Message from the Department Chairperson

I. Graduate Study In Entomology
   A. The Department of Entomology
   B. Graduate Programs Overview

II. Program Planning & Supervision
   A. Selection of Thesis/Dissertation Advisor
      1. Choosing an Advisor
      2. The Role of the Advisor
      3. Changing Advisors
   B. Formation of the Guidance Committee
      1. M.S. Guidance Committee
      2. Ph.D. Guidance Committee
      3. Approval of Non-Tenure Stream Committee Members
      4. Responsibilities of the Guidance Committee
      5. Changes to the Guidance Committee
   C. Other Program Expectations
      1. The Annual Evaluation
      2. Academic Standards
      3. Department Teaching Recommendations

III. Programs and Requirements for Advanced Degrees
   A. General Comments
   B. The Master's Degree
      1. Plan A
      2. Checklist for Plan A Master's degree
      3. Plan B
   C. The Ph.D. Program
      1. The Guidance Committee
      2. Departmental Qualification Examination
      3. Course Requirements
      4. Annual Evaluation
      5. Enrichment Requirement
      6. Doctoral Comprehensive Examination
      7. Research
      8. Dissertation
      9. Final Oral Examination
     10. Academic Standards
     11. Residency
     12. Transfer Credits
     13. Work in Absentia
     14. Time Limit
     15. Checklist for the Ph.D. Degree
D. Participation Recommended
   1. Department Seminars
   2. Graduate Student Attendance at Scientific Meetings
   3. Professional Societies

IV. Graduate Assistantships
   A. Selection of Graduate Assistants
   B. Assistantship Responsibilities
   C. Graduate Assistantship Stipends
   D. Graduate Assistantship Health Insurance
   E. Parking for Graduate Assistants
   F. Limits on Number of Terms of Support
   G. Termination of Appointment
   H. Fellowships
   I. Graduate Assistant Illness/Injury/Pregnancy Leave/Vacation Policy

V. Department Policies and Procedures
   A. Travel on University Business or in University Vehicles
   B. Business Procedures in the Department
   C. Hutson Travel Funds

VI. Academic Policies and Student Conduct
   A. Department Policies: Integrity and Safety in Research/Teaching
   B. Student Conduct and Conflict Resolutions

VII. University Procedures and Resources
   A. General Policies
   B. University Resources
   C. Transportation
   D. Organizations
   E. Publications

APPENDICES

A. Checklist for Plan A Master’s & Doctoral Degrees
B. Graduate-Undergraduate Entomology Student Society (GUESS)
C. Department of Entomology Bylaws
D. Core Curriculum
E. Voucher Specimen Policy
F. Selected Forms Pertaining to Graduate Programs
G. Guidelines for Recognition of Professional Accomplishments
H. A Statement on the Ph.D. Qualification Examination:
   Purposes, Procedures, and Philosophy
I. Suggestions for Preparing a Curriculum Vitae
J. Applications for Permits and Approvals
Welcome to Michigan State University and the Department of Entomology!

As a graduate student, you will be an important member of the Department, and will be asked to participate in many activities involving faculty, staff and graduate students. This Guide is designed to answer most of the common questions about pursuing a graduate degree in the Department of Entomology. A current version of this Guide will soon be on the Department's web site, www.ent.msu.edu. Do not hesitate to ask questions of faculty, staff or other graduate students.

We would like you to take an active role in your graduate education. We will do our best to provide you with the best experiences to prepare you for a good job when you finish your degree. These steps include a variety of courses, special seminars, teaching experiences, research, extension and outreach opportunities. An important feature of our M.S. and Ph.D. degree programs is their flexibility; students can work with their Major Professor and Guidance Committee to design the program that best fits their background, interests, and career goals. In this same vein, we expect our students to take an active role in designing and pursuing their degree program. Look for training and experience beyond the minimum in areas that are likely to help you in your future career and make you more competitive in the job market. Remember, what you get out of graduate school is totally dependent on what you put into it. Make the best of what we have to offer!

Again, welcome to the Department of Entomology. We look forward to working with you toward your degree. Please feel free to drop in and meet with me at any time.

Sincerely,

Ernest S. Delfosse
Professor and Chairperson
I. Graduate Study in Entomology

A. The Department of Entomology

The Department of Entomology at Michigan State University is one of the oldest (founded 1906) and most highly regarded departments of entomology in the nation. Our department has many internationally recognized programs. We have carefully cultivated a unique community of faculty, staff, and students to meet our diverse research, teaching and extension/outreach missions. The Department has a well-deserved reputation for stability, productivity and effectiveness. We have one of the highest ratios of research grant dollars/faculty of all departments at MSU. Our teaching is recognized for its overall excellence, and, our applied research and extension programs are highly regarded by our clientele. Our faculty also represents the most diverse department of entomology in the U.S. One of our proudest accomplishments is the proven ability of our faculty to work together, and with faculty in other departments, to form successful problem-solving teams. We have an outstanding reputation for visionary leadership in systems integration and were early innovators in Integrated Pest Management and Sustainable Agriculture decades before they became household words. A partial list of other innovations developed by faculty in our Department includes; Crop Advisory Team Alerts (www.ipm.msu.edu/aboutcat.htm), Project GREEEN (www.greeen.msu.edu), Computational Ecology and Visualization Laboratory (www.cevl.msu.edu), the Emerald Ash Borer Multi-agency Website (www.emeraldashborer.info) and the MSU Agricultural Weather Program (www.agweather.geo.msu.edu). Our current national and international reputation for scientific excellence extends into the following programmatic areas: Biomedical Entomology, Forest Entomology, Environmental Quality and Design, Fruit Entomology/Nematology, Insect-Nematode Ecology, Insect Toxicology, Integrated Pest Management Research/Extension, Invasive Species Ecology, Molecular Entomology and Applied Biotechnology, Pesticide Education and Policy, and Public Science Education. These and many other research and outreach programs are supported by our Biosystematics Collection and an outstanding technical, business, and clerical staff.

The Entomology Department is jointly administered through the College of Agriculture and Natural Resources (www.canr.msu.edu/canrhome) and the College of Natural Science (www.naturalscience.msu.edu). We have several faculty that do research and educate in almost every recognized sub-discipline of entomology. Information about our faculty, including photographs and areas of interest, can be found in the in the “directory” section of our web site (www.ent.msu.edu). The Entomology Department also has a number of graduate students, adjunct faculty, academic specialists, technicians, post-doctorate research associates, and administrative support staff that help make up our entire department.

Faculty leadership in all of the research and extension education programs listed above bring considerable experience and knowledge to bear on one of our highest priorities: graduate student education.
B. Graduate Programs Overview

All of our degree programs are designed to provide students with the faculty guidance, coursework, research, teaching, extension, and professional society participation needed to become leaders in their field. Our graduate students have a very high level of placement in professional careers where entomology is a critical component of their work. Some of the careers that our students have been successful in include:

- Extension Educators
- Private Agricultural Consultants
- State or Federal Departments of Agriculture, Forestry or Natural Resources
- Industry, Research, Technical Services or Sales
- College or University Professors
- Educators or Researchers for Foundations, Museums or Arboreta

The Department of Entomology offers the following graduate degree programs:

Master of Science (M.S.)  
www.ent.msu.edu  
www.msu.edu/~eebb/

Doctor of Philosophy (Ph.D.)  
www.ent.msu.edu/  
www.msu.edu/~eebb/

Obtaining a M.S. or Ph.D. in entomology from Michigan State University will tell future employers that you have been professionally trained in the field of entomology. This means that you have a solid understanding of insect biology, taxonomy, and physiology; and know how to apply this knowledge to your field of interest. In addition to the basic requirements, every graduate student has a guidance committee that helps customize their coursework and training as much as possible to fit their career goals. Graduate students are expected to engage in teaching, extension or outreach activities, attend seminars and give presentations at professional meetings. Students pursuing a M.S. degree in entomology are taught how to conduct research and publish their results. Ph.D. students are taught how to obtain grant support for their research, design innovative projects and make significant contributions in their field. The progress of M.S. and PhD students is followed by their graduate committee, and competency is evaluated in oral and written exams.
II. Program Planning & Supervision

A. Selection of Thesis/Dissertation Advisor

1. Choosing an Advisor:

Because the Department believes that prospective students should be accepted with an assurance of continued funding sufficient to complete their program in a timely fashion, students are not normally accepted until they have identified a provisional advisor who has agreed to accept them and who can provide funding sufficient to guarantee their support for 2 years for an entering Masters student or three years for an entering PhD student. The Department reserves its limited Teaching Assistantships to help advanced students who may need an extra term or two to complete their thesis/dissertation. In some cases, students may propose to forego a stipend and to pay for their own expenses in tuition and living expenses. However, such students are still expected to identify a faculty advisor who will accept them prior to their admission.

As a consequence of this policy, entering students are only accepted if they have already made arrangements with a faculty advisor to join that faculty's research program, and to be supported by that faculty's grants; or have demonstrated financial resources sufficient to support their course of study (www.finaid.msu.edu). Acceptance of the student into the graduate program and into the program of the prospective advisor is contingent on the approval of the Chair or the Graduate Program Director. In requesting such approval, prospective advisors should demonstrate that their prior interactions with the student indicate a good match in communication.

All regular faculty (see section 1.1.1.1, departmental bylaws) can serve as a thesis/dissertation advisor.

2. The Role of the Advisor:

The responsibility of the advisor is to provide guidance and direction to the student as needed. Some advisors expect the student to come to them when help is needed; others are more constantly in touch with the student. Students should find out how their prospective advisor operates and determine if it agrees with their working style. All graduate advisors are expected to adhere to the guidelines for successful faculty advising consistent with the Guidelines for Graduate Student Advising and Mentoring Relationships. (Vol. 7, No. 2 [Spring 2004] of the Research Integrity newsletter).

In keeping with these policies, a student may reasonably expect his or her advisor to make sure the student receives information about requirements and policies affecting their program, provide advice on appropriate course work and available resources, provide guidance in the selection of an appropriate research topic, provide training and oversight in research, provide regular feedback on progress of the student toward degree completion and facilitate career development.
3. Changing Advisors:

A student may lose their faculty advisor due to death, illness, retirement, or relocation. If the faculty leaves to take an academic appointment at another institution, he or she may make arrangements to bring current students to the new location. If that is not possible, or if the student chooses to remain to complete their degree at Michigan State University, the Department Chair and/or Graduate Program Director will make every effort to find a provisional advisor to work with the student to complete their program. The Department will try to find, but cannot guarantee, funding for the remainder of the program. Students who are in this position, however, will have first priority for any assistantships that the Department can identify.

If a student and faculty advisor can no longer work together, for any reason, they should consult the Department Chairperson and/or Graduate Program Director for advisement (see also Section IX on Conflict Resolution). Because each student is accepted contingent on participating in a particular funded research program, changing advisors often means relinquishing the guaranteed support that came with admission. Therefore it is very important to try to mediate any differences before they become irreconcilable.

If a faculty member wishes to terminate their advising relationship with a student prior to that student's completion, and if that student is making satisfactory progress, the Chair and/or Graduate Director should work with that faculty member to insure that the student finds another suitable position with equivalent funding. The Department considers the faculty's commitment to their students to be binding for the minimum expected duration of the degree program (2 years for a Masters; 3 years for a PhD.). If it is in the student's best interest to change advisors, the Department will try to provide transitional funding if possible. Students in this situation will also have highest priority for department support in transition.

If it is the student's choice to seek another advisor, the primary responsibility to find alternative funding will fall upon the student. The Department will try to facilitate transfer to another faculty member's program and will try to provide transitional funding if possible; however, Departmental resources are limited, and priority is given to students whose advisors have left the Department or chosen not to support them further (see above).

B. Formation of the Guidance Committee

It is the responsibility of each graduate student, in consultation with their major advisor, to form a guidance committee. Composition of the committee should be in concurrence with department guidelines (below). In the event that a student is unable to form a guidance committee, it shall be the responsibility of the Department Chairperson or Graduate Program Director to intervene with the faculty to resolve the problem. The guidance committee should also be established in agreement with the University guidelines (GSRR 2.4)
1. **M.S. Guidance Committee:**

Masters students, in consultation with their advisor, should select their guidance committee no later than the end of the first semester of study. The guidance committee should consist of a minimum of three faculty members, including the major advisor, one additional department faculty and one qualified member from another department. The purposes of an external faculty member are: i) to bring breadth to the student's resource base, ii) to bring an unbiased perspective to the evaluation of the student's program, and iii) to assure that the student's program is appropriately rigorous and meets the standards of the broader academic community. Consequently, faculty holding joint or adjunct appointments in the Entomology Department do not qualify as external committee members. If you would like additional faculty from inside or outside the department to be part of your committee, you may choose to do so.

MSU prefers that all guidance committee members be tenure-stream faculty from MSU. If it would be preferred that the external member of a student’s guidance committee be a non tenure-stream faculty member or someone who is not affiliated with MSU, there is a procedure that must be followed in order to get this member approved by CANR, our lead college, and by the Graduate School. This procedure is discussed in section II B.3 in this Guide.

2. **Ph.D. Guidance Committee:**

Ph.D. students should select their guidance committee no later than the end of the first semester of study. This committee must consist of a minimum of four faculty, including the major advisor, two or more faculty members in the department in addition to the major advisor, and at least one qualified member from another department. The purposes of an external faculty member are: i) to bring breadth to the student's resource base, ii) to bring an unbiased perspective to the evaluation of the student's program, and iii) to assure that the student's program is appropriately rigorous and meets the standards of the broader academic community. Faculty holding joint or adjunct appointments in the Entomology Department do not qualify as external committee members. If you would like additional faculty from inside or outside the department to be part of your committee, you may choose to do so.

MSU prefers that all guidance committee members be tenure-stream faculty from MSU. If it would be preferred that the external member of the student’s guidance committee be a non tenure-stream faculty member or someone who is not affiliated with MSU, there is a procedure that must be followed in order to get this member approved by CANR, our lead college, and by the Graduate School. This procedure is discussed in section II B.3 in this Guide.
3. Approval of Non Tenure-Stream Guidance Committee Members for both M.S. and Ph.D. Committees:

MSU policy as set by University Graduate Council and approved by Faculty and academic Councils requires that only “regular MSU faculty (tenure-stream or librarians),” with an earned degree of at least the level that the graduate student is seeking, may serve on or chair Guidance Committees. In 1995-96, UGC and Academic Council approved a process that permitted non-regular MSU faculty (e.g., fixed-term faculty, academic specialists with advanced degrees, non-MSU individuals with advanced degrees) to serve on or chair Guidance committees. This process requires a letter from the Department Chair or program director requesting approval for an individual (for all guidance committees in the Department or a specific student committee), a copy of the individual’s CV, and 2 letters of recommendation that address qualifications (one must be from off-campus). It is the student’s responsibility to make sure this procedure is followed if an individual who is not regular tenure-stream MSU faculty is selected and approved for their guidance committee. There are many individuals that are already affiliated with Entomology who already have approval to serve on guidance committees and fall under the “non tenure-stream” category. If you have questions on whom these individuals are, or questions about the procedure for approval for non tenure-stream faculty on your guidance committee please check with the Graduate Secretary.

4. Responsibilities of the Guidance Committee:

Students should meet with the major advisor and department chairperson early in the program to discuss departmental philosophy and obtain approval of the selected guidance committee members. The guidance committee should meet regularly (but not less than once a year) to oversee the student’s progress. The members of the student’s committee should provide the student with direction as far as courses to take, should help in directing the student’s research and should conduct the required examination(s). Ideally, committee members should be diverse enough to provide guidance in all aspects of a student’s project or to help the student identify other sources of expertise they may need to consult. Students are encouraged to meet with their committee members individually to address their project and research interests.

5. Changes to the Guidance Committee:

Changes in the members of the guidance committee may be initiated by the student in concurrence with his or her advisor. The department chairperson or his/her designated representative should review such changes to make sure the reconstituted committee still meets the Departmental guidelines. Under certain circumstances, a dissertation committee may be formed to supersede or supplement the guidance committee. Major Professors on temporary leave shall provide for the necessary guidance of advisees during their absence. The department shall provide a substitute, acceptable to the student, should a chairperson or a committee member require or desire substitution. See GSRR 2.4.2 for further details on changing the composition of a constituted committee.
C. Other Program Expectations

1. The Annual Evaluation

By February 15\textsuperscript{th} of each year all students must submit an Academic Progress Report to the Chairperson’s Office. Be sure to submit the original report to your major professor and copies to the members of your guidance committee. The guidance committee will review the graduate student’s progress in his or her research or creative activity as well as plans for work in the coming year (GSRR 2.4.8). This report will be reviewed by the Graduate Program Director and the Department Chairperson. A copy of the report will be filed with the chair/director of the academic unit and will be placed in the graduate student’s file.

The graduate student, regardless of degree program, has a right to the best advice the unit can provide concerning program planning, research, professional expectations, selection of courses and professors and general degree requirements (GSRR 2.3.3).

When determination is made that a graduate student’s progress of performance is unsatisfactory, the student shall be notified in writing in a timely manner and a copy of the notice shall be placed in the graduate student’s academic file. When a graduate student’s status in a program has been determined to be in jeopardy, the graduate student shall be notified in writing in a timely manner and a copy of the notice shall be placed in the graduate student’s academic file (GSRR 2.4.8.1 and 2.4.8.2).

Graduate students shall have the right to inspect any of their own educational records, barring confidential letters of recommendation, including their official transcript. Student also shall have the right to inspect reports and evaluations of his or her academic performance (GSRR 3.2.3). Student should make an appointment with the Graduate Secretary to view his or her records. Student may challenge the contents of their files by writing a letter to the Chairperson. This letter will be put in their file.

2. Academic Standards

Satisfactory progress is deemed to be a 3.0 or higher average grade, in the 800-900 level credits, excluding thesis and collateral courses. (Collateral courses in the department are defined as those courses in the undergraduate program below the 400 series and those courses specifically designated by the research guidance committee as not directly applicable to the graduate degree). Any grade below 3.0 in courses other than collateral will subject the student to review by the Graduate Program Director. Grades of less than 3.0 are not included in the 30 credits needed for degree certification (for Master’s students). The Graduate Program Director in consultation with the student and major advisor will determine whether the student will be required to repeat the course or otherwise remediate the deficiency. Repeats of courses with grades 2.0 or 3.0 require approval by the Dean’s office.
3. Department Teaching/Extension/Outreach Recommendations

The Department of Entomology recommends all graduate students participate in a meaningful teaching, extension or outreach experience and to exhibit proficiency in both writing and general presentation skills as a part of their graduate academic programs. The teaching/extension/outreach recommendation is designed to be an experience that is beneficial and relevant to the education of each student. The Department views these activities as part of the student’s academic program and, as such, is intended to help prepare her/him for the professoriate. Therefore, students are not appointed as TAs as referenced in the MSU-GEU contract (http://grad.msu.edu/geu/agree/pdf).

You must have prior approval by the Graduate Program Director before serving as a Teaching/Extension/Outreach Assistant.

International students must pass the University’s SPEAK test prior to serving as a Teaching/Extension/Outreach Assistant.

Teaching Activities

A minimum of three of these activities should be done to qualify as a meaningful teaching experience:

- Attend as many classes as possible, at the discretion of the professor.
- Develop and present at least one lecture/demonstration-discussion before the entire class.
- Coordinate field and/or laboratory activities and possibly develop new exercises to be used as field or lab activities.
- Contribute to the grading and recording of students’ homework and exams.
- Contribute questions to be used on exams and homework.
- Hold office hours and/or help sessions.
  Time commitment: (assume 3 hours prep for each contact hour; Example: a student responsible for a 2 hour lab =
  2 contact hour
  6 prep hours
  3 hour lecture
  11 hours + misc. time
  (Misc. time to include grading, exam question prep, assisting student, etc.)

Extension Activities

A person-to-person requirement should be part of the experience. For example, the student should either present a session utilizing the teaching aid or publication s/he developed or should interact with clientele in some other way. A list of suggested activities follows.

- Write an extension bulletin and get it published.
- Develop and teach an Extension Short Course for a specific audience.
- Develop and coordinate a field day or a field tour for a specific audience.
Develop an exhibit to be used at Extension activities (person to person interaction).
Develop a PowerPoint presentation for use by Extension Agents, agri-science teachers, or other agency personnel (person to person interaction).
Develop a video on a specific topic for a specific audience (person to person interaction).
Develop and initiate a field demonstration plot for use by Extension agents and others.

Outreach Education Activities

Entomology has a nationally recognized insect outreach education program with campus and community activities. The major programs are 1) classroom tours of the Bug House museum and live Insectarium, and 2) ½ day and 4 day long science camps for elementary and middle school students. Any one of the above activities, which will be carried out under the guidance and mentorship of our Outreach Education Coordinator, will fulfill one semester of the teaching/extension/outreach requirement.

The time and activity commitment for accepted outreach activities are:

• 4 hours a week in the Bug House as a Guide and 2 Off-campus programs per semester representing the department. As a Bug House Guide, the student will prepare and present small lectures and lead teaching/learning activities to groups of up to 30 students.
• Summer semester working on 1/2 day camps and the department's residential camp, plus Bug House tours when needed. Along with leading camp discussions and activities, the graduate student will work with the coordinator and other graduate students to design the activities, and will participate in assessment of the campers' learning and revision of materials to improve the campers' learning experiences.

In addition, students are strongly encouraged to take a course related to a teaching practice, e.g. SME 870, Teaching College Science. We feel these activities provide a valuable experiential grounding to prepare graduate students for future academic or extension positions.
III. PROGRAMS AND REQUIREMENTS FOR ADVANCED DEGREES

General Comments

Admission to the department at the graduate level does not constitute acceptance of a thesis or dissertation proposal and/or program. The Master’s programs and the Ph.D. program have differing requirements; hence, each will be spelled out in detail. Both Masters & Ph.D. students are required to complete the courses required by the core curriculum (see Appendix D). Special programs constitute a separate item and will also be discussed subsequent to the discussion of M.S. and Ph.D. degrees. The Graduate Catalog under which you entered MSU is your “Master Guide”. If things change, you have a choice, but you don’t have to follow changes in more recent editions. Academically, we are under the College of Agriculture and Natural Resources. The deadlines given in the Schedule of Courses for meeting degree requirements should be met if you want to “have the degree in hand” at the end of that semester. A financially more pertinent fact to keep in mind is that you must be registered when you take exams. The semester begins on the first day of registration and ends on the day before the first day of registration for the next semester.

Students admitted to degree programs are expected to maintain at least the academic standards of the College of Agriculture and Natural Resources. In addition, the Annual Record of Academic Progress Report, submitted by February 15th, is to be completed by the student. The form for the annual report is included in Appendix F of this document.

A. The Master’s Degree

The official requirements for a Master of Science degree in the College of Agriculture and Natural Resources and additional requirements of the Department of Entomology are as stated in the Academic Programs catalog: http://www.reg.msu.edu/AcademicPrograms/. The following list of requirements is intended to provide a useful summary of that official information with some interpretation:

The conventional degree offered in the College of Agriculture and Natural Resources is the Master of Science. The degree can be granted on completion of either of two programs.

1. Plan A

This program involves course work, research and a thesis. There is no foreign language competency requirement. The program is guided by a Major Professor and a guidance committee (please see section II.B.I for more details). It is chosen by the student and the Major Professor, and should receive approval from the Department Chairperson. The guidance committee should be chosen no later than the end of the first semester of study.

The minimum number of credit hours required for the Master’s degree is 30, of which no more than 10 or fewer than 6 may be thesis research credits (899). A Master’s student in Entomology can only take a maximum of 24 thesis research credits (899).
Keep this in mind when scheduling credits each semester. The University requires at least 16 of the total credits 30 credits be courses at the 800 or 900 levels, except as specifically exempted by the Dean of the College. The minimum cumulative grade-point average is 3.0 with limitations on grades below 3.0 as specified in the Academic Programs Catalog. Check the Academic Programs Catalog for a full statement of rules and requirements. A student who fails to meet academic standards may, on recommendation of the department, be required by the Dean to withdraw at the end of any semester.

Please see Appendix D for Entomology’s course requirements.

A maximum of 12 quarter credits or 9 semester credits may be transferred from other accredited graduate schools on approval of the Department and the Dean. Only credits/courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer.

The time limit for completion of the Master’s degree is five years from the beginning of the first semester in which credit was earned toward the degree, with a minimum residence requirement of 9 credits on campus.

The thesis, when submitted in final form to the guidance committee, must be written in an appropriate scientific style and meet the appropriate degree requirements of The Graduate School specifications as stated in the Formatting Guide for Master’s Theses and Doctoral Dissertations. Thesis requirements: Six to ten credits of ENT 899 (Master's Thesis Research) are required and the research plan is to be directed by the guidance committee. The plan will consist of prescribed course work, research, thesis and a final oral examination. **Students must deposit one bound copy of the thesis with the Graduate Secretary before certification for the degree will be completed.**

An oral examination is given before the end of the final semester with emphasis placed on both the thesis material and curriculum-related subject matter. This examination is administered by the guidance committee and Major Professor in accordance with item J of the following checklist. The guidance committee may permit the student to re-take the exam once after an interval of three months.

2. Checklist for Plan A Master’s Degree (Additional copy available in Appendix A)

   a. Select a Major Professor and guidance committee no later than the end of the first semester of master’s study. See section II.B.1. of this Guide for information for further details on guidance committee requirements. Meet with the Major Professor and Department Chairperson early in your program to discuss departmental philosophy and obtain approval of the selected guidance committee members.

   b. Fill out “GRADUATE STUDENT ANALYSIS OF COURSES” form (Appendix F) before meeting with guidance committee.
c. Meet with the Guidance Committee during the first semester to discuss the proposed courses to be taken and complete the “MEMORANDUM OF UNDERSTANDING” form (Appendix F).

d. By February 15th of each year, complete the ANNUAL RECORD OF ACADEMIC PROGRESS REPORT. This is not an option; it is a requirement.

e. Consult with your Major Professor and the Collection Manager/Curator concerning the number of voucher specimens for deposition (10 of each sex is common), method of mounting, date-locality labels, etc. This should be done as a part of the planning prior to carrying out the research (Appendix E).

f. Complete the required course work. Amendments must be made on a “REQUEST FOR COURSE CHANGE” form (Appendix F) and filed with the Department after all members of the Guidance Committee have agreed to the change(s). The usual time of completion of course work is one and on-half to two years.

g. Students must take two 1-credit ENT 812 seminar courses. The subjects vary and one or two are usually offered each semester.

h. Graduate students will be made aware that it is the desire of the Entomology Department that they gain teaching experience during their degree program at MSU. The recommended frequency of teaching involvement will be once for M.S. programs. All students will be given structured opportunities to teach, in accordance with needs of Entomology for teaching assistance. The Entomology Graduate Program Director, in consultation with the Chairperson, faculty, students, and Graduate Secretary, will extend the teaching invitations. Students are free to accept or reject these teaching opportunities. The Department recommends that faculty encourage rather than discourage their students to accept their student teaching invitations.

i. Indicate at registration the semester that you intend to graduate. If you do not graduate, you must reapply for graduation the next semester you intend to graduate.

j. Submit the preliminary draft of the thesis to the Major Professor for review, prior to distribution to the guidance committee. If the Major Professor considers it to be in reasonable condition, submit to each member of the guidance committee for review. Copies are to be presented to all guidance committee members and they must be given at least one week (preferably longer) to review it.

k. Deposit voucher specimens with the Collection Manager of the museum (Appendix E).

l. Take final Oral Examination and submit “RECORD OF COMPLETION—MASTER’S DEGREE” form (Appendix F) to the guidance committee for signatures and further processing. The guidance committee may permit a re-take of the exam once after an interval of three months.

m. Make necessary changes in thesis and submit one unbound copy of thesis (as specified in The Graduate School specifications stated in the Formatting Guide for Master’s Theses and Doctoral Dissertations), a signed bookplate, the microfilming and binding contract, and other required forms to The Graduate School at 118 Linton Hall by
the date specified for the semester of graduation.

n. Deposit one bound copy of your thesis with the Graduate Secretary in the Chairperson’s Office. Your “Certification for Degree” form, which issues you your Master’s degree, will not be completed and forwarded to CANR and the Registrar’s Office until this done. It is also customary to provide your Major Professor with a bound copy of your thesis.

o. Return all borrowed equipment, books, etc. and turn in your keys to the Entomology Business Office for your deposit refund.

p. Be sure to have your exit interview with the Entomology Chairperson, and fill out the “Termination Check-List” with your Major Professor and return it to the Graduate Secretary prior to leaving campus. This is a requirement by MSU.

3. Plan B

The Master’s degree program under this plan consists of course work and a 3-5 credit research problem. It is still necessary to have a Major Professor and a guidance committee selected by the student and approved by the Department Chairperson.

The minimum number of credit hours is 30 of which 16 credits must be taken from courses in the 800 or 900 level.

Residence requirements, correction of deficiencies, and academic standards are the same as those listed under Plan A.

C. The Ph.D. Program

In order to provide for efficient use of student and faculty time and facilities it is suggested that careful attention be given to the following guidelines and checklist.

While the Major Professor, guidance committee and faculty all share in the creation of a successful program, it is the responsibility of the student to make sure all deadlines are met and that administrative delays do not hinder progress. A student is required to satisfactorily complete all requirements for the Doctor of Philosophy degree in the CANR as given in the Academic Programs catalog, (http://reg.msu.edu/AcademicPrograms/), in addition to the specific requirements of the Department of Entomology. A guidance committee is required to work with the student in planning and carrying out the Ph.D. program.
University/College Requirements

1. Students must register for, and successfully complete, a minimum of 24 credits of dissertation research (999) as a part of the requirement for the degree.

2. The final oral examination must be scheduled for a date not earlier than two weeks after the final draft of the dissertation and abstract have been submitted to the Major Professor, all guidance committee members, and any other appointed examiner.

1. The Guidance Committee

It is the responsibility of the student, in consultation with the Major Professor, to form a guidance committee within his/her first semester of doctoral study. For more details on guidance committee requirements, see sections II.B.2.

The members of the guidance committee approved by the Chairperson, must be reported to the office of the Dean of the College of Agriculture and Natural Resources to be made a matter of record via the “Report of the Guidance Committee—Doctoral Program” (Appendix F). In consultation with the student, the Major Professor and the guidance committee plan the entire graduate program, including examinations, and thereafter supervise it, with modification as needed. The members of the committee submit the “Report” to the Department Chairperson and Dean of the College, which includes a statement of the student’s proposed program with a timetable and tentative dissertation topic.

In the report, the committee recommends what graduate credit beyond the Master’s degree level from other institutions should be accepted; what study, if any, should be done in absentia; and under what conditions language examinations or alternative programs should be taken.

The guidance committee is responsible for insuring the adequacy of the overall program.

Once designated, the guidance committee has the responsibility to meet periodically to oversee the student’s progress as long as he/she continues in good standing. Regular meetings should be scheduled by the student. Changes in the membership of the guidance committee may be initiated by the student in concurrence with the Department Chairperson or his/her designated representative. Under certain circumstances, a dissertation committee may be formed to supersede or supplement the guidance committee. Major Professors on temporary leave shall provide for the necessary guidance of advisees during their absence. The Department shall provide a substitute, acceptable to the student, should a chairperson or a committee member require or desire substitution.
2. **Departmental Qualification Examination**

Prior to official recognition as a Ph.D. candidate in the Department of Entomology, the student must demonstrate competency to pursue original research before a departmental qualification committee. This evaluation should be completed as soon as possible, preferably within the first year of study in order to allow for program development.

The results are used to determine whether or not the Ph.D. student should be encouraged to proceed in a doctoral program, and if so, to determine if weaknesses exist in background knowledge which may be strengthened by including courses in the doctoral program.

a. The qualifying committee is composed of the guidance committee and the chairperson or a departmental representative selected by the chairperson.

b. The evaluation by this committee may consist of two parts, but the emphasis is on the research proposal. The first part of this exam may be an evaluation of the student's knowledge of entomology and related fields. Part may be written, but part must be oral.

The second part is an assessment of the student’s potential in research and a review and discussion of the plan for his/her dissertation.

The oral portion of the examination is open to the faculty. Notification of the oral examination must be given to the faculty at least one week in advance of the exam.

c. Committee decisions are made by mutual agreement (no more than one dissenting vote), and a signed statement of its decision (Appendix F) is sent to the Department Chairperson. A student may be given additional opportunities to qualify if the first evaluation is unsatisfactory.

3. **Course Requirements**

Please see Appendix D for Entomology’s course requirements.

4. **Annual Evaluation**

Graduate students need and deserve periodic evaluation as a measure of both their academic progress and their professional potential. Both of these areas are evaluated by the Guidance Committee on a continuing basis, and by the Department through the Annual Record of Academic Progress Report. The Major Professor and the Guidance Committee have the responsibility of informing the student of deficiencies, orally and/or in writing. As soon as a determination has been made that a student’s performance and/or progress does not meet Department standards, he/she shall be notified by the Department Chairperson or his/her representative. In case such deficiencies endanger the student’s status in the program, the student shall be so informed.
The evaluation of the student’s research ability (where appropriate) is largely the responsibility of the Major Professor, with the help of the Guidance Committee.

An evaluation of the student’s professional development shall be made each year. This category covers a broad range of experiences which fall outside of what is ordinarily regarded as academic knowledge, teaching, or research abilities, but which tend to prepare the student in other ways to be a better graduate. Such things as attendance at professional meetings, presenting papers at such meetings, presenting seminars, honors received, publications, serving on Department or University committees, volunteering to help on various projects, and serving as an officer of the Graduate-Undergraduate Entomology Student Society are the types of experience and training to be included here. A written statement covering the aforementioned development experiences is to be completed by the student a minimum of once a year, as part of the Annual Record of Academic Progress Report. (Appendix F)

5. **Enrichment Requirement**

In order to protect the student from a restrictively narrow research and course work program, expertise in one or more disciplines outside of the major field must be developed by the student during the program. This experience, commonly known as the “enrichment requirement,” is roughly equivalent to nine credit hours of study. The area(s) of expertise must be selected by the student in conjunction with his/her Major Professor and guidance committee, and be approved unanimously by the committee. The proposal is then reviewed by the Department of Entomology’s Graduate Committee. The approval form and a copy of the approved proposal must be filed with the Graduate Secretary (Appendix F).

6. **Doctoral Comprehensive Examination**

When 80% or more of the prescribed course work has been taken, the doctoral student is eligible to take the doctoral comprehensive examination covering the major and related fields. The student must be registered during the semester in which comprehensive examination is taken.

An exception to this is for students who were enrolled full-time in the spring and are taking their comprehensive exam during the summer semester immediately following. In that instance, the department can request a waiver of the requirement that the student be enrolled for at least one credit the semester of the comprehensive exam. These requests are initiated by the Graduate Secretary and must be approved by the Department Chairperson, College and Graduate School.

The examination must be passed within five years after the student’s first enrollment as a doctoral student. After the comprehensive examination is passed, three more years are allowed to complete the remaining requirements.
for the degree. Should the degree not be completed within this three-year period, 
the entire doctoral comprehensive examination must be passed again.

The doctoral comprehensive examination must be completed satisfactorily at 
least one semester prior to receipt of the degree.

The examination will consist of two parts—one written, the other oral. The 
student must pass the written exam before proceeding with the oral exam.

The written examination will be administered by the guidance committee as 
coordinated by the Major Professor. Questions may be submitted by other 
members of the faculty. Questions will be designed to measure the depth and 
breadth of the candidate’s knowledge and understanding of professional and 
closely related areas.

The oral examination is open to the faculty of MSU. Others may attend with the 
examinee’s approval. It will be administered primarily by the guidance committee 
but with supplementary questions from the faculty in attendance. This 
examination is intended to measure the candidate’s ability to discuss subject 
matter area in terms of entomological, biological, scientific, practical, educational 
and philosophical aspects. Notification of the oral exam must be given to the 
faculty at least one week in advance of the examination.

After evaluation of both the written and oral examinations, the guidance 
committee will take by mutual agreement (no more than one dissenting vote) 
whatever action it deems appropriate. At that time the “Record of Comprehensive 
Examination for Advanced Graduate Studies” (Appendix F) will be completed, 
signed, and delivered to the Chairperson of the Department. The guidance 
committee may permit the student to retake the exam(s) once after an interval of 
three months.

7. Research

Each student working toward a doctoral degree must conduct original research 
upon which a dissertation is to be prepared and published. The research is under 
the guidance of a Major Professor and must be acceptable to the guidance 
committee. All doctoral students must register and pay for a minimum of 24 
credits of doctoral dissertation research.

It is the policy of Michigan State University to permit and facilitate dissertation 
research by students from developing nations in their home countries, whenever 
feasible.

8. Dissertation

The dissertation, when submitted in final form to the guidance committee, must 
be written in an appropriate scientific style and meet the appropriate degree

18
requirements of The Graduate School specifications as stated in the *Formatting Guide for Master’s Theses and Doctoral Dissertations*.

a. **Style and Form.** The style and form of the dissertation shall be determined by the Major Professor and Guidance Committee in accordance with The Graduate School specifications as stated in the *Formatting Guide for Master’s Theses and Doctoral Dissertations*. (Section 2.4.6, Graduate Student Rights and Responsibilities document).

b. **Review of Dissertation Draft.** The final draft is first presented to the Major Professor for review. If he/she considers it to be in reasonable form, it is submitted to each member of the guidance committee for review. Copies are to be presented to all committee members and the committee members must be given at least one week (preferably longer) to review it.

c. **Microfilming and Publication of Dissertation.** All doctoral dissertations submitted to The Graduate School at 118 Linton Hall are microfilmed. One microfilm copy will be deposited in the University Library and made available for interlibrary loan. The abstract will be published in Dissertation Abstracts and the availability of the dissertation in film form will be announced in Dissertation Abstracts. The microfilm fee covers the cost of the microfilm copy which will be deposited in the library, and the publication and distribution of the abstract. An extra fee is charged if the dissertation is to be copyrighted.

Microfilming is considered by the University to be a form of publication. Publication by microfilm, however, does not preclude publication of the dissertation in whole or in part in a journal or as a monograph.

An alternative option is publication of the thesis/dissertation with ProQuest which provides an “Open Access Publishing Option”. The Open Access option gives ProQuest the authorization to make the electronic version of the document accessible to all via the internet, including the selling of the document by commercial retailers and the accessibility to work via search engines. A student selecting the Open Access option will not be eligible to receive royalties. [http://proquest.com/products_umi/dissertations/epoa.shtml](http://proquest.com/products_umi/dissertations/epoa.shtml)

This latter option is likely to be an excellent outlet for Entomology Graduate Students, as it will result in wider readership than usual for most microfilmed theses/dissertations.

d. **Deposit one bound copy of the dissertation with the Graduate Secretary (required) and one bound copy to the Major Professor.**

9. **Final Oral Examination (Dissertation Defense)**

As soon as the final rough draft has been judged to be satisfactory by the committee members, the student shall schedule the final oral examination, which, for Ph.D. candidates, includes a departmental seminar on the research. This
examination should not be scheduled until committee reservations and concerns have been alleviated.

The final oral examination in defense of the dissertation is conducted and evaluated by the guidance committee, supplemented at the discretion of the Dean of the College by two appointed faculty members. Other interested faculty members may attend. Notification of the final examination must be given to the faculty at least one week in advance. The student must be registered during the semester the examination is taken. All students defending their dissertations in the summer need to be registered for at least one credit during that summer, regardless of their being enrolled in the preceding spring semester.

When the student has passed an oral examination in defense of the dissertation, the student should incorporate any recommended changes and corrections, and submit the required final document to The Graduate School at 118 Linton Hall.

The seminar is an integral part of this examination. Where possible it should immediately precede the examination. When this is not possible or desirable it should be presented to the Department in close proximity to the exam.

The committee may take by mutual agreement (no more than one dissenting vote) whatever action it deems just. The “Record of Completion of Requirements for the Advanced Degree” (Appendix F) will be completed and sent to the Chairperson of the Department immediately after the examination. The guidance committee may permit the student to re-take the exam once after an interval of three months.

10. Academic Standards

Michigan State University is sincerely interested that all of its graduate students excel in their particular majors. A 3.00 cumulative grade-point average in the degree program is the minimum University standard, but colleges, departments, or schools may establish a higher minimum standard. It is a disservice to the student to be continued in a doctoral program if the student does not possess all the qualifications necessary to carry on doctoral work. The Major Professor and guidance committee are responsible for making value judgments concerning the student’s suitability for the field as well as the rate of progress desirable to complete a doctoral program of study.

Normally, a 3.00 average is necessary to meet the minimum standards of quality, but attainment of such an average is no guarantee of meeting them.

A student who is unable to meet the standards of quality set by the Department or the College may be required by the Department Chairperson and the Dean to withdraw at the end of any semester.
11. Residency

One year of residence on the campus after first enrollment for doctoral degree credit is required to permit the student to work with and under the direction of the faculty, and to engage in independent and cooperative research utilizing University facilities. A year of residence will be made up of two consecutive semesters, involving the completion of at least six credits of graduate work each semester.

12. Transfer Credits

Graduate work may be transferred from other institutions if appropriate to a student’s program and recommended by the guidance committee, but no more than 9 semester or 12 quarter credits can be transferred. Transfer credits must have been completed within the time limit approved for earning the degree at Michigan State University.

13. Work in Absentia

Candidates for the doctoral degree may, with the approval of the guidance committee, conduct some work in absentia. Arrangements for registration may be made by applying at the office of the Dean of the College.

14. Time Limit

Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years from the time of a student’s first enrollment for doctoral degree credit. Should the degree not be completed within three years after the passing of the comprehensive examination, the entire comprehensive examination must be passed again.

15. Checklist for the Ph.D. Degree (Additional copy available in Appendix A)

a. Select a Major Professor and guidance committee no later than the end of the first semester of doctoral study. See section II.B.2 for guidance committee details. Meet with the Major Professor and Department Chairperson early in your program to discuss departmental philosophy and obtain approval of the selected guidance committee members.

b. Fill out “GRADUATE STUDENT ANALYSIS OF COURSES” form (Appendix F) before meeting with guidance committee.
c. Meet during the first semester with the guidance committee to discuss the proposed courses to be taken and complete the “REPORT OF THE GUIDANCE COMMITTEE” (Appendix F).

d. By February 15 of each year, complete the ANNUAL RECORD OF ACADEMIC PROGRESS REPORT. This is not an option; it is a requirement.

e. Discuss possible enrichments and select an appropriate one. Fill out the “ENRICHMENT PROPOSAL” form (Appendix F) and have it approved during your first year.

f. Before the end of the first year of study complete the **Qualifying Exam**, which is primarily an oral presentation and defense of the dissertation research proposal. Be sure to notify the Graduate Secretary of your Qualifying Exam date. This exam must be announced to the Department one week prior to you taking the exam. Obtain the “RECORD OF EXAMINATION - THE QUALIFYING EXAMINATION” form (Appendix F) for your guidance committee’s signature.

g. Students must take three 1-credit ENT 812 seminar courses. The subjects vary and one or two are usually offered each semester.

h. Graduate students will be made aware that it is the desire of the Entomology Department that they gain teaching experience during their degree program at MSU. The recommend frequency of teaching involvement will be twice for Ph.D. programs. All students will be given structured opportunities to teach, in accordance with needs of Entomology for teaching assistance. The Entomology Graduate Program Director, in consultation with the Department Chairperson, faculty, students, and Graduate Secretary, will extend the teaching invitations. Students are free to accept or reject these teaching opportunities. The Department recommends that faculty encourage rather than discourage their students to accept teaching invitations.

i. Consult with Major Professor and the Collection Manager concerning the number of voucher specimens for deposition (10 of each sex is common), method of mounting, date locality labels, etc. This should be done as a part of the planning prior to carrying out the research (Appendix E).

j. Complete any required course work. Amendments must be made on a “REQUEST FOR COURSE CHANGE” form (Appendix F) and filed with the Department Chairperson and the Dean’s office after all members of the guidance committee have agreed to the change(s). The usual time for course work completion is two to two and one-half years.

k. Complete enrichment work and submit “ENRICHMENT PROPOSAL - RECORD OF COMPLETION” form (Appendix F) to the guidance committee for final approval. This must be done before you schedule your final oral examination.

l. At least two semesters prior to anticipated receipt of degree, complete your Doctoral Comprehensive Examination. The guidance committee may permit a re-take of the exam(s) once after an interval of three months. Obtain “RECORD OF
COMPREHENSIVE EXAMINATION” (Appendix F) form for guidance committee’s signature.

1. Take the written examination questions at least two weeks before the date of the oral examination.
2. Set date for oral examination (one week notice to faculty required) after the written comprehensive examination has been taken.

After evaluation of both the written and oral examinations, the guidance committee will take by mutual agreement (no more than one dissenting vote) whatever action it deems appropriate. At that time the “RECORD OF COMPREHENSIVE EXAMINATION” form (Appendix F) will be completed, signed, and delivered to the Chairperson of the Department.

m. Indicate at registration the semester that you intend to graduate. If you do not graduate, you must reapply for graduation the next semester you intend to graduate.

n. Submit the final draft of your dissertation to your Major Professor for review, prior to distribution to the guidance committee. If your Major Professor considers it to be in reasonable condition, submit to each member of the guidance committee for review. Copies are to be presented to all guidance committee members and they must be given at least one week (preferably longer) to review it before the final exam.

o. Deposit voucher specimens with the Collection Manager of the museum (Appendix E).

p. Take final Oral Examination and submit “RECORD OF DISSERTATION AND ORAL EXAMINATION REQUIREMENTS FOR DOCTORAL DEGREE CANDIDATE” form (Appendix F) to guidance committee for signatures and further processing.

q. Make necessary changes in dissertation and submit one unbound copy of dissertation, two copies of the abstract (as specified in The Graduate School specifications stated in the Formatting Guide for Master’s Theses and Doctoral Dissertations.), a signed bookplate, the microfilming and binding contract, and other required forms to The Graduate School at 118 Linton Hall by the date specified for the semester of graduation.

r. Deposit one bound copy of your dissertation with the Graduate Secretary in the Chairperson’s Office. Your “Certification for Degree” form, which issues you your Ph.D. degree, will not be completed and forwarded to CANR and the Registrar’s Office until this done. It is also customary to provide your Major Professor with a bound copy of your dissertation.

s. Return all borrowed equipment, books, etc. and turn in your keys to the Entomology Business Office for your deposit refund.

t. You must fill out the “Termination Check-List” with your Major Professor and return it to the Graduate Secretary prior to leaving campus. This is a requirement
by MSU. It is also asked that you have an exit interview with the Entomology Chairperson.

D. Participation Recommended:

1. Department Seminars

Students and faculty are expected to attend the regular Entomology seminars held Monday afternoons at 4 p.m. in 244 Natural Science Bldg.

2. Graduate Student Attendance at Scientific Meetings

The experience of presenting research results and meeting with colleagues at scientific meetings is recognized as extremely important for graduate students. The Department strongly encourages graduate students to attend and present papers at these meetings. In general, the Department seeks to find some financial assistance for each graduate student to attend a minimum of one meeting (often more) per degree at MSU. The amount of support varies with the availability of funds and the cost of transportation. Travel advances are available or reimbursement can be obtained after the meeting. Itemized receipts showing proof of payment must be provided for all expenses with the exception of meals. Be sure to keep all receipts in order to get reimbursed when you return from your trip or if you receive a travel advance. More details on the rules and regulations regarding University Travel can be obtained from the Entomology Business Office.

3. Professional Societies

Graduate students should join professional societies whose activities enhance their broad career objectives or their specialized interests. Societies of interest to students are Entomological Society of America, the Michigan Entomological Society, Society of Nematology and other specialized societies.

The Entomological Society of America (ESA) is the primary professional organization for entomologists in the United States. Students may join the society at reduced rates. Benefits include receipt of the American Entomologist, the ESA newsletter and one journal, the privilege to publish in the society journals, the opportunity to present papers at meetings, and eligibility for awards. ESA membership applications may be obtained athttp://www.entsoc.org/index.htm. The Michigan Entomological Society (MES) members enjoy a newsletter, a journal (The Great Lakes Entomologist) and an annual meeting at a bargain basement membership fee.
IV. GRADUATE ASSISTANTSHIPS

The primary purpose of a graduate assistantship is to provide financial support for the student’s graduate studies while he or she performs specific job related duties that need to be accomplished. All graduate assistants must be registered as graduate students. Registration is computer based. Procedures for enrolling can be found at: http://www.reg.msu.edu/roinfo/enrollment.asp

Graduate Assistant Minimum and Maximum Credits

<table>
<thead>
<tr>
<th>Assistantship Appointment</th>
<th>Minimum Credits</th>
<th>Maximum Credits</th>
<th>Tuition Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MS</td>
<td>PhD*</td>
<td>MS</td>
</tr>
<tr>
<td>¼- time</td>
<td>6</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>½-time</td>
<td>6</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>¾-time</td>
<td>3</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Summer</td>
<td>3</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

* Upon successful completion of the comprehensive exam a doctoral student, both domestic and international, may register for one credit and be considered a full time student.

None of these credits may be taken as a visitor. A waiver of out-of-state tuition is granted to out-of-state students during the semester of appointment. Most fees associated with enrolling each semester (infrastructure/matriculation/enrollment) are also waived. Student taxes are not waived and are the student’s responsibility.

Unsatisfactory performance in course work or in performance of duties will result in termination of an assistantship.

A. Selection of Graduate Assistants

Final selection of graduate assistants is made by the Department Chairperson upon consideration of recommendations from faculty members. Appointments of graduate assistants will be made on a semester basis, with a maximum appointment of one year. Reappointments will be contingent upon continued satisfactory performance of duties, and the continuing availability of funds.

By April 22nd of each calendar year, the Department Chair will advise each graduate assistant in writing on one or more of the following:

1. The assistantship will be renewed for the following academic year;

2. The assistantship will be renewed provided the student is able to meet certain specified conditions;
3 The assistantship will be renewed provided the Department is able to meet certain specified conditions; and

4 If the assistantship will not be renewed for the following academic year, the reason shall be indicated.

B. Assistantship Responsibilities

The normal workload for ½ time assistantships is 20 hours (10 hours for a ¼-time) per week, averaged over the length of the appointment. All University policies on assistantships should be followed. To find out more information on what those policies are, please refer to the brochure “Graduate Assistantships” (accessible on line at http://grad.msu.edu/all/gradasst.pdf).

Research (R) - all duties directly related to research or other research assistant duties as exemplified by the status quo appointment practices in use as of February 2, 2001.

Teaching (T) - teaching, preparing handouts, monitoring examinations, and other instructional duties. A ½ time teaching assignment in Integrative Studies (CISGS) composes three laboratory sections.

Level 1: Must hold a Bachelor's degree and have less than one year of experience as a graduate assistant.

Level 2: Must hold a Master's degree and/or possess one year of experience as a graduate assistant. Advancement from Level 1 to Level 2 is routine on completion of 45 credits or one year (two semesters) of experience at Level 1. Advancement is normally accompanied by an increase in the graduate student's stipend.

Level 3: Must hold a Master's degree or equivalent, and have six semesters of experience as a graduate RA/TE at Michigan State University, or equivalent. Advancement to the rank of Senior Graduate Assistant is not routine, but is on a merit basis, with the above prerequisites being considered nominal, and is normally accompanied by an increase in the graduate student's stipend. The stipend will depend on the qualification of the individual, availability of funds in this Department, and be within the range established for the University. Also required is successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled.

The assistantship supervisor (typically the Major Professor or in the case of teaching assistants, the class lecturer) should make assignments and/or duties clear to the assistant. If there is a question of clarity or disagreement about these assignments or duties, then it should be the responsibility of the graduate assistant and the assistantship supervisor to develop a written agreement on the assistant’s assignments and duties and have it signed by both parties.

Each Major Professor must file a written progress report (the Annual Evaluation) for each graduate assistant with the Department Graduate Committee each spring semester. The progress reports should take into account performance as an assistant, even when the assistantship was supervised by another faculty member. The graduate assistant is expected to
remind his or her Major Professor to fill out the annual graduate student performance evaluation sheet and to include a review of performance as an assistant. These forms will be used in evaluation of assistantship performance.

The University expects graduate research and teaching assistants to follow the Code of Teaching Responsibility. The brochure entitled “Graduate Assistantships” contains more information on University policies concerning assistantships.

**C. Graduate Assistantship Stipends**

The exact amount of the stipend will be determined by the Department Chair in consultation with the Major Professor. All stipends will be within ranges established and published by the Provost's Office. Advancement and promotion of graduate assistants will be determined by the Department Chairperson with the advice of Faculty members.

The pay Fall semester period begins on August 16 of every year and the assistant receives a paycheck on the 15th of each month, beginning in September. If the 15th falls on a Saturday or Sunday, checks arrive the Friday before. Graduate Assistants can arrange to have paychecks direct-deposited by completing the appropriate on-line form at www.epayroll.msu.edu. Paychecks or Direct Deposit Advice forms are available in Room 243 Natural Science after 3:00 pm on pay-day.

Rules governing tax status are according to I.R.S. guidelines. Stipends are subject to income taxes with few exceptions. The taxability of stipends is subject to review by the Internal Revenue Service. Please call the Payroll office (355-5010) for more information. Graduate Assistants are required to file a W-4 Withholding Allowance Certificate. Domestic students must fill out this form on line at www.epayroll.msu.edu. International students must to go the Payroll Office in person to fill out the form. Payroll is located in Room 350 of the Administration Building.

**D. Graduate Assistantship Health Insurance**

Michigan State University and the Council of Graduate Students (COGS) worked together to offer graduate assistants health insurance coverage beginning Fall Semester 1994. “Student only” coverage will be automatically provided, at no cost, to graduate assistants. Michigan State University will provide a full 12 months of coverage if the student’s appointment is for at least nine months. To enroll a legal spouse/same-sex domestic partner and/or dependent children, the student should contact the MSU Benefits Office at 353-4434. To review the cost for enrolling spouse and/or children go to http://hr.msu.edu/HRsite/Benefits/Students/HealthCov. Questions regarding enrollment, premium payment and coverage should be directed to the Aetna Group, www.aetnastudenthealth.com/msudirect.htm or call 1-800-859-8452. Questions or issues that cannot be resolved with the Aetna Group may be directed to the MSU Benefits office at 1407 South Harrison Road, Room 140 Nisbet Building at 517-353-4434, ext. 536.

**E. Parking for Graduate Assistants**

Graduate Assistants are allowed to park in all Faculty/Staff lots south of the Red Cedar River. To register a vehicle the student needs to take the vehicle registration, proof of insurance, and a copy of his or her signed Appointment Form (obtained from the Graduate Secretary) to the
Vehicle Office located in the Police and Public Safety Building, 87 S. Red Cedar Road. NOTE: Gate cards require a refundable deposit. The permit can be issued for up to a year but is limited to the term of the student’s appointment.

Hourly and daily parking permits issued by the Department of Entomology are NOT to be used by graduate students for their personal use. These permits are only to be used for visitors to the Department on Department business. Special parking permits can be arranged in advance with DPPS.

F. Limits on Number of Terms of Assistantship Support

The University policy for term limits is a maximum of five years for a Master’s degree and a maximum of eight years for a Doctorate degree.

The Departmental policy follows these maximum guidelines. However, most graduate research assistantships are dependent on outside grant funding that typically have limits on the number of semesters/years the position is funded. Graduate students should discuss the length of time funding is expected to be available for assistantship support with their Major Professor.

Departmental responsibility for funding a graduate assistant shall not extend beyond the semester in which the appointment was made. An assistantship may be terminated in less than one semester if the assistant fails to meet the grade standards, because of poor performance as an assistant, or because the student has not satisfactorily completed the minimum credit hours required in each semester that she or he is enrolled.

G. Termination of Appointment

1. The assistantship will terminate upon degree completion. A student who wishes to terminate an assistantship prior to that time should notify the Major Professor (and the assistantship supervisor if different) and the Graduate Secretary.

2. Substandard Performance: The department may terminate a graduate assistantship for substandard performance or inability to perform expected duties. Substandard performance may be brought to the attention of the Department Chairperson, typically through the normal annual review of graduate student performance documents. Academic difficulty will result in a review of the student’s overall situation by the graduate committee. If there is a conflict of interest between a graduate teaching assistant and his or her students, the teaching assistant’s performance may be considered substandard.

3. Violations: The department may also terminate an assistantship in cases of violation of the General Student Regulations contained in the Spartan Life handbook, or of the provisions concerning graduate student responsibilities contained in the “Graduate Student Rights and Responsibilities.” This action may be initiated by the Department Chair or by the student’s Major Professor or assistantship supervisor.

4. Budgetary Constraints: The Department may also terminate assistantships for budgetary reasons. Should this be necessary, continuing graduate assistants will be given some priority over new appointees depending on their qualifications to perform the required activities.
H. Fellowships

Fellowships are not the same as assistantships. Fellowships are offered through various sources, (e.g., Science to Achieve Results (STAR), NASA Graduate Student Research Program), and can offer the same benefits as an assistantship if done properly. If the student receives a fellowship, communication between the student and Major Professor, along with Entomology Business Manager and Graduate Secretary is VITAL.

Receipt of externally funded fellowships by students who have written their own grant applications worth at least $20,000 (direct costs) makes the students eligible to apply for the in-state tuition rate if they do not already qualify. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. This policy applies only to fellowships funded through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify the students for in-state tuition rates. This perk is available for a limited number of external fellowship recipients per year. For more information contact The Graduate School.

In general, fellowships only cover the student’s stipend. They do not cover health insurance, tuition fees, and incidentals. However, the student can request monies in addition to the stipend to cover these expenses. If the student requests monies beyond the stipend, he or she must notify the Department Business Manager and Graduate Secretary IMMEDIATELY. Because additional funds are requested to cover these expenses does not mean they will be received.

If the student receives a fellowship, he or she is not granted in-state residency (unless already a Michigan resident) and needs to be aware of out-of-state tuition rates.

Coverage of health benefits requires a form be filled out and sent to Human Resources from the Department of Entomology (see Graduate Secretary to initiate). To ensure that health coverage begins at the same time as the fellowship, paperwork should be processed prior to the start of the fellowship.

Additionally, to ensure that enough monies are available to cover additional expenses verification of available monies must be approved by the Department Business Manager.

To be eligible for a parking permit the fellowship must be over $1,000. If the fellowship is for one semester, the student will be eligible for a permit during that semester. If the fellowship is for Fall through Spring semester, he or she may obtain a permit for the entire year. The student will be required to show a copy of his or her fellowship appointment form to receive the permit at the Department of Public Safety. You can obtain a copy of your fellowship paperwork from the Graduate Secretary.

Dissertation Completion Fellowships require a minimum enrollment of one credit.
I. Graduate Assistant Illness/Injury/Pregnancy Leave and Vacation Policy

A graduate assistant unable to fulfill the duties of his or her appointment because of illness or injury shall notify his or her Major Professor as soon as circumstances permit. Similarly, a graduate assistant unable to fulfill the duties of her appointment because of pregnancy shall notify her Major Professor as soon as circumstances permit.

During the illness, injury, or pregnancy the Major Professor shall adjust (reduce, waive, or reschedule) the graduate assistant’s duties as those duties and the assistant’s physical circumstances reasonably dictate. If total absence from duties becomes necessary, the Major Professor shall maintain the stipend of the appointment, provided the graduate assistant is still enrolled, for a period of two months, or to the end of the appointment period or of the semester, whichever should occur first. Continuation of the appointment is at the discretion of the Major Professor. See the Academic Programs Book for more details.

Vacation time should be arranged in advance with the Major Professor.

V. Department Policies and Procedures

A. Travel on University Business or in University Vehicles

Graduate students are required to contact the Entomology Business Office and complete a “Travel Authorization” anytime they travel out of the state of Michigan, whether or not they will be reimbursed for their trip. This will make sure they are covered for insurance purposes. In addition, each graduate student wants to be sure a “Blanket Travel Authorization” is on file for them. This gives the student the authorization to travel throughout Michigan to conduct MSU business. These are updated annually (7/1 to 6/30) and are also handled through the Entomology Business Office.

Travel to professional meetings and other scholarly activities are highly encouraged. While MSU and the Department of Entomology have some funding opportunities available to graduate students for travel, most graduate student travel funding, in support of their research, is set by their Major Professor. All graduate students should consult with their Major Professor on all travel interests and opportunities. In addition, graduate students should work closely with their Major Professor when filing paperwork with the Business Office to make sure all parties are in agreement with the amount of the reimbursement and the account number(s) being used.

Graduate students can also use University Vehicles in order to transport research related materials to field sites and for travel. However, strict guidelines exist for using University Vehicles. Please consult your Major Professor or the Entomology Business Office if you have questions regarding policies and procedures regarding University Vehicle use.

Requirement for Employees (including Graduate Students) Driving University Vehicles:

- Posses a valid unrestricted U.S. driver’s license, with proper class and endorsements listed for the vehicle(s) to be operated;
- Have a satisfactory driving record;
- Sign an Employee Driver Certification form annually.
B. Business Procedures in the Department

**NOTE:** Graduate students should receive approval from their Major Professor prior to using an MSU account number for purchases or reimbursements of any kind! If you have any questions or policies or procedures, they should be directed to the Entomology Business Office, Room 243 Natural Science.

1. **Reimbursement for Misc. Expenditures.** Occasionally, graduate students may have to make miscellaneous small purchases using personal funds. To receive reimbursement provide an itemized receipt that shows proof of purchase to the Entomology Business Office. MSU’s Accounting Department will not reimburse individuals for purchases unless receipts have this information. You also need to provide the Entomology Business Office with an account number for your reimbursement. Do not purchase items with personal funds if it is possible to get the same item through University Stores or Open Orders using an MSU account number! If a graduate student ever feels unsure about whether or not they will be able to get reimbursed for a purchase be sure to contact the Business Office with any questions regarding the purchase prior to spending personal funds.

2. **University Stores:** Many general use items – from office to research supplies and everything in between – can be found at MSU’s University Stores. Their catalog can be found on-line at [www.universitystores.msu.edu](http://www.universitystores.msu.edu). All receipts for any purchase must be turned into the Entomology Business Office.

3. **Open Orders:** Over 200 vendors participate in MSU’s Open Order’s program. This is an easy way to make purchases using an MSU account number when University Stores doesn’t carry something in stock. A list of participating vendors can be found at [www.universitystores.msu.edu](http://www.universitystores.msu.edu). Open Orders must be placed through the Entomology Business Office. In addition, all packing slips and receipts must be turned in to the Business Office.

4. **Purchase Requisitions:** When one of the resources listed above can’t be used to make a purchase, or an item over $2,500 has to be purchased, then a Purchasing Requisition is used. Requisitions must be processed through the Entomology Business Office. The Business Office Staff can provide details on what information is needed for processing.

5. **Material Return Forms:** Any time University property is sent off campus for repair, return, replacement, exchange, etc., a Material Return (or MR) is required. These forms are processed through the Entomology Business Office.

6. **Key Policy.** Entomology currently has a $10 deposit per room/lab key. Keys for the Natural Science Building and Guiltner Hall can be checked out from the Entomology Business Office and keys for the CIPS Building can be checked out from Rm. 107 CIPS. If you lose your keys you forfeit your deposit and must re-pay the $10 fee to receive another key(s). **Be sure to turn in your keys before you leave MSU.** After you complete your program and return your keys a check will be processed refunding you your deposit (sorry, no cash will be given).
7. **Copy Machine Policy.** Your copy charges are the responsibility of your Major Professor. He or She will need to supply you with the appropriate copy code in order for you to use Entomology’s Departmental copy machines.

8. **Recycling Paper.** MSU has a strong commitment to recycling. Put paper discards into recycling boxes in the copy room (242 Natural Science) or in other locations throughout campus buildings. Be sure to pay attention to the kind of paper and recyclable material that can go into the various recycling boxes and bins located around campus.

9. **Computer Laptops and LCD Projectors.** The Department has laptop computers and LCD projectors that can be reserved for departmental business (e.g. classroom, lectures, seminars, extension talks, etc.). They are located in the Entomology Business Office. It is recommended that you reserve them in advance whenever possible.

10. **Reserving Conference Rooms.** The Department has two conference rooms available for departmental use, Room 231 Natural Science and 244B Natural Science. Contact the Graduate Secretary to reserve these rooms. If these rooms are unavailable you may be able to reserve the Zoology or Geology conference rooms, both of which are located in the Natural Science Building. You will need to contact the office staff in these departments to check on availability and make arrangements. The CIPS Building and the National Food Safety and Toxicology Building also have conference rooms available which Entomology faculty and staff use regularly.

### C. Hutson Travel Funds

Funds to partially pay graduate student travel to professional meetings and conferences are available through The Hutson Endowment. Funding is limited to one domestic trip per year and one international trip during your graduate career at MSU. Requests for domestic travel funds must be submitted no later than eight weeks prior to the travel date. International travel requests should be initiated as much as 6 months in advance.

The request should include the following information:

1. Dates of the meeting or conference.
2. Name or sponsor of the conference or meeting.
3. Meeting location.
4. Information on your participation, i.e. will you be presenting a talk or a poster, participating in Linnaean games or other activities at the meeting. First year M.S. students are not required to participate in the program at meetings.
5. Projected costs of the trip.
6. A brief (one or two paragraphs) narrative statement about how you will benefit by attending this meeting or conference.
VI. Academic Policies and Student Conduct

A. Departmental Policies: Integrity and Safety in Research and Teaching

The Department of Entomology takes its role in training graduate students to be ethical and productive scientists and ethical educators very seriously. As part of this responsibility, this section will inform you of the program's expectations for responsible conduct of research. Responsible conduct in research involves not only ethical behavior regarding honesty, but also includes policies involving safe and ethical use of animals, human subjects and appropriate handling of hazardous materials including pesticides, laboratory chemicals, radioactive materials, transgenic organisms and pathogenic organisms. Because ethical violations, in addition to academic deficiencies, are grounds for dismissal, we suggest that you familiarize yourself with this section.

1. Research Integrity. The document Guidelines for Integrity in Research and Creative Endeavors is provided to all faculty members and new graduate students. The concepts and principles contained in this document are accessible at http://www.msu.edu/user/gradschl/all/ris04.pdf and specific details regarding recognition of professional accomplishments are detailed in Appendix G of this Guide. Key points of this document are also reviewed during the orientation program for new students. Students and faculty share responsibility for ensuring adherence to these Guidelines.

1.a. The above Guidelines (p. 12) outline and discuss eight key principles for research integrity:

1. Honesty in proposing, performing, and reporting research, including storing and documenting primary data.
2. Recognition of prior work.
3. Confidentiality in peer review.
4. Disclosure of potential conflicts of interest.
5. Compliance with institutional and sponsor requirements.
6. Protection of human subjects and humane care of animals in the conduct of research.
7. Collegiality in scholarly interactions and sharing of resources.
8. Adherence to fair and open relationships between senior scholars and their coworkers.

1.b. Misconduct in research and creative activities will not be tolerated. Misconduct includes fabrication or falsification of data or information, as well as plagiarism. It also includes serious or continuing non-compliance with government regulations pertaining to research, and retaliation against whistle blowers. It does not include honest errors or honest differences of opinion in the interpretation or judgment of data. Misconduct is an egregious violation of standards of integrity and is grounds for disciplinary action, including the termination of employment of faculty and staff, dismissal of students, and revocation of degrees. Faculty, staff, and students all have the responsibility to understand the University's policy on misconduct in research and creative activities, to report perceived acts of misconduct of which they have direct knowledge to the University Intellectual Integrity Officer, and to protect the rights and privacy of individuals making such reports in good faith.
1.c. Training and permission for safe and ethical use of hazardous materials, animals and human subjects.

All research conducted at Michigan State University must be in compliance with current regulations governing laboratory safety and the ethical treatment of both animals and human subjects. In general, use of vertebrate animals and humans in research requires approval prior to the beginning of the research. Surveys, focus groups and related sociological/human dimensions research are considered research involving humans. In some special cases, where there is use of invertebrates in a human health application, approvals are needed also. The Graduate School will check whether appropriate approvals were obtained at the time the student’s thesis or dissertation is submitted. Failure to ensure that graduate research was done with advance approvals could delay or prevent graduation.

1.c.i. Laboratory Safety. All graduate students who work in laboratories outside of regularly scheduled classes must have prior approval by a faculty member. No approval can be given unless the student has completed the Laboratory Safety training offered by the University Office of Radiation, Chemical and Biological Safety (ORCBS). Students must certify that they have completed this training before being allowed to work in any laboratory. Maintaining the Department's compliance with safety regulations is a responsibility of all students working in Entomology laboratories. To sign up for the training, students should go to the ORCBS website, at www.orcbs.msu.edu. Follow the “Training” link to “Chemical Hygiene and Laboratory Safety.” The training program, as well as the required annual refreshers, can be completed online.

Use of biological materials, pathogenic organisms, radioactive substances, or certain hazardous chemicals requires additional training. The student’s major professor will provide information about the required training in such cases. Regulations can be obtained from ORCBS, the Office of Radiation Chemical and Biological Safety, http://www.orcbs.msu.edu/.

*Note: The Department of Entomology also has its own Lab Safety sheets that it requires to be filled out and on file stating what kind of safety training graduate students need to have in order to be in compliance. These forms are given to students at Graduate Student Orientation. You MUST fill these forms out with your Major Professor and return them to the Entomology Business Office timely.

1.c.ii. Human Subjects. Any research involving human subjects or materials of human origin must be approved by UCRHIS, the University Committee on Research Involving Human Subjects, before any such research is initiated. Application for approval must be submitted by the major professor jointly with the graduate student. The full review process typically requires a minimum of one month to complete, but is longer when revisions are necessary. The application must be renewed annually, and before each portion of research involving human subjects is performed. If a student fails to obtain the appropriate prior approval, the thesis or dissertation containing such work will not be accepted, and the student will not graduate.

Details of the requirements and the application are available at http://www.humanresearch.msu.edu/. The UCRHIS office is located in 202 Olds Hall. For
information or consultation, call 355-2180 or visit the web site: http://www.humanresearch.msu.edu.

1.c.iii. Vertebrate Animals: The use of vertebrate animals in research, teaching, and outreach activities must be approved by the Institutional Animal Care and Use Committee (IACUC). (see www.iacuc.msu.edu) Only faculty who are Principal Investigators on a project can submit the animal use form. Graduate students and others who are active in certain activities on a project need to be listed on the form and receive training (see on-line training at www.iacuc.msu.edu/training/training_index.htm). Information and/or copies of the form may be obtained from the Office of Research Ethics and Standards, A620 E. Fee Hall, ph. 517-432-4151. The application must be typed and complete in its entirety. If the application is not complete, it will be returned. The full review process typically requires 4-6 weeks. Once approved, the application is valid for three years. Each year, Principal Investigators will be sent, and are required to complete, sign and return, a brief Annual Review Letter. Failure to return the Annual Review Letter will lead to inactivation of IACUC approval to animal use. Any significant changes in animal research activities must be processed and approved through IACUC. Although the faculty Principal Investigator is responsible for filing animal use forms, it is the student’s responsibility to ensure that his or her research is covered under an approved and active project.

2. Integrity in teaching and learning. Graduate students often find themselves playing dual roles of both teacher and learner over the course of their programs. Each of these brings its own set of responsibilities for ethical conduct. It is, therefore, doubly important that graduate students support academic honesty and the highest level of professional integrity in their own classrooms. The details of these responsibilities, which are summarized below, are available as part of the Spartan Life Student Handbook and Resource Guide. www.vps.msu.edu/SpLife/index.htm

2.a Academic honesty. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The Department of Entomology, in agreement with the University, expects that both faculty and students will honor these principles. As students, graduate students are expected to adhere to the policies of protection of scholarship and grades which specify that no student shall claim or submit the work of another as his/her own, complete any assignment or examination for another individual, or accept or use any materials containing questions for examinations or assignments without proper authorization. In addition, students should be familiar with the All-University policy on Integrity of Scholarship, which includes disciplinary procedures in cases of suspected academic dishonesty (Spartan Life).

2.b. Code of Teaching Responsibility. When a graduate student takes on the formal responsibility of helping with the instruction of other students, whether as a grader, proctor or teaching assistant, he or she accepts a new set of obligations. Although the ultimate responsibility for course management resides with the instructor-of-record, the Department expects teaching graduate students to adhere to the Code of Teaching Responsibility, as detailed in the Spartan Life Student Handbook. This code includes but is not limited to meeting classes regularly, informing students of methods used to determine their grades, returning graded work with sufficient promptness to enhance the learning experience, and being accessible to students through the use of a reasonable number of scheduled office hours. In addition, the Department expects graduate Teaching Assistants to uphold the highest integrity in assigning graded work, and to protect the privacy of students under their authority.
3. **Conflict of interests in educational responsibilities.** Graduate students in teaching roles must realize that there is a significant power differential between them and their students. The University recognizes that any employee, including teaching assistants, may undermine the trust needed for effective teaching if they allow the development of amorous or sexual relationships with their students. The All-University Policy on such conflicts of interest is detailed in the *Spartan Life* Student Handbook.

**B. Student Conduct and Conflict Resolutions**

1. The *Graduate Student Rights and Responsibilities (GSRR. Section 1.2)* notes that graduate students have both rights and responsibilities. Rights include the right to learn. Responsibilities include the responsibility to refrain from all of the following: interfering with the rights of others; harassing other students, faculty or staff; misusing department resources; and engaging in unethical behavior in both research and in academic matters including teaching and learning (see Section VIII). Expanded details of these policies, including codes of conduct for graduate students, are found in the *Spartan Life* student handbook, which contains both the *Graduate Students Rights and Responsibilities* document and *Academic Freedom for Students at Michigan State University*. It is available at [http://www.vps.msu.edu/SpLife/default.pdf](http://www.vps.msu.edu/SpLife/default.pdf).

2. Students share with faculty the responsibility to maintain an atmosphere conducive to teaching and learning, to maintain the integrity of scholarship and grades, and to maintain standards of professional behavior and relationships based on mutual trust and civility (GSRR 2.3). Failure on the part of the student to meet these responsibilities may result in dismissal from the program.

3. The procedure for resolving conflicts between a graduate student and his/her major professor or guidance committee, or between the student and another faculty member or department administrator, is outlined in general in Article 5 of the GSRR. Essential elements of the procedure are as follows.

   a. It is recommended that the student first seek resolution and redress informally through discussion with the appropriate individual(s). Students are also encouraged to contact the University Ombudsman who can provide independent and confidential advice. Information regarding the office of the Ombudsman is accessible at [www.msu.edu/unit/ombud/](http://www.msu.edu/unit/ombud/).

   b. If informal resolution cannot be obtained, a formal written grievance may be sent to the Department Chairperson, who will convene a department hearing board that consists of two faculty and one student member of the Graduate Committee, plus the department chairperson or representative.

   c. The findings of the departmental hearing board may be appealed to the college-level hearing board. (GSRR 5.4.12).

4. If you feel like you have been discriminated against based on your age, race, religion or sexual preference, you should discuss the situation immediately with the graduate student advisor or the chair of the department. Discrimination is prohibited at Michigan State University.
If the issue is not resolved within the department you have the option of contacting the Anti-Discrimination Judicial Board (ADJB). This panel hears discrimination complaints filed by students and faculty. The ADJB coordinator reports directly to the President. Discrimination complaints must be filed soon after the discrimination occurred. (see p 41 of Spartan Life).

VII. University Procedures and Resources

A. General Policies

The Department has developed its policies to complement and augment University and College policies and guidelines. All students should be familiar with these policies which can be located at the sites below.

1. Academic Programs.
   http://www.reg.msu.edu/AcademicPrograms/
   This document includes sections on:
   - Graduate Education
     http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s111
   - Graduate Study in the College of Agriculture and Natural Resources
     http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=114

2. Graduate Student Rights and Responsibilities (GSRR) are available as part of the Spartan Life Student Handbook and Resource Guide.
   www.vps.msu.edu/SpLife/index.htm

3. Guidelines for Graduate Student Advising and Mentoring Relationships.

4. Guidelines for Integrity in Research and Creative Activities.

Guidelines (3) and (4) are available in Vol. 7, No. 2 (Spring 2004) of the Research Integrity newsletter www.grad.msu.edu/all/ris04.pdf
Current and back issues can be accessed at www.grad.msu.edu/integrity.htm

5. Access to student records is governed by:
   - The provisions of FERPA (Family Educational Rights and Privacy Act)
     http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp and by
   - MSU's Guidelines Governing Privacy and Release of Student Records
     http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s542
B. University Resources

The University provides a wide array of services to students to assist them in adjusting to the rigors and stresses that go with a demanding academic life. The following is a listing of some of the available services.

1. Student Affairs and Services/Academic Services and Multicultural Issues Unit

The Vice President for Student Affairs and Services and the Academic Services and Multicultural Issues Unit has general administrative responsibility for all students for several units that are of aid and benefit to graduate students. Some examples of these units are Career Services and Placement, Center for Service Learning and Civic Engagement, the Counseling Center, and the IM Sports and Recreative Services, just to name a few. Links to these and other services can be found at www.vps.msu.edu/units.

The Student Life area includes Campus Life Orientation, Student Activities, Leadership Development, and Judicial Affairs, among others. Information is available at http://www.studentlife.msu.edu/.

2. MSU Library

We recommend that on-campus students take advantage of the library tours in order to more thoroughly familiarize themselves with all the available resources. There are many branch libraries on campus. Consult Spartan Life for more information. The library also has available a large number of electronic resources.

3. Academic Computing and Network Services

Academic Computing and Network Services offers a variety of computer and technology related services, including the MSU Computer Store. Information can be found at www.computing.msu.edu.

4. MSU Bookstore

The MSU Bookstore is located in the basement of the International Center on Shaw Lane. Several other off campus bookstores are also located in the East Lansing area.

5. Office for International Students and Scholars (OISS)

The Office for International Students and Scholars (OISS), located in room 103 in the International Center, phone 353-1720, email: oiss@msu.edu, serves international students and foreign faculty. OISS is a resource center for information and consultation on matters related to the international student and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These have included immigration and various training programs. The OISS web page is

6. Learning Resources Center

This is a self paced, individualized learning center that offers free assistance to students who want to improve their study skills. Workshops on specific study skills are offered throughout the year. They are located at 202 Bessey Hall and their phone number is 355-2363. Their web address is http://lrc.msu.edu/.

7. Center for Service-Learning and Civic Engagement

This is a volunteer program that gives students the opportunity to learn about different work environments while providing community service. Staff are available to assist students in choosing placement that meets their interests. The Center for Service-Learning and Civic Engagement is located in 27 Student Services. Their phone number is 353-4400. http://www.servicelearning.msu.edu/

8. MSU Writing Center

This center offers writing consultation to graduate as well as undergraduate students. One on one consultations are best for small papers or projects like vitas, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects like research and conference papers, and even theses and dissertations. The center has a library with books on resumes, vitas and cover letters, and examples of all of the above. It also operates satellite centers, including one in the MSU library. They are located in room 300 Bessey Hall and their phone number is 432-3610. http://writing.msu.edu/.

9. Career Services and Placement

The Career Services and Placement office assists students in career advising and seeking employment upon graduation. Their office is located in 113 Student Services Building and can be contacted at 355-9510. Their staff does workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well written resume.

10. Resource Center for Persons with Disabilities

The Center provides services for persons with disabilities to maximize their opportunity for full participation in University activities. They are located in room 120 Bessey Hall. Their phone number is 884-7273. http://www.rcpd.msu.edu/.

11. Counseling Center

Students should feel free to contact the Counseling Center for personal concerns and crisis. Professional counseling and psychological services are offered to assist with personal, as well as career concerns. All services are confidential. The Counseling
12. Olin Health Center

The Student Health Service is located in Olin Health Center – phone number is 884-6546, www.olin.msu.edu. In the event of a life-threatening emergency, no matter what time of day, always call 911.

13. Women's Resource Center

The WRC coordinates contacts relating to concerns of women, and advocates for women's issues by developing and implementing programs targeted for women faculty, staff and students. The WRC sponsors many workshops on campus. They are located in room 332 Union Building, phone 353-1635. www.wrc.msu.edu.


Students have access to equipment and facilities in the intramural facilities located in the IM-West, IM-East, and IM-Circle. Students must present a current MSU student ID in order to be admitted to these facilities and use the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in the IM-East. www.imsports.msu.edu.

15. MSU Student Food Bank

The MSU Student Food Bank is intended to supply supplemental food and other necessities to student and their families who need this kind of support. If you are in need of their help, or would like to support this cause, go to their web site for more information. www.msu.edu/~foodbank/.

16. MSU Safe Place

MSU operates a domestic abuse center, which serves MSU students, faculty, staff, retirees or their partners, and children who are experiencing an emotionally, physically or sexually abusive relationship. All services are free and confidential. Phone: 355-1100; www.msu.edu/unit/safe/

17. CIC Traveling Scholar Program

MSU is a member of the Committee on Institutional Cooperation (CIC). Through this committee's traveling scholar program, a doctoral student can take a limited amount of course work at any Big Ten University or the University of Chicago. Participants in this program normally pay tuition at MSU and at MSU rates for courses taken at other participating institutions. A doctoral student interested in this program should contact the Office of the Graduate School (355-0300) for instructions and formal processing. http://grad.msu.edu/cic/htm.
18. Health Insurance

MSU offers a student health insurance plan. Information can be found at http://www.hr.msu.edu/HRsite/Benefits/Students/HealthCov/. E-mail questions can be submitted at studentinsurance@hr.msu.edu. As described in the Assistantships sections, graduate assistants are provided with health insurance as part of their benefits.


Check the International Studies and Programs website for issues related to safety around the world. http://travel.state.gov/index.html.

20. MSU Travel Clinic

Graduate students planning to travel abroad should always contact the MSU Travel Clinic. http://www.travelclinic.msu.edu/. They have current information on health risk associated with travel and can provide details on needed immunizations.

C. Transportation

1. Parking on Campus

Any vehicle you bring on campus must be registered through the Parking Division of the MSU Police and Public Safety office, www.dpps.msu.edu. To obtain a parking permit the applicant must present their vehicle registration, student ID, drivers license and, if appropriate, last year's gate card. Graduate assistants must present a copy of their appointment document.

2. Buses

Buses operated by CATA serve all parts of the campus and connect with CATA routes serving the Lansing and East Lansing area. www.cata.org.

3. Bikes

The University maintains bicycle racks throughout the campus. Bikes should be locked to these racks when parked. Bikes are not permitted in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. An MSU. Bike registration may be received, at no charge, from the Department of Public Safety. Go to www.dpps.msu.edu for details.
D. Organizations

1. Council of Graduate Students (COGS)

COGS is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in on and off campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative.

COGS offers a variety of services to MSU graduate and professional students, including copy services and short-term loans. They are located in room 316 Student Services, Phone number 353-9189. [www.cogs.msu.edu](http://www.cogs.msu.edu).

2. Faculty-Professional Women's Association

The purpose of the Faculty-Professional Women's Association is to provide a forum for and support of the various interests of the present and future professional women at Michigan State University. Graduate students are eligible to join the association as non-voting members. The dues for MSU graduate students are about 25% of the full dues. Non-voting members cannot vote in elections or on issues, nor can they hold a regular board position or office. Other than that, they have all the other rights and privileges of regular members. [https://www.msu.edu/~fpwa/](https://www.msu.edu/~fpwa/).

E. Publications

1. Graduate School Publications, [www.grad.msu.edu](http://www.grad.msu.edu)
   The Graduate School puts out a number of documents that provide useful information for graduate students.

   This is the primary source for university regulations, policies, procedures, and academic program requirements.

3. Schedule of Courses, [www.schedule.msu.edu](http://www.schedule.msu.edu)
   Provides course schedule information.

4. Graduate Student Rights and Responsibilities
   This document is published in Spartan Life, and can also be accessed via Michigan State University's Web page at [http://grad.msu.edu/all/policies.htm](http://grad.msu.edu/all/policies.htm), and contains University policies concerning graduate education.
   This is produced by the Department of Student Life in the Division of Student Affairs and Services.

6. PREP Program for graduate students’ professional development
   [http://www.grad.msu.edu/prep/index.htm](http://www.grad.msu.edu/prep/index.htm)


   This guide can be found at [http://www.grad.msu.edu/graduation.htm#doctoral](http://www.grad.msu.edu/graduation.htm#doctoral).

   A weekly newspaper geared to University.

    An independent student-run newspaper that contains news and a listing of events of interest to faculty and staff.