

DEPARTMENT OF ENTOMOLOGY

UNIVERSITY OF WISCONSIN-MADISON

ENTOMOLOGY PHD PROGRAM HANDBOOK

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PROGRAM OVERVIEW

This handbook is intended for graduate students who are pursuing the Entomology PhD degree. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Graduate School's Academic Policies and Procedures provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Entomology program faculty. The policies described in this handbook have been approved by the program faculty as a whole. Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor and committee so that individual needs/interests and all degree requirements are met.

GRADUATE PROGRAM GOALS

The goals of the PhD program in the Department of Entomology are to:

1. Develop a broad knowledge base of Entomology, inclusive of suborganismal, organismal, and applied Entomology.
2. Demonstrate critical thinking skills in defining problems, assembling facts, and applying logic to scientific arguments.
3. Demonstrate excellent written and oral communication skills.
4. Develop state-of-the-art research skills and command of the scientific literature.
5. Integrate research discoveries with prior knowledge to demonstrate expertise in entomological science.
6. Advance our current knowledge of Entomology and related fields.

The department recognizes that a PhD research program provides unique challenges and opportunities for a student to become an innovative and independent researcher. To achieve this goal, it is sometimes necessary for the student to gain experience conducting a structured research project. For this reason, if a student does not hold a Master's degree or its equivalent (e.g., professional experience), the student is admitted into the department as a candidate for a Master's degree.

However, if in consultation with the major professor, it is decided that the student may benefit from going directly into a PhD program, the student can petition the Academic Affairs Committee for waiver of the Master's degree requirement. This petition can be submitted prior to entry into the Department. The petition must include evidence in support of the waiver. The option for waiver should not be considered routine and should be reserved for students demonstrating exceptional aptitude for independent and innovative research.

THE GRADUATE SCHOOL

All Entomology graduate students must adhere to the Graduate School's academic policies and procedures. More information regarding the Graduate School's academic policies and procedures please visit the following websites:

- Graduate School's home page: <http://www.grad.wisc.edu/>
- Graduate School Academic Guidelines and forms: <https://grad.wisc.edu/academic-policies/>

All relevant links are also included below within each topic area. If there are questions regarding the Graduate School's policies please contact the Entomology Student Services Coordinator.

GENERAL PHD TIMELINE

Semesters	Action
1	-begin course work, under advisement of the major professor -begin communicating with potential ADVISORY COMMITTEE (AC) members
2	-complete AC selection -hold CERTIFICATION MEETING
3-6 (max)	-complete prerequisites, major and minor courses and any other remedial actions as identified at the certification meeting - PRELIMINARY EXAMINATION (thesis proposal defense)
Dissertator status through graduation	-complete research and dissertation - EXIT SEMINAR and FINAL DEFENSE (students must deposit their dissertation within five years of passing their preliminary examination, as per Graduate School rules)

ENROLLMENT

FALL AND SPRING SEMESTER ENROLLMENT REQUIREMENTS

Enrollment Types	MS
Domestic unfunded	2 credits minimum*
International students regardless of funding	8 credits minimum (unless you have an exception from ISS)
RA or fellowship through Entomology	8 credits minimum
33.33% TA or PA through Entomology	6 credits minimum
50% TA or PA through Entomology	4 credits minimum
funded through another department/program	Check with that department
Other or uncertain	Check with the Student Services Coordinator

**this does not qualify as "full time enrollment," full time enrollment for a MS student when unfunded is 8 credits minimum*

SUMMER ENROLLMENT REQUIREMENTS: Students must be enrolled at UW-Madison if they are using university facilities, including faculty and staff time.

Enrollment Types	MS
Unfunded – not graduating	Not required [#]
Unfunded – graduating	2 credits minimum [#] in the 8 week (DHH) session
International student unfunded and in their first semester	4 credits

RA or 12 month fellowship through Entomology	2 credits minimum in the 8 week (DHH) session
33.33% TA or PA through Entomology	Not required [#]
50% TA or PA through Entomology	Not required [#]
funded through another department/program	Check with that department
Other or uncertain	Check with the Student Services Coordinator

#this does not qualify as "full time enrollment," full time enrollment for a MS student when unfunded is 4 credits minimum, for Dissertators full time enrollment is always 3 credits

For all PhD students the maximum enrollment is 15 credits, however in the summer session the credit total cannot exceed the number of weeks in the session, for example you cannot enroll for 9 credits in an 8-week session.

A valid enrollment minimum does not count the following types of courses

- courses numbered below 300
- courses taken pass/fail
- audited courses

If a student must take over 15 credits, including the types of courses above that do not count towards the enrollment minimum, they must submit a credit overload form: <https://grad.wisc.edu/documents/forms/>.

The above information was taken from the Graduate School's Academic Policies and Procedures website which can be found online at: <https://grad.wisc.edu/academic-policies/>.

PHD – FIRST YEAR

DEPARTMENTAL ADVISORY COMMITTEE (AC) REQUIREMENTS

ADVISOR/MAJOR PROFESSOR: They must be a tenured or tenure-tracked faculty in the department or an affiliate. If the advisor is either an adjunct or emeritus, they must co-advise a student with a tenured, tenure-tracked or affiliate faculty in the department.

ADVISORY COMMITTEE: As a minimum, each PhD student is required to have a 4 member advisory committee (AC) consisting of the advisor (major professor) and 3 other committee members and all members are dissertation readers. At least 2 of the committee members must be Entomologists which includes departmental faculty members, affiliate faculty members, adjunct faculty members, and designated staff in the department. At least one member must have a major appointment outside of the discipline of Entomology. This committee must be selected by the student and advisor in order to complete the PhD certification examination.

If a student wishes to have a non-faculty member or non-UW Madison person serve as a committee member the advisor will need to submit an "external member" request form to the Academic Affairs Chair along with a current CV for the person who wishes to be on the committee for approval. This includes UW-Madison faculty more than one year past retirement. The form is available online on the Handbooks and Forms page the Entomology website: <http://entomology.wisc.edu/graduate-study/handbooks-and-forms/>

FUNCTIONS OF THE ADVISORY COMMITTEE

The Advisory Committee (AC) has several key functions and responsibilities:

- in consultation with the student and the advisor, certify the student's major and minor coursework and general area of specialization;
- administer the certification, preliminary examination, and exit seminar/final defense examination;
- meet with the student at least once each year to discuss research progress and the content and form of the proposed dissertation.

GRADUATE SCHOOL COMMITTEE REQUIREMENTS

To see the Graduate School's rules on research/advisory committees go to <https://grad.wisc.edu/documents/committees/>.

SATISFACTORY PROGRESS

The Department of Entomology has followed the guidelines for PhD candidates set by the Graduate School (<https://grad.wisc.edu/documents/satisfactory-progress/>) relative to the minimal course requirements and grade-point average. In other words, any student's continuation in the Graduate School is at the discretion of the Graduate School, the student's major department, and the student's major professor. The student must maintain an average record of B (3.0) or better in all work (excluding research credits) taken as a graduate student. (A grade of P is considered satisfactory for this purpose while I, incomplete, is considered unsatisfactory.) The Department of Entomology also requires that the student is making satisfactory academic progress towards the intended degree. Evaluation of the student's progress is the responsibility of the major professor and the student's certification committee.

In special cases, the Graduate School permits a student who does not meet the required GPA to continue on probation for one semester upon recommendation of the major professor. If the student does not successfully overcome the probation restrictions during that semester, the student's major professor must petition both the Graduate School and the Academic Affairs Committee of the Department of Entomology to keep the student enrolled in graduate school. During the second semester, the student must bring the overall grade point average to 3.0 or better (based on non-research course work) to maintain student status. Failure to do so will result in dismissal. To re-enter, the student must reapply as a new student.

Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor. Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the professional conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program. Examples of disciplinary actions could include, but are not limited to written reprimand, imposition of reasonable terms and conditions on continued student status, removal of funding, probation, restitution, removal of student from an in progress course, failure to promote, suspension, or dismissal.

Time deadlines for completion of the MS or PhD degree or the scheduling of preliminary examinations are flexible and at the discretion of the major professor and Certification Committee; however, deadlines set by the Graduate School will be strictly adhered to. In the event of an unresolved problem, the student may request counsel and arbitration from the Departmental Chair or a committee of tenured professors appointed by the Chair.

PHD COURSE REQUIREMENTS

BASIC COURSE REQUIREMENTS

The courses below may have been taken at any time in the student's academic career (including undergraduate). Courses in the "basic requirements" may count also toward major or minor course requirements but must meet the Graduate School's prior course work rule if they are to also count towards the minimum enrollment of 51 credits or 26 credits of graduate-level work (<https://grad.wisc.edu/documents/prior-coursework/>). Courses in this section can be taken Pass/Fail (<https://grad.wisc.edu/documents/pass-fail/>).

BIOLOGY (4 courses): a minimum of one course is required in any four of the following subjects: (introductory biology courses do not count in this section)

- Structure or phylogeny of organisms
- Physiology or cytology
- Ecology or population dynamics
- Genetics
- Biochemistry

CHEMISTRY:

- General chemistry – two semesters with laboratory

MATHEMATICS (2 courses): two college-level mathematics courses in the following subjects including:

- Statistics, and
- Advanced or applied math (calculus, linear algebra, modeling, additional statistics)

PHD REQUIRED ENTOMOLOGY COURSES

Students are required to complete a minimum of 51 credits as according to the Graduate School's minimum graduate degree requirement.

The acceptability of equivalent courses taken at other institutions may be determined by the student's AC but must meet the Graduate School's prior course work rule if they are to also count towards the minimum enrollment of 51 credits or 26 credits of graduate-level work (<https://grad.wisc.edu/documents/prior-coursework/>). Waivers of course requirements may be granted by the departmental Academic Affairs Committee, but only under exceptional circumstances. Core requirements should be taken earlier (rather than later) in the student's program.

STUDENTS ARE REQUIRED TO TAKE ALL OF THE FOLLOWING COURSES:

- ENTOM 302 INTRODUCTION TO ENTOMOLOGY
- ENTOM 601 SEMINAR IN METHODS OF SCIENTIFIC ORAL PRESENTATIONS (not currently offered, so this is being waived until further notice)
- ENTOM 901 SEMINAR IN “SYNTHESIS IN ENTOMOLOGY”, taken TWICE
- ENTOM 875 SEMINAR IN SPECIAL TOPICS
- FOUR additional courses in Entomology from the following three categories (must take at least one course in each category):
 - At least ONE course in SUBORGANISMAL Entomology, which may be satisfied by any of the following courses:
 - ENTOM 321 Physiology of Insects
 - ENTOM 505 Plant-Microbe Interactions: Molecular and Ecological Aspects
 - ENTOM 624 Molecular Ecology
 - At least ONE course in ORGANISMAL Entomology, which may be any of the following courses:
 - ENTOM 331 Taxonomy of Mature Insects
 - ENTOM 432 Taxonomy and Bionomics of Immature Insects
 - ENTOM 450/1 Basic and Applied Insect Ecology (this course may be used in either the organismal or applied categories)
 - ENTOM 473 Plant-Insect Interactions
 - ENTOM 701 Advanced Taxonomy
 - At least ONE course in APPLIED Entomology, which may be any of the following courses:
 - ENTOM 350 Parasitology
 - ENTOM 351 Principles of Economic Entomology
 - ENTOM 371 Medical Entomology
 - ENTOM 450/1 Basic and Applied Insect Ecology (this course may be used in either the organismal or applied categories)
 - At least ONE elective course in ENTOMOLOGY as determined by the AC, such courses may be any of the 300 to 700 Entomology courses not already used to meet the above requirements.

GRADUATE SCHOOL CREDIT REQUIREMENTS

The Graduate School has three requirements for total coursework completed post-baccalaureate

- MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT – PhD students must complete at least 51 credits: <https://grad.wisc.edu/documents/minimum-graduate-degree-credit-requirement/>
- MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT – PhD students must complete at least 26 graduate credits (courses numbered 700-level or above or courses noted as such numbered 300-699 in the course guide): <https://grad.wisc.edu/documents/minimum-grad-coursework-requirement/>
- MINIMUM GRADUATE RESIDENCE CREDIT REQUIREMENT – PhD students must complete at least 32 credits for their degree at UW-Madison: <https://grad.wisc.edu/documents/minimum-graduate-residence-credit-requirement/>

Students who wish to use prior coursework towards their PhD degree must follow all of the rules outlined by the graduate school: <https://grad.wisc.edu/documents/prior-coursework/>

Courses in the Entomology curriculum that meet the minimum graduate coursework requirement include ENTOM 321, 331, 351, 371, 432, 450/1, 473, 505, 601, 624 and all courses numbered 700 or above (including 990). Courses that specifically do not meet the 15 credit rule include ENTOM 300, 350, 354, 375 and 468.

PHD MINOR

The Graduate School requires PhD students to complete a minor before they can be granted dissertator status. There are two minor options:

- **OPTION A EXTERNAL MINOR:** Requires a minimum of 9 credits in a single department/program. Selection of this option requires the approval of the minor department/program. In an Option A minor please contact the department for more information on the minor requirements (<https://grad.wisc.edu/academic-programs/>).
- **OPTION B DISTRIBUTED MINOR:** Requires a minimum of 9 credits in one or more departments/programs and can include course work in the major department/program. Selection of this option requires the approval of the major department/program.

Option A minors appear on the transcript with the name of the minor (e.g., Statistics). An Option B minor always appears on the transcript as *Distributed*. For more information on the Graduate School's minor requirements go to <https://grad.wisc.edu/documents/minors/>. Some students are exempted from the minor requirement; see below under *Other Academic Opportunities for PhD Students* for more information.

Students are required to list the courses being used towards the minor requirement on their certification paperwork. If a student is pursuing an Option A minor, and the minor department requires paperwork for their needs, the student should also submit a copy of this additional minor paperwork as part of the certification.

CERTIFICATION

All Entomology PhD students are required to meet with their AC by the **END OF THEIR SECOND SEMESTER** in order to certify their plan of study. If a student is not able to complete the certification by the end of the second semester, they must notify the Student Services Coordinator. Certifications not submitted for review by the end of the third semester will be considered signs of inadequate progress toward the degree and require a petition to the AAC for approval.

At the certification, the student will provide the AC with (1) a completed certification form (<http://entomology.wisc.edu/graduate-study/handbooks-and-forms/>) with all prior relevant and planned coursework needed to fulfill the Entomology PhD requirements and (2) a brief research prospectus (2-4 pages).

The purpose of the certification is for the AC to assess and determine any impediments to success in the graduate student's progress toward a PhD. A student will be expected to have fluency in the proposed area of study. During this meeting committee members will ask questions of the student to probe the level of knowledge in basic Entomology as well as other general areas deemed relevant to the student's proposed field of study. If deficiencies are identified by the AC, remedial actions will be recommended and included as requirements of the certification.

After the certification meeting, the student will need submit a paper copy of the certification form and the research prospectus (and minor agreement form if pursuing an Option A minor) to the Student Services Coordinator for approval by the Academic Affairs Committee (ACC).

The student is required to complete all of the courses listed as “required” on the certification form and any other remedial actions requested by the AC. If any changes need to be made to the certification, the student should do so through the course substitution form (<http://entomology.wisc.edu/graduate-study/handbooks-and-forms/>). All substitutions must be approved by the AC and the AAC before the student can become a dissertator (see below) and progress in the program.

OTHER ACADEMIC OPPORTUNITIES FOR PHD STUDENTS

There are additional academic opportunities available to graduate students. Students may pursue a joint or double degree or earn a graduate-level certificate while pursuing an Entomology PhD. Often PhD students who pursue a joint degree or a graduate-level certificate are exempt from having to pursue a minor. Students interested in these options should contact the Student Services Coordinator or check out the Graduate School’s information online at <https://grad.wisc.edu/documents/minors/> for more information.

PHD – YEARS TWO AND THREE

PRELIMINARY EXAMINATION

Sometime after the certification meeting and **NO LATER THAN THE 6TH SEMESTER**, students will have a preliminary examination (PE). The preliminary examination is a defense of a student's proposed PhD dissertation research, and is designed to determine whether a student may proceed towards for the PhD. The purpose of this exam is to demonstrate to the AC that the student has mastery of the literature and the field in which their work lies, and a command of the specific system, methods and protocols required to perform and interpret the work.

The preliminary examination includes a written research proposal in the format of an NSF/USDA/NIH-style grant proposal (to be determined by the AC) with a maximum of 15 pages and to be presented to the committee a minimum of 2 weeks in advance of the exam. The ability to communicate in writing will be evaluated by the AC. At the preliminary examination, the student must orally defend the research proposal and satisfy the AC that they has sufficient mastery of the field to see the work to completion. Although a successful research proposal will normally include preliminary data/results to show that the proposed work is feasible, the preliminary examination should be completed before the bulk of research is performed. The preliminary examination gives the AC the opportunity to make extensive suggestions on the proposed research and set out expectations for a successful PhD research project. A concurrence among the members of the AC will determine the outcome of the exam.

Outcomes of the preliminary examination are (1) pass, (2) fail with the option of retaking the PE within 2 semesters, and (3) fail without the option of retaking the PE.

Passing the preliminary examination (outcome 1) is one of the requirements needed to achieve dissertator status as per Graduate School requirements. Some competitive extramural fellowships (e.g., USDA, NSF) often specify at what stage in the career a student must be in order to receive the award (e.g., within first two years/Dissertator, etc.). If a student has a question regarding their status in regards to the fellowship stipulations, the student should consult the Academic Affairs Chair and the Student Services Coordinator for clarification and coordination with the Graduate School.

If a student has failed the exam for the first time (outcome 2) they can retake the exam within two semesters. If a student has failed the exam for the second time (outcome 3) they will be dropped from the graduate program.

PREPARING FOR THE PRELIMINARY EXAMINATION

Students must complete the following steps before the preliminary examination:

- Contact the committee to find a date that allows everyone to participate and administer the preliminary examination.
- Request a preliminary examination warrant from the Student Services Coordinator (<https://entomology.wisc.edu/graduate-study/handbooks-and-forms/>). The Graduate School requires three weeks for processing preliminary exam warrant requests, so the student should contact the Student Services Coordinator no less than five weeks before the preliminary exam.

In order for the warrant to be sent to the Graduate School the Student Services Coordinator will review the following:

- **CERTIFICATION:** are all required and remedial courses listed on the certification complete or in progress*, if not the student will need to submit a course substitution form for approval by the AAC
**While it is possible to take the preliminary exam before all of the certification coursework is completed, the dissertator status is not awarded by the Graduate School until all Graduate School requirements are fulfilled*
- **MINOR:** students pursuing an Option A minor must complete all courses and file the appropriate paperwork; for an Option B minor all coursework must be completed
- **GPA:** the student has a minimum 3.0 GPA
- **GRADES:** students cannot have any grades of NR, I, U or P (for a graded course, P in 990 is fine) on their record
- **CREDITS:** the student has completed the minimum 32 graduate-level credits (including the currently enrolled semester)
- **ENROLLMENT:** the student is enrolled in the current semester correctly (i.e., sufficient credits) according to the funding status (see *Enrollment Requirements* above)
- **ADVISOR:** if the advisor's home department is not Entomology, their affiliation with Entomology up-to-date
- **ADVISORY COMMITTEE:** all AC members satisfy the guidelines established by the department and the Graduate School (see *Advisory Committee* above)

Once all of the above conditions are met, the preliminary exam warrant request will be sent to the Graduate School for final review. The Graduate School's rules on the preliminary examination are available online at <https://grad.wisc.edu/documents/preliminary-examinations/>. When the Graduate School approves the warrant it will be sent to the Student Services Coordinator who will contact the student.

AFTER THE PRELIMINARY EXAMINATION

Once the student has passed the preliminary examination it is the student's responsibility to get all of the appropriate signatures on the warrant.

- **COMMITTEE SIGNATURES** – make certain that all five members of the committee have signed the warrant. If a committee member is unable to physically sign the warrant they can email a proxy signature to the major advisor, (or department chair) copying the Student Services Coordinator
- **OPTION A MINOR** – contact the minor department to see who signs the warrant. **OPTION B MINOR** – the Entomology department chair signs the prelim warrant if
- **DEPARTMENT CHAIR SIGNATURE** – in all cases the department chair will also need to sign the warrant

The preliminary examination warrant with all appropriate signatures is returned to the Student Services Coordinator who will submit the paperwork to the Graduate School.

DISSERTATOR STATUS DEADLINES

In order to be a dissertator for a specific term a student will need to pass the preliminary examination by the last weekday before the start of the term in which they wish to become a dissertator. This year's current deadlines are available online at <https://grad.wisc.edu/deadlines/>.

Even though dissertator status will not begin until the beginning of the next term, the five-year clock for graduation starts the day a student passes their preliminary examination.

PHD – DISSERTATOR STATUS THROUGH GRADUATION

DISSERTATOR STATUS

Once the Graduate School has reviewed the preliminary examination warrant and everything is sufficient the student will receive an email outlining the requirements of being a dissertator. **IT IS VERY IMPORTANT TO FOLLOW ALL OF THE RULES OF BEING A DISSERTATOR OTHERWISE THE STUDENT MAY LOSE DISSERTATOR STATUS.**

The three most important rules of being a dissertator are:

- Maintaining continuous enrollment by enrolling for 3 credits every fall and spring (and summer if funded) until graduation, otherwise the student will be assessed a degree completion fee.
- Not enrolling in any courses except research credits or a required departmental seminar unless there is an extenuating circumstance.
- Depositing the dissertation within **FIVE YEARS** of the passing of the preliminary examination. Failing to meet this requirement may require retaking the preliminary examination again before obtaining a PhD.

All of the policies regarding dissertator status are available online at <https://grad.wisc.edu/documents/dissertator-status/>

If at any point a student has questions about what is acceptable as a dissertator they should contact the Student Services Coordinator.

THE LAST SEMESTER

GRADUATION DEADLINES

Before the start of every semester the Graduate School produces a schedule of deadlines for the upcoming year. In order to graduate during a specific semester the student must meet the deadline. The deadlines for the current school year are available on the Graduate School's website at <https://grad.wisc.edu/deadlines/>.

GETTING READY TO GRADUATE

Early in the semester in which the student intends to graduate they should request their graduation warrant (<https://entomology.wisc.edu/graduate-study/handbooks-and-forms/>). Completing the form will trigger a check of student record by both the department and the Graduate School:

- **GPA:** minimum 3.0 GPA for graduation
- **GRADES:** no grades of NR, I, U or P (for a graded course, P in 990 is fine) on record
- **ENROLLMENT:** enrolled for three credits of research or departmental seminar
- **ADVISOR:** if the advisor's home department is not Entomology, the affiliation with Entomology up-to-date
- **ADVISORY COMMITTEE:** all AC members satisfy the guidelines established by the department and the Graduate School (see *Advisory Committee* above)
- **TIME LIMIT:** dissertation will be able to be deposited with the Graduate School within five years of the preliminary examination

Once everything is satisfactory with the Graduate School they will send the final defense packet to the Student Services Coordinator who will contact the student.

Information on completing the PhD degree, deadlines, formatting requirements, and commencement can be found online at <https://grad.wisc.edu/current-students/doctoral-guide/>.

FINISHING THE PHD

FINAL ORAL EXAMINATION

All PhD students are required to pass their final oral exam before they can be allowed to graduate. The final oral examination will consist of a public, oral thesis defense in seminar form with an approximately 45 minute presentation on significant parts of the research, followed by questions from the audience. This will normally be scheduled as part of the department colloquium series (but can also be separate of the colloquium series) and posted at least 24 hours in advance. There will then be a separate closed meeting of the student and the AC during which the student defends their thesis research. Logistical considerations may require that the public presentation and private meeting with the AC occur on different days, though ideally they would within the same semester. In order to pass the oral defense, the AC will sign the official paperwork as evidence of successful defense of the thesis with at most one member dissenting (as per Graduate school regulations).

The final oral examination meeting must include the entire Advisory committee (either in person if at all possible or via teleconference if necessary). The student is responsible for preparations for the final dissertation defense:

- setting a meeting time with the committee (at least one month before the defense);
- reserving a room;

- scheduling the exit seminar - each student must present an exit seminar summarizing research results as part of the regular Departmental colloquium series (these seminars need not be coupled with the final oral defense meeting with the committee) it is the responsibility of the student to communicate with the colloquium organizers to identify an appropriate date for the exit seminar usually within six months before completion of the degree;
- making accommodations for committee members participating via phone, Internet, etc.;
- sending a copy of the dissertation to the AC (at least two weeks prior to the defense) and
- picking up the final oral defense warrant from the Student Services Coordinator to have it signed at the exam (provided the AC passes the student)

DISSERTATION FORMATTING REQUIREMENTS

The Entomology department does not have distinct formatting requirements; instead students should follow the Graduate School's requirements which can be found online at <https://grad.wisc.edu/current-students/doctoral-guide/>.

FINAL DEPARTMENTAL REQUIREMENTS FOR GRADUATION

After successfully passing the final oral defense, students must complete the final requirements before their degree will be posted:

- **DEPARTMENTAL DISSERTATION COPIES** – the student will need to submit an electronic copy (in PDF format) of the dissertation with the department. This PDF of the thesis needs to be delivered to the Russell Labs receptionist who will have them bound. One copy is for the department, one is for the advisor and one copy is for the student. A PDF of the thesis should be emailed to the Student Services Coordinator. Graduation is contingent on providing the thesis to the department.
- **EXIT INTERVIEW** – students must schedule a time with the Student Services Coordinator to do the exit interview.
- **FINAL WARRANT** – students will need to make a copy of their final warrant and give it to the Student Services Coordinator before they deposit it with the Graduate School. This will help the Student Services Coordinator to make a final check of grades and take care of any issues so that there is no delay in the posting of the degree (students cannot graduate with any NR, I, U or P grades on their record - 990 Research credits must be an "S").

DEPOSITING THE DISSERTATION

Students will need to deposit their dissertation and graduation forms (found in the final oral defense packet) with the Graduate School by the degree deadline date. Information regarding how to schedule a deposit meeting along with all of the depositing requirements are available online at <https://grad.wisc.edu/current-students/doctoral-guide/>. It may take up to three months after the end of the graduation term for a degree to be posted to a student's record.

GRADUATION

Information regarding dates, attire, tickets, etc. is available at <http://commencement.wisc.edu/>. Students will need to indicate in their student center if they intend to participate in the commencement ceremony. Summer graduates have the option of participating in either the spring or winter commencement ceremony.

DIPLOMA

Information regarding the diploma and the mailing of the diploma is available online at <https://grad.wisc.edu/documents/diploma/>.

PHD MINOR IN ENTOMOLOGY

GRADUATE SCHOOL MINOR REQUIREMENTS

The PhD Minor in Entomology is designed for students who wish to receive an Option A External Minor in Entomology to augment their PhD curriculum. This minor option is not available to students pursuing a PhD in Entomology. More information on the Graduate's School requirements for a minor is available at <https://grad.wisc.edu/documents/minors/>.

ENTOMOLOGY MINOR COURSE REQUIREMENTS

Students who elect Entomology as a minor in their training for the doctorate will take at least 9 credits of Entomology courses, including one semester of graduate seminar (ENTOM 901 or 875). The courses will be determined by the student's interest after consultation with the minor professor and the AC.

MISCONDUCT AND GRIEVANCE PROCEDURES

The Department of Entomology has a formal code of conduct for faculty, students and staff. Please review it and refer to it for guidance: <https://entomology.wisc.edu/graduate-study/code-of-conduct/>

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the Entomology Department Chair, the Director of Graduate Studies, the Student Services Coordinator, or the Russell Labs Department Administrator. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: <https://grad.wisc.edu/documents/grievances-and-appeals/>.

PROCEDURES FOR PROPER ACCOUNTING OF STUDENT GRIEVANCES:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact any of the Russell Labs Department Chairs, the Student Services Coordinator, or the Russell Labs Department Administrator to discuss the grievance. Any of the above people will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: <https://oed.wisc.edu/>.
3. Other campus resources include
 - o The Graduate School - <http://grad.wisc.edu/>
 - o McBurney Disability Resource Center - <http://mcburney.wisc.edu/>

- Employee Assistance Office - <http://eao.wisc.edu/>
 - Ombuds Office - <http://ombuds.wisc.edu/>
 - University Health Services – <http://uhs.wisc.edu/>
 - Teaching Assistants’ Association - <https://taa-madison.org/>
 - UW Office of Equity and Diversity - <https://oed.wisc.edu/>
4. If the issue is not resolved to the student’s satisfaction the student can submit the grievance to the Department Chair and Student Services Coordinator in writing, within 60 calendar days of the alleged unfair treatment.
 5. On receipt of a written complaint, a faculty committee will be convened to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
 6. The faculty committee will determine a decision regarding the grievance, and will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
 7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Agricultural and Life Sciences Academic Affairs Office.
 8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School’s Academic Policies and Procedures: <https://grad.wisc.edu/documents/grievances-and-appeals/>.

REPORTING MISCONDUCT AND CRIME

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If a student has a grievance regarding unfair treatment towards him or herself, they should reference the procedures and resources identified above. If a student learns about, observes, or witnesses misconduct or other wrongdoing they may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with their advisor, Student Services Coordinator, or other campus resources (such as the UW Office of Equity and Diversity, Graduate School, Mc Burney Disability Resource Center, Employee Assistance Office, Ombuds Office, and University Health Services).

RESEARCH MISCONDUCT REPORTING

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at <https://kb.wisc.edu/gsadminkb/page.php?id=34486>.

RESPONSIBLE CONDUCT

- Graduate School Policies & Procedures: Responsible Conduct of Research: <https://grad.wisc.edu/documents/responsible-conduct-of-research/>
- Office of the Vice Chancellor for Research and Graduate Education's - Office of Research Policy: Introduction & Guide to Resources on Research Ethics: <https://research.wisc.edu/compliance-policy/research-ethics/>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct: <http://kb.wisc.edu/gsadminkb/page.php?id=34486>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources: <https://kb.wisc.edu/gsadminkb/search.php?cat=2907>

ACADEMIC/NON-ACADEMIC MISCONDUCT REPORTING

If a student knows a classmate is cheating on an exam or other academic exercise, they should notify the professor, teaching assistant or proctor of the exam. As a part of the university community, students are expected to uphold the standards of the university.

ACADEMIC MISCONDUCT

Academic misconduct is an act in which a student (UWS 14.03(1)):

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student's academic performance; or
- assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

- cutting and pasting text from the Web without quotation marks or proper citation;
- paraphrasing from the Web without crediting the source;
- using notes or a programmable calculator in an exam when such use is not allowed;
- using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
- stealing examinations or course materials;
- changing or creating data in a lab experiment;
- altering a transcript;
- signing another person's name to an attendance sheet;

- hiding a book knowing that another student needs it to prepare for an assignment;
- collaboration that is contrary to the stated rules of the course; or
- tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

- Graduate School Policy & Procedure: Misconduct, Academic: <https://grad.wisc.edu/documents/misconduct-academic/>
- Office of Student Conduct and Community Standards: <https://conduct.students.wisc.edu/>
- Dean of Students Office: Academic Misconduct Flowchart: <https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/>
- University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures: https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

NON-ACADEMIC MISCONDUCT

The university may discipline a student in non-academic matters in the following situations:

- for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
- for stalking or harassment;
- for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
- for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
- for unauthorized possession of university property or property of another member of the university community or guest;
- for acts which violate the provisions of UWS 18, Conduct on University Lands;
- for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
- for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

- engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
- attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
- attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
- selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
- removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms,

fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;

- preventing or blocking physical entry to or exit from a university building, corridor, or room;
- engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
- obstructing a university officer or employee engaged in the lawful performance of duties;
- obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
- knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

- Graduate School Academic Policies & Procedures: Misconduct, Non-Academic: <https://grad.wisc.edu/documents/misconduct-nonacademic/>
- Dean of Students Office: Non-Academic Misconduct: <https://conduct.students.wisc.edu/nonacademic-misconduct/>
- University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures: https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf
- University of Wisconsin System: Chapter UWS 18: Conduct on University Lands: https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

SEXUAL ASSAULT AND MISCONDUCT REPORTING

UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action. Sanctions can range from reprimand to expulsion from UW-Madison. In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list a confidential support and reporting options, please visit <https://www.uhs.wisc.edu/prevention/violence-prevention/resources/>.

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit <https://doso.students.wisc.edu/sexual-assault-dating-and-domestic-violence/>.

CHILD ABUSE REPORTING

As a UW-Madison employee (under Wisconsin Executive Order #54), students are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will

occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at <https://oed.wisc.edu/child-abuse-and-neglect-reporting>.

REPORTING AND RESPONSE TO INCIDENTS OF BIAS/HATE

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at <https://doso.students.wisc.edu/services/bias-reporting-process/>.

STUDENT HEALTH AND WELLNESS

UW-Madison has a holistic resource for all things wellness called “UWell”. The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to <https://uwell.wisc.edu/>.

Students who pay segregated fees are eligible for University Health Services (<https://www.uhs.wisc.edu/>). There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

SECURING HEALTH INSURANCE COVERAGE

Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Contact the staff benefits and payroll coordinator in the unit where you have been hired to select one of several health care plans within 30 days of your hire date.

Graduate students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at <https://www.uhs.wisc.edu/>.

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

DISABILITY INFORMATION

Students with disabilities have access to disability resources through UW-Madison’s McBurney Disability Resource Center. As an admitted student, you should first go through the steps to “Become a McBurney Client” at mcburney.wisc.edu/students/howto.php

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at mcburney.wisc.edu/services/nonmcburney/index.php

The UW-Madison Index for Campus Accessibility Resources can be found at wisc.edu/accessibility/index.php

MENTAL HEALTH RESOURCES ON AND OFF CAMPUS

University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to <https://www.uhs.wisc.edu/mental-health/> or call 608-265-5600.

UHS service costs are covered for students through tuition and fees.

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.