Purdue University
Department of Entomology
Graduate Program Guide

In addition to the Graduate School Policies & Procedures

Revised 8/25/2015
Introduction

Graduate study stresses the development of the individual in their chosen specialty. Students proceed through a series of requirements, which both measure and recognize progress toward degree objectives. Entomology students must adhere to both University and Department policies and procedures, which are, in general, well established; however, if they are changed appropriate written notice will be given. Each student should become thoroughly familiar with the procedures given in the Purdue Graduate School and Policies and Procedures of the Graduate Degree Program, Department of Entomology.

Degrees

The Department of Entomology offers programs leading to the Degrees of Master of Science (M.S.), Doctor of Philosophy (Ph.D.) and Non-Thesis Master of Science. A thesis is required as partial fulfillment for the M.S. and Ph.D. In general, it is the policy of the department to require the M.S. before the Ph.D., however, exceptional students will be considered for direct admission to the Ph.D. program, when requested by the student to the graduate admission committee.

Admission Requirements

The below listed documents are required to apply for graduate studies.

- **Application and Statement of Purpose:** The graduate school has an online application system. You can find it at this link: [https://gradapply.purdue.edu/apply/](https://gradapply.purdue.edu/apply/)
- **3 Letters of recommendation:** These can be sent through the application program, or we are happy to accept hard copy letters via us mail.
- **GRE scores:** sent via ETS (Purdue’s code is: 1631). We do not have a minimum score requirement.
- **TOEFL scores:** for international applicants (Purdue’s code is: 1631) Minimum IBT: Total 77, Reading: 19, Listening: 14, Speaking: 18, Writing: 18
- **Transcripts:** 2 Original copies of all higher learning transcripts. International students are required to have 2 original copies of original language transcripts and 2 original copies of certified English translation copies.
- **The Graduate School considers a 3.0 grade point average (A=4.0) as minimal for admittance for graduate study.**

Course Requirements

**MS & Ph.D. Students**

- One course in statistics is required unless a basic statistics course has been taken previously.
- One course in Insect Biology (ENTM 602) if student has no prior Entomology coursework
- One course in Responsible Conduct of Research (GRAD 61200)
- Six hours of course work outside the Department of Entomology
- Graduate Orientation (pass/fail) not allowable on POS

**Ph.D Students** [https://ag.purdue.edu/entm/pdfs/Graduate%20Curriculum_Jan23_20151.pdf](https://ag.purdue.edu/entm/pdfs/Graduate%20Curriculum_Jan23_20151.pdf)

- One course from Super-Organismal, Organismal, and Cellular/Sub-Cellular course listings.
- Two seminar courses
- Two selections from Professional Development (Coursework, Presentation Skills, Scientific Writing)

Although the Department of Entomology does not formally require a methods seminar, students wishing to practice their presentation skills can at any time request to present a full length research proposal seminar to the department at the request of their major professor and/or committee. A student is encouraged to meet with his/her advisory committees within several weeks after the research proposal symposium presentation to receive more detailed feedback. Other opportunities for improving presentation skills exist through programs in the Center for Instructional Excellence, the Graduate School and at various meetings both on and off campus (example: Sigma Xi, Interdisciplinary Programs). All students are encouraged to present at the annual meeting of the Ohio Valley Entomological Association ([http://extension.entm.purdue.edu/OVEA/](http://extension.entm.purdue.edu/OVEA/)) each fall, usually a few weeks prior to the national Entomological Society of America annual meeting. Students are encouraged to give oral presentations to their committees each year, as well as written updates as needed.
Participation in the Methods seminar does not prevent a student from presenting a full length research proposal seminar to the department at the request of their major professor and/or committee. A student is encouraged to meet with his/her advisory committees within several weeks after the research proposal symposium presentation to receive more detailed feedback.

**Academic Procedures for M.S. and Ph.D. Degrees**

### Registration

- Registration should be completed when time tickets open, to ensure the desired class schedule. Each semester the student will be responsible for obtaining the appropriate CRN and registering course work and research credit online via MyPurdue. A form 23VT must be completed to register for variable credit course.
- A student on an assistantship must register each semester 12-18 total credits fall/spring semester and 9 credits summer semester.
- Students may not make changes to plans of study, complete prelims, or take final exam, etc., if not currently registered. Late registration will result in additional fees.

### Registration in the Final Academic Session

- All students must be registered in the session they plan to graduate.
- Students with outstanding incomplete grades for courses listed on the plan of study will not be permitted to graduate.

### Privileged Registration

GS handbook Section V – Page 9 page 60

Exam only/Degree only registration is designed for students who have secured a job or a position at another university, which would require them to graduate midterm for a reduced fee.

### Written English Proficiency Requirements

GS handbook Section VI – Page 4 page 28

The Graduate School requires a demonstration of written English proficiency by both native and non-native speakers of English for students planning to T.A. The summary statement that is included with the letter of admission from the Graduate School will indicate whether the student has met the requirement before arrival.

#### Native Speakers of English

1. A plan of study will not be approved until the English proficiency requirement is satisfied.
2. A student whose native language is English may meet the requirements in any of these ways:
   - By receiving a "B" or better in all undergraduate courses in English composition. If this condition has been met, it will be noted on the student’s summary statement that is included with the letter of admission.
   - By submitting documented scores of 600 or higher on the Verbal Aptitude Section of the Graduate Record Examination (GRE) or 36 or higher on the verbal portion of the Graduate Management Admission Test (GMAT) have satisfied the written English proficiency requirement.
   - Students who ranked in the top 10 percent of their high school graduating class and who received undergraduate composition credit for having achieved documented scores of 650 or higher on the verbal section of the Scholastic Aptitude Test (SAT) have satisfied the written English proficiency requirement.

#### Non-native Speakers of English

1. A GRE verbal score of 600 or better for students planning to T.A.
2. A GMAT verbal score of 36 or better for students planning to T.A.
3. A satisfactory grade in ENGL 009.
4. A satisfactory grade in ENGL 002 for students planning to T.A.

Non-native speakers of English who are U.S. Citizens or who hold permanent visas may satisfy the written English proficiency requirement by any of the methods described above.
The Office of Writing Review is located in Room 225, Heavilon Hall. The Office of International Students and Scholars (Room 136, Schleman Hall) provides assistance to the international student attending or applying to Purdue. Questions pertaining to Visas, Certificates of Eligibility (I-20 or IAP66) should be directed to this office.

Teaching Assistants English Proficiency Requirements
All graduate teaching assistants/instructors whose first language is not English must demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. For additional information, contact the Oral English Proficiency program, Heavilon Hall (49-49380).

Major Professor
Students are encouraged to consider the interest of the faculty in the department before selecting a major professor. Faculty members are willing to discuss their interests with graduate students to help with this decision. Graduate students are encouraged to initiate these discussions prior to applying to the university.

The major professor-student relationship must be mutually acceptable and have approval of the Head of the Department. This individual is chairperson of the academic advisory committee and is responsible for overseeing student’s research. The Department of Entomology requires that all graduate students secure funding with a major professor as part of the admissions process. Students will not be admitted to the graduate program without a major professor or funding.

Foreign Language Requirement
Knowledge of a foreign language is not required for the M.S. degree. Knowledge of one or more foreign languages may be required of a Ph.D. student at the discretion of the advisory committee whose decision will be based on the potential usefulness of the language(s) as an academic tool for the student’s current and future career. If an advisory committee requires foreign competency of a student, they shall also determine how the requirement shall be fulfilled.

Advisory Committee
The advisory committee must be selected prior to the second semester of graduate study. The request to the dean of the Graduate School for appointment of the advisory committee is made at the same time as the request for approval of the student’s plan of study, via MyPurdue “Plan of Study Generator.”

- The committee consists of the major professor and at least two other members of the graduate faculty for M.S. degrees and at least 4 members for the PhD degree. One member of the PhD committee should be from outside the department of Entomology. Non-Purdue committee members must have a “special” faculty certification number.

Contact the graduate coordinator to request certification.

Email your certification request to: Amanda Wilson apendle@purdue.edu

What to include:
- The committee member’s current Vita
- A statement from your major advisor: Explaining the special expertise and how this individual will benefit your program.

*51% of your committee must be a “regular faculty” member (they must be on Purdue payroll and have regular graduate faculty classification).

The advisory committee of each graduate student is required to meet at least annually to determine the progress of the program and give direct guidance. The graduate student and the advisory committee are required to prepare and return the below forms to the graduate coordinator (signed by all members).
Plan of Study  
GS handbook Section VII – page 68

The plan of study lists primary and related area or areas that are chosen on the basis of the student’s interest and needs. The plan of study must include his or her primary areas. Before filing the plan of study, a student must have filed with the graduate school and the entomology department, official transcripts showing receipt of all previous degrees. In addition, any students that intend to work as teaching assistants must have satisfied the Graduate School English Proficiency requirement. Transfer of graduate credits from other institutions may be possible. A formal plan is completed as a direct result of an advisory committee meeting.

Each graduate student that is admitted into a degree program must file a Plan of Study electronically using Purdue’s Plan of Study Generator, via MyPurdue. The POS should be initiated during the first semester of study and submitted during the first semester for Master’s students, and the third semester for Ph.D. students.

Not allowable on the plan of study
- Research Credits (69800, 69900)
- 100 or 200 level courses; Not more than six 300 or 400 level courses credits are allowable on the plan of study
- Courses taken as Pass/Fail
- The sum of credits earned as undergraduate excess and the credits earned in post baccalaureate, teacher license, or graduate certificate status that can be used on a plan of study is limited to 12 credit hours.

See GS handbook section VII – Page 69 for detailed information regarding plan of study requirements and restrictions.

Credit Requirements
A minimum of 30 credit hours are required on a plan of study for a non-thesis option master’s degree. There is not a minimum credit hour requirement on a plan of study for a thesis option master’s degree or PhD degree, providing there is a total of at least 30 hours of coursework and research credits for the master’s and 90 hours of coursework and research credits for the Ph.D.

Graduate courses taken while registered as a graduate student at Purdue University may be considered for fulfilling the plan of study requirements only if the student has received grades of C- or better.

How to File a Plan of Study
1. Go to “MyPurdue” at https://mypurdue.purdue.edu
2. Click on the Academic tab of “MyPurdue”
3. Click on the Graduate School Plan of Study link to log in
4. Click on the Plan of Study Generator link
   a. This step will require you to log in again using your Career account username and password
5. Click on Create New Plan of Study
6. Once you are in the Plan of Study Generator, you can refer to the Help buttons on each page; contact ITAP for additional questions at itap@purdue.edu
7. You can save your POS and return to it at a later time if you cannot complete it in one sitting

Excess Undergraduate Credit
Thesis Proposal

The research proposal must be approved by the advisory committee and filed with the graduate coordinator by the end of their second semester for MS students and by the end of their third semester for PhD students. If these deadlines are not met, the student will not be allowed to register for the next semester of courses and your funding may be blocked.

Preliminary Examination (PhD only)

To become eligible to take the preliminary examination, a graduate student must have filed a plan of study and satisfactorily completed most of the formal study. This examination will be conducted by an examining committee of at least three (although typically in entomology there are four members of the graduate faculty who need not be members with whom the student has taken course work. Typically in entomology the examining committee is identical to the advisory committee.

The Request for the Appointment of the Preliminary Examination Committee Form (Electronic GS Form 8 via MyPurdue) must be filed not less than two weeks prior to the taking of the oral examination. The examination must be completed at least two sessions (including summer session) before the expected date of the doctoral final examination.

The examination may have both written and oral sections. The general areas to be included in the written examination will be defined by the members of the examining committee in consultation with the student. Questions from faculty members outside the examining committee may be solicited. The student is urged to consult with the examining committee regarding the areas of knowledge for which he/she may be required to show competency.

An ad hoc Examination Committee member may be appointed at the discretion of the Department Head to examine the student over the area(s) that may not be adequately represented in the expertise of the examining committee. In addition any faculty member may participate in the oral Preliminary Examination without voting privilege (Graduate School Policy Manual).

Faculty members wishing to participate shall notify the chairperson of the committee prior to the examination. Written preliminary examinations over related areas are given only at specific times by some departments and a member of an examining committee from such a department may require that this examination be taken. Such examinations will be taken as near the date of the primary area examination as possible.

When the written preliminary examinations have been completed to the satisfaction of the examining committee, an oral examination will be conducted and may cover all subjects that the examining committee feels are reasonable in assessing the potential of the Ph.D. candidate.

The student is admitted to doctoral candidacy upon satisfactory completion of the preliminary examination. If the report is unfavorable, the examining committee may recommend that the student be permitted to request a second examination by submitting a new request G.S. Form 8. The student must wait at least until the following session (including summer session) to repeat the examination. If failed twice, a student may not be given a third examination except upon the recommendation of his/her examining committee and with the special approval of the University's Graduate Council.

The Report of Preliminary Exam (Electronic Form GC 10) must be signed by the examining committee and recorded by the Head of the Graduate Program (who is the Dept. Head of Entomology) and received by the graduate school two weeks before the end of the semester. Preliminary examinations cannot be held during deadline week.
Final Examination (GS handbook section VII –Page 11)

A candidate should consult with members of his/her committee regarding the areas of competency expected and the procedure of the examination.

Thesis examinations must be scheduled by the Graduate School by submitting the Request for Appointment of Examining Committee (Electronic GS Form 8 via MyPurdue) no less than two weeks in advance of the final examination. Final oral examinations cannot be scheduled during 'dead week'. **No exceptions will be considered for this two week advance notice.**

The Final Examination Reports (Electronic GS Form 7 [for master's] or Electronic GS Form 11 [for PhD]) must be signed by the examining committee and recorded by the Head of the Graduate Program (who is the Department Head for Entomology) and received by the Graduate School two weeks before the end of the semester. To meet this deadline, final examinations must be held before the last week of classes. The examination is limited to two hours on one day, but if necessary, it may continue on a subsequent day.

The final exam for the M.S. is conducted by a master's examination committee consisting of three or more members. Three positive votes of examining committee members are required for the student to pass the final exam and a majority vote if more than three exam committee members. The first part of the examination includes an oral presentation (of not less than 30 minutes) of the thesis research and is open to the public. It is followed by a closed session during which the examining committee may ask questions over major and related course areas, and the student presents a defense of the thesis.

**Doctoral Final Examinations**

At least two academic sessions devoted to research and writing must elapse between the preliminary and final doctoral examinations. For instance, a doctoral student who passes the preliminary examination in a summer session is eligible to take the final examination (provided that the student is registered the following fall and spring semesters) beginning with the following summer session.

After the research has been completed and the thesis written and presented to the committee, a final oral examination must be held in which the candidate defends the thesis and demonstrates to the examining committee the capabilities for which the Ph.D. degree is to be awarded.

The committee will consist of a minimum of four members of the graduate faculty. This committee is generally the same as the advisory committee (*51% of your committee must be a "regular faculty" member (they must be on Purdue payroll and have regular graduate faculty classification)).

Final doctoral examinations will be publically announced so that interested members of the Purdue faculty and student body may attend.

Final examinations must be held before the last week of classes. When the Request for Appointment of Examining Committee (G.S. Form 8) is approved by the Graduate School, an approved copy of the form will be sent to the departmental graduate office with the following additional materials for the candidate: a) Report of the Final Examination (G.S. Form 11); b) Thesis Acceptance (G.S. Form 9); c) exit questionnaire; d) a Doctoral Dissertation Agreement Form with ProQuest Information and Learning and an Addendum (G.S. Form 14) to that form; and e) a survey form on Earned Doctorates Awarded in the United States.

Continuation of a Ph.D. Program after Receiving an M.S.

Any current graduate student who wishes to continue for a Ph.D. degree following completion of a M.S. in the Department of Entomology must make a request to the Department of Entomology. The request will be reviewed by the Department of Entomology Graduate Committee. Applicants will have the option of submitting updated GRE and TOEFL scores if they desire. All other required documents (New Statement of Purpose on the proposed PhD program and a letter of recommendation from
current major advisor) must be submitted specifically for the updated Ph.D. application. Transcripts of undergraduate coursework provided for the M.S. application will be utilized as well as the student’s current academic record. The Graduate Committee’s recommendation to the department head will be based on the requisite application materials.

When a decision is made, the Department Head will notify the student. If a student continues in a Ph.D. program the Graduate School needs notification by the Department Head. Application materials are retained in the department.

Choice of Non-Thesis Option
The option decision should be based in part on a careful consideration of the student’s interests, program availability within the department, and career goals and requirements. Criteria governing the assignment of a major professor and advisory committee and associated timetables shall be the same for all new graduate students.

Requirements of the Non-Thesis Student
1. A minimum of 30 semester hours of course work shall be included in the Graduate Plan of Study.
2. A maximum of six credits of 300 and/or 400-level courses, taken while enrolled as a graduate student, may be included in the plan of study: 100- and 200-level courses are not permitted.
3. A written and/or oral examination must be passed as partial fulfillment for the degree. The examination is to be administered in the proposed final semester of study. The examination shall be formulated and conducted by an Examining Committee consisting of four or more members. If the Examining Committee is composed of individuals different from the Advisory Committee, the written and/or oral examination must be scheduled by the Graduate School by submitting the G.S., Form 8, Request for Appointment of Examining Committee (see appendix) and specifying non-thesis masters option not less than two weeks in advance of the final examination. If the Examining Committee has four or more members, only one negative vote may be recorded if the student is to pass the final exam. The Final Examination Report must be signed by the Examining Committee and recorded by the Head of the Graduate Program (who is the Department Head for Entomology) and received by the Graduate School at least two weeks before the end of the semester. To meet this deadline, final examinations must be held before the last week of classes. Final examinations cannot be scheduled during "dead week". An oral examination is limited to two hours on one day, but, if necessary, it may continue on a subsequent day. A candidate should consult with members of his/her committee regarding the areas of competency expected and the format of the examination.
4. In lieu of a thesis project, some individual creative activity—above and beyond course work, related to the students are of interest, and approved by the advisory committee—shall be undertaken at some time during the student’s tenure. This may, for example, involve short-term research projects; hands-on field, laboratory, extension, or teaching experience, an apprenticeship in a skill-oriented job; library research; documentation; cataloguing, or display. The student will make an oral and written report of the activity that will be made available to the faculty.

PhD Degree
Thesis  GS handbook Section VII—page 73

Refer to the Graduate School website for thesis templates and guidance

All graduate thesis of the Department of Entomology shall include as a minimum: Thesis Acceptance Form, Title Page, Table of Contents, Thesis Abstract, and the text of the thesis which shall include a general introduction to the thesis including a literature review and chapters which might be presented in a style suitable for submission to refereed journals. The general format of the thesis shall be as outlined in the sixth revised edition of "A Manual for the Preparation of Graduate Thesis" of Purdue University.

A first draft of the thesis should be in the hands of the major professor at least six weeks before the tentative exam defense date.
A copy of the thesis and an appropriate number of duplicate copies must be submitted to the major professor at least three weeks before the exam date.

The thesis must bear the written approval of the professor who has directed the research before it is submitted to the final examining committee. Each member of the examining committee must receive a copy of the thesis at least two weeks before the date of the final defense examination.

After the examining committee meets, the student prepares a final copy of the thesis or dissertation. That copy, called the “deposit” copy, incorporates all revisions requested by the members of the examining committee. Students will submit their deposit copies in electronic form via the Purdue Electronic Thesis Deposit (ETD) Web site.

A final hard copy of the thesis should be provided to both the major professor and department (or other committee members if requested).

Upon successful deposit of their theses, degree candidates are provided a Thesis Receipt (G.S. Form 16) from the Thesis/Dissertation Office. A copy of the receipt must be delivered to the Graduate School Student Records Office (Room 170, Young Hall) no later than the close of business (5 p.m.) on the last day of classes of the session in which their degree is to be awarded.

**Publication**

Most theses yield information which should appear in the scientific literature as soon as possible. All candidates should have a manuscript(s) in final form by the time of the final examination or before they leave the department. Frequently, some portions or a research project may be published well before that date. Such publication does not prevent the use of the same material in the thesis (see CIC addendum (see graduate school website for more information of addendum) for verify protection of your publication rights to use material in other forms.)

When preparing for publication, it is important to:

1. Have approval of the Major Professor
2. Incorporate suggestions of reviewers with further approval of Major Professor

When gallery proofs are returned, these should be read critically by the author and the major professor.

**Professional Participation**

Every graduate student is encouraged to become affiliated with professional societies (e.g., The Entomological Society of America (ESA)) in the student’s area(s) of interest. Participation at professional meetings is strongly recommended since the presentation of publication of scientific papers is a vital part of research and graduate training as well as being an excellent method for becoming known by future colleagues. (Applications for Membership in the ESA are available in the main office, SMTH 100.)

Because graduate study is a relatively short period, the department encourages graduate students to participate in all of its functions so that students, staff, and faculty may become better acquainted.
### Summary of Departmental Requirements for Degrees

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<tr>
<th>Requirement</th>
<th>M.S.*</th>
<th>Ph.D.</th>
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<tbody>
<tr>
<td>Methods Seminar</td>
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<tr>
<td>Two Entomology Seminar Courses</td>
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<td>Yes</td>
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<tr>
<td>Two courses from each category:</td>
<td></td>
<td></td>
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<tr>
<td>Super Organismal/Organismal/Cellular/Sub-Cellular</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Graduate Student Orientation</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Statistics</td>
<td>1 Course **</td>
<td>1 Course **</td>
</tr>
<tr>
<td>Ethics (GRAD 612)</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Foreign Language</td>
<td>No</td>
<td>Discretion of Advisory Committee</td>
</tr>
<tr>
<td>English Proficiency</td>
<td>Yes (T.A. only)</td>
<td>Yes (T.A. only)</td>
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<td>Course Work Outside Dept.</td>
<td>6 hrs.</td>
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<td>Thesis*</td>
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<td>Yes</td>
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</tbody>
</table>

*Non-thesis master must complete a “special project” in lieu of the thesis.

**May be satisfied by previous credit