: <http://schedules.wsu.edu/COOP>. To ensure a UI course is cooperative with WSU, the UI catalog must state that the course is cooperative and open to WSU students. These courses will be considered transfer credit, and will only transferrable if a B or better is earned.

4. Enrollment and Credit Load. 10 hours per semester is the normal load for a full time student, however Ph.D. students especially need to be certain they will meet their required total ENTOM 800 research credits (usually 45-55) by their final term. Full-time students are required to enroll in a minimum of 1 (800) research credit each term. Faculty should set requirements (credit

expectations agreement) for each semester that a student is enrolled in research credits and provide an S/U grade at the end of the semester based on the student's performance in meeting those requirements. The Graduate School requires students to be continuously enrolled during the academic year (August-May) unless on approved Graduate leave, excluding summer session.

A student who does not enroll nor is on approved graduate leave, will have to apply for re-enrollment prior to registering again. A student who is not enrolled for three consecutive terms will have to apply for readmission. However, Ph.D. students who have completed their prelims and are not able to enroll will automatically be placed in Continuous Doctoral Status (CDS) and charged a fee each semester to allow students limited access to academic resources (i.e., faculty and staff counsel) and the University libraries.; as such they will not need to apply for graduate leave.

Students must be enrolled in a minimum of 2 research credits (ENTOM 800) in the term of both their preliminary and final exams.

5. First Semester - Establishing Residency. Domestic students are **strongly encouraged** to begin the process of establishing residency immediately after beginning their graduate program (<https://gradschool.wsu.edu/establishing-residency/>). For example, students need to register their vehicle (if applicable) and obtain a Washington driver's license within the first month they live in Washington. Students will receive a non-resident tuition waiver **only in their first year (two semesters)**, and students who fail to establish residency in their first year **will be responsible for the non-resident portion of their tuition in subsequent years.** International students are not eligible for Washington residency; F1/J1 graduate assistants will continue to receive the non-resident waiver for each academic semester they hold a half-time assistantship.

6. First Semester - Select a Committee. All students are required to have an advisory committee as part of their graduate program. Students **should select their committee members in their second semester** of study (as described earlier). The advisory committee should meet at least once a year. The committee is defined on the Program of Study Request form (below).

7. Second Semester - Submit Program of Study. All students are required to develop and submit a Program of Study in consultation with their major advisor and their advisory committee **by the beginning of the third semester of study.** The Program of Study Request template (includes establishment of committee) can be found at: <http://gradschool.wsu.edu/Forms/>. The Program of Study must be approved by all members of the advisory committee and the Department Chair. Students will be informed by the Graduate School once their program of study has been approved, or notified that it requires modification. Any changes to the student's committee after it is approved by the Graduate School must also be made officially through the Graduate School.

Program of Study requirements for the Ph.D. in Entomology:

- 72 hours minimum total credits
- **15 hours minimum** graded graduate-level (500-level) courses
- 9 hours maximum of non-graduate course (300- or 400-level courses) may be used towards the 72 total credits
- 20 hours minimum 800-level research credits
- Courses for audit or S/F may not be used for the program of study but can be noted on the Research and Additional studies section.
- 2 hours of research credits must be taken in the semester student will be finishing.

No graded courses of 'B-' or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is 'C' or higher. Any course listed on the program of study for which a grade of 'C-' or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

Transfer Credit

Transfer credit may be used on a program of study, according to the WSU Graduate School's transfer credit policy (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#courses-taken-as-a-graduate-student-at-other-accredited-institutions-of-higher-learning-transfer-credit>). Transfer credit, if requested, should be reported exactly as it appears on the original transcript. Transfer credit hours should be reported in semester hours and/or will be converted by the Graduate School. In brief, transfer credit is **limited to graduate level** coursework taken as a graduate student in which the student earned a B or better. Read the full transfer credit policy for other limitations; final approval of transfer credit rests with the WSU Graduate School.

Transfer credit is normally limited to half of the graded credit on the program of study. However, since Entomology has a long-standing cooperative teaching history with the **University of Idaho, and UI COOP coursework** falls in the transfer credit category, the WSU Graduate School has granted Entomology a blanket exception to allow up to 12 transfer credits toward the Entomology thesis master's degree, and up to 15 transfer credits toward the Entomology non-thesis master's degree—which includes UI COOP graduate-level coursework in which the student has earned a B or better. This blanket exception does not apply to 300-400 level UI COOP coursework, however regular UI COOP policy (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#cooperative-courses>) allows includes 300-400 level coursework to be transferred, but in all cases there must be a minimum of 15 500-level graded credits on a graduate program of study.

It is important to note that transfer credit will show up on the student's transcript as transfer credit and does not count towards the student's WSU GPA.

8. Research. Students are advised to develop the research component of their dissertation in consultation with their major advisor, their advisory committee, other faculty, and other students. Students are typically more successful if they identify their research areas quickly (within the first two semesters) after starting their graduate program.

9. Third Semester - Written Research proposal. Doctoral students will (1) prepare a written research proposal prior to their research proposal presentation and (2) make this proposal available to committee members and other faculty for their approval as described previously.

10. Oral Research Proposal Presentation. Before the Oral Preliminary Exam can be completed, the student must present a research plan to the faculty and students, for feedback and criticism. This will normally be scheduled as part of the department's weekly Hyde Department Seminar series.

11. Oral Preliminary Examination. Requirements for the Oral examination follow those dictated by the WSU Graduate School (<https://gradschool.wsu.edu/graduate-school-policies-and-procedures/#preliminary-exam-policies>). The oral examination is held after the majority of coursework, and the Oral Research Proposal, has been completed, and with approval by the student's major advisor.

The fully signed preliminary exam scheduling form must be submitted to the Graduate School via the CAHNRS Academic Graduate Center Coordinator (Deb Marsh, marshdj@wsu.edu) at least 10 (ten) or more business days prior to the anticipated examination. The student must be registered for two hours of ENTOM 800 at the beginning of the semester in which the exam is scheduled, and have a GPA \geq 3.0, a program of study approved by the Graduate School, and no less than 6 uncompleted credits of graded coursework.

Any faculty member may attend the exam and ask questions; if they attend for the entire exam and question the candidate, they may vote (per Graduate School policy). All doctoral committee members must be present and must vote. Exam sessions must be suspended if any voting faculty member leaves the session (even briefly).

There is no time limit to these exams, except that exams must be completed within 30 days of their initiation, as per WSU Graduate School policy. To pass, three-fourths of those voting must be favorable. If a student fails, a second and final examination must be scheduled at least three months later, with the scheduling form submitted at least fifteen days before the exam date (allowing time for a member of the Graduate Mentor Academy to be assigned to attend the exam, as arranged by the Graduate School). A second failed exam leads to termination.

With the consent of the examined student, Entomology graduate students are allowed to attend the Oral Preliminary Exam in an observational role only. Retakes following a failed examination are restricted to faculty participation only. **At least four months must pass between completion of the preliminary exam, and scheduling of the final oral examination.**

12. Apply for degree. Students need to apply for their degree mid-way through the semester before they plan to conduct their final examination, It is the student's responsibility to be aware of deadlines in their last two semesters. The Application for Degree is form is found in your myWSU Student Center and the fee must be paid before the final exam is scheduled.

13. Dissertation Timeline. The dissertation must conform to WSU Graduate School guidelines (<https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-formatting-guidelines.pdf>). The student is expected to work closely with their major advisor to revise and edit the dissertation before sending it to the advisory committee for approval. The advisory committee should get a minimum of 10 business days to review the dissertation, although more time may be requested at the discretion of the advisory committee. After the dissertation has been approved by the advisory committee, the student may schedule the final exam.

14. Final Oral Research Presentation. An oral presentation describing the dissertation research precedes the Final Oral Examination, and should be scheduled as part of the regular Department Seminar schedule if possible.

15. Scheduling the Final Examination. The student must have completed or be enrolled in all of the required course work, have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered for the remainder of their research credits: a minimum of two credits of ENTOM 800 for the semester or summer session in which the final examination is to be taken. A Ph.D. student may not take the final examination without prior submission of at least 2 manuscripts to a peer-reviewed journal(s) (see *Expectation of Publication Effort* above), unless that expectation is waived by the student's committee.

The final exam scheduling form must be submitted complete with committee signatures to the CAHNRS Graduate Center Academic Coordinator (Deb Marsh, marshdj@wsu.edu) at least 10 (ten) or more business days prior to the anticipated examination for submission to the Department Chair and Graduate School.

The student must upload a complete draft of their thesis to ProQuest simultaneous with submitting the scheduling form. Navigate to <https://gradschool.wsu.edu/dissertations-theses/> and follow the directions carefully to submit your draft; your publishing/licensing options are explained therein. Students should first use the Final Dissertation/Thesis Acceptance Checklist (<http://gradschool.wsu.edu/?p=3646>) when preparing the initial electronic copy for submission. *Note: All institutions require that doctoral dissertations be published, and ProQuest Dissertations & Theses Database is the recognized repository for dissertations. Washington State University has long subscribed to Proquest (formerly UMI) to serve as the publisher, cataloger, and marketer of doctoral dissertations.*

Also required, send a PDF copy of the dissertation to the CAHNRS Graduate Academic Coordinator at least 5 business days prior to final examination for depositing in a central Sharepoint to be made available to the program faculty/students.

16. Final Oral Examination. A final examination is required of all Ph.D. candidates. This examination is intended to test the candidate's ability to critique, justify, assess, and evaluate material in the major and supporting fields with emphasis on the work presented in the dissertation.

17. Submitting Final Dissertation to Graduate School. After passing the final examination, the following items are *within ten business days of the final oral examination*.

- A **final PDF of the dissertation** must be uploaded to ProQuest as soon as possible after your exam. Using the link contained in your Graduate School review, update your ProQuest submission with your completed and revised thesis or dissertation. This must be the final version, containing all revisions required by the Graduate School and by your committee, and must be in PDF format. Graduate School staff will review these during degree conferral and may require additional revisions. Once approved by the Graduate School, no further changes are permitted.
- Submit the **Thesis/Dissertation Approval form** (<http://gradschool.wsu.edu/documents/2023/08/thesis-dissertation-approval.pdf>) via upload to myWSU as early as possible exam using these directions (<https://gradschool.wsu.edu/documents/2023/08/thesis-dissertation-approval.pdf/>). This document will be reviewed and approved by your committee chair once they are satisfied with the final edits.
- Send a completed **Hold Harmless/Copyright Acknowledgement** form (<http://gradschool.wsu.edu/?p=3764>) to gradschool@wsu.edu (or upload to myWSU). The Graduate School staff will sign as 'witness' **after** they receive the form.
- Doctoral students must email their **Survey of Earned Doctorates** (<https://sed-ncses.org/>) completion certificate to gradschool@wsu.edu (or upload to myWSU).
- Complete the several **Entomology program exit requirements** outlined here: <https://cahnrs.wsu.edu/academics/graduate-center/final-exam-exit-requirements/>

APPENDIX 1. GUIDELINES FOR BYPASSING THE MASTER OF SCIENCE DEGREE

September 27, 2019

WSU Entomology

Guidelines for by-passing the Master of Science Degree Washington State University Department of Entomology

Students entering the Department of Entomology with a B.S. or B.A. degree have the option of being admitted either directly into the Ph.D. program (**Track 1**) or into the M.S. program (**Track 2**) and after the first year request to bypass the M.S. degree. A **Track 2** student will apply to the department and be accepted into the M.S. program and then will petition the department to be accepted as a Ph.D. candidate. A student may bypass the M.S. degree and be admitted into the Ph.D. degree program in one of two ways.

Students admitted directly into the Ph.D. program without a M.S. degree (**Track 1**) will have demonstrated a high level of academic performance, and/or previous experience in research either as an undergraduate or through job experience. A **Track 1** student will be exceptional as determined by the Entomology Department Graduate Admissions Committee and will be evaluated on the basis of their undergraduate GPA and previous research experience. In the case of international student applicants, the TOEFL score and additional information from the student (such as a telephone or in-person interview) will be evaluated by the Entomology Department Graduate Admissions Committee before admittance into the **Track 1** program. A mandatory review of progress by the student's committee will occur after one year, with the opportunity for input by all department members. If this decision is positive, the student will continue in the Ph.D. program. However, if the committee determines that the student is not suitable to pursue a Ph.D. degree at that time, the student will enter the M. S. program, with appropriate adjustments.

A **Track 2** student will apply to the department and be accepted into the M.S. program and then will petition the department to be accepted as a Ph.D. candidate. The application will be made to, and decided by, the student's thesis advisor and committee using the evaluation criteria outlined below, with opportunity for input by all department members.

The following criteria will be evaluated by the committee:

- 1) *Academic performance, with emphasis on graduate work in the Department since admission as a graduate student*
- 2) *Progress in the research topic of the M. S. program.*
- 3) *Preliminary research proposal written and presented to the department (as for Ph.D. students)*

To provide enough basis for evaluation, **the student must have completed 2 semesters of coursework in their M.S. program and have no remaining course deficiencies.** They also must have preliminary research results. The research proposal is a preliminary research proposal that provides the committee and the faculty with a mechanism to assess the student's ability to review and synthesize a project. It is not to be regarded as the final proposal that is required for the Ph.D. program but can be modified or added onto at a later date for that purpose.

The application packet to the committee should include the following elements: undergraduate transcripts, graduate transcripts, a written research proposal, and a summary of research results to date (the latter may be included in the proposal). The committee will review the packet, and decide if the proposal is ready for presentation to the department. If so, the proposal is formally presented in a seminar as for Ph.D. students, with a comment period from the department. At the end of the comment period, the committee will render its decision whether to grant admission to the Ph.D. program. If this decision is negative, the student will proceed with the M.S. program, with appropriate adjustments in the proposal.

Students may apply any time after the minimum evaluation criteria have been achieved (2 semesters plus preliminary research), but may apply later in the program. *Note that merely lengthening the time spent as a M.S. student does not improve the possibility for nor guarantee acceptance as a Ph.D. candidate.

Track 2 Suggested Masters to Ph.D. Timeline

Year 1 Semester 1	Research Committee Formation
Semester 2	Preliminary Proposal to Committee, Presentation to the Department, & Request to transfer to PhD program
Year 2 Semester 3	Acceptance into PhD program

Upon Acceptance into PhD Program

- PhD Proposal
- PhD Preliminary Exams
- PhD Thesis
- PhD Thesis Defense

This is a generalized timeline for the amount of time for a 'Track 2' student to bypass the M.S. degree. There is flexibility in this timeline such that the student might ask to bypass the M.S. degree any time after the 2nd semester. **However, no student may bypass the M.S. degree before the 2nd semester or without fulfilling the criteria** (one year minimum of graded coursework, preliminary research, and submission of a preliminary research proposal.)