

**University of Georgia
Department of Entomology**



Graduate Student Handbook

Updated August 2026

Available Online at <https://ent.uga.edu/content/dam/caes-subsite/entomology/documents/Graduate%20Handbook%20APR23.pdf>

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Welcome To UGA Entomology

Welcome to the University of Georgia Department of Entomology! We are genuinely delighted you have chosen to join our graduate community. You were selected for our MS or PhD program because your intellectual curiosity and professional aspirations align closely with our faculty's expertise and the mission of our program. We look forward to seeing what you accomplish here.

Your Path to Success

This handbook is your primary guide to navigating your degree program. It provides essential information about the policies, procedures, and requirements established by both the Graduate School and the Entomology Program. As a graduate student, you are responsible for understanding and meeting all degree requirements within the prescribed timeframes. When questions arise, start here first.

What to Expect

A graduate education in entomology can be genuinely transformative. You will develop rigorous research skills, strengthen your scientific writing and communication, and sharpen your analytical thinking. These are capabilities that will serve you well throughout your career and beyond. We also recognize that graduate school is demanding and, at times, stressful. You are not alone in this. Your fellow students, faculty, and staff are all invested in your success, and we encourage you to seek out guidance, collaboration, and support whenever you need it.

Our Commitment to You

Your success enriches the academic, professional, and social fabric of UGA Entomology. We are committed to your growth as a scientist and scholar, and we sincerely hope your time here is both productive and rewarding. Welcome to our community!

Administrative Information

Department address

Department of Entomology
Cedar Street Building C, Room 418
136 Cedar St
Athens, GA 30602

Personnel Involved in Administering the Graduate Program

Understanding the key personnel who support your graduate journey will help you navigate the program more effectively. Each person plays a distinct role in your academic success.

Director of Graduate Studies (Dr. Kerry Oliver) is a faculty member responsible for the overall administration of both the MS and PhD programs. This includes implementing curriculum and policy, coordinating funding opportunities, and guiding students through their academic programs. The DGS serves as the official liaison between Entomology and the Graduate School, approves all documents and forms as students fulfill their degree requirements, and represents graduate education on numerous departmental and university committees. Reach out to the DGS for questions about program policy, degree requirements, funding, or any matter requiring official departmental approval.

Associate Director of Graduate Studies (Dr. Kevin Vogel) provides independent advice and support to graduate students on a wide range of concerns, including degree progress, career direction, and physical or mental health challenges. The Advisor can also connect students with appropriate university support services. This role is distinct from the DGS, who manages program policy and administration, and from your major professor, who serves as your primary research and professional mentor. The Graduate Program Advisor also coordinates departmental scholarships and awards and assists with recruiting. Contact Dr. Vogel when you need independent guidance on any aspect of your program or personal wellbeing, or if you have questions about awards and wish to nominate yourself or a colleague.

DGS Assistant (Erin Brinson) manages the day-to-day administration of the Entomology Graduate Program. She maintains student records, sends important reminders and updates throughout the year, and serves as your first point of contact for procedural questions about forms, course registration, and related matters. She can also assist you in communicating with the Graduate School when needed.

Graduate Program Faculty (GPF): Not all faculty are eligible to supervise graduate students. Graduate School regulations require that your major professor hold GPF status, which is granted to Entomology faculty through a peer election. For co-advised students, at least one co-advisor must be an Entomology faculty member (including those with courtesy appointments) who holds GPF status. As a general rule, tenure-track UGA faculty have GPF status and may serve as sole advisors, while other faculty, including adjuncts, lecturers, or research scientists in soft-money positions, serve as co-advisors rather than sole advisors of record.

Entomology Business Office – Cedar St Bldg C, Room 418

Contact Information and Duties for the Staff:

Erin Brinson, Academic Services Professional: 706-542-2276; erinbrin@uga.edu

1. DGS Assistant and Graduate School liaison
2. Graduate student correspondence, applications, records, and tuition waivers
3. Travel Grant Applications
4. Curriculum systems
5. Course loading, course evaluations, student registration, overrides, etc.
6. Classroom and conference room reservations

Tonya Cox, Administrative Specialist I: (706) 542-2816 or tonyacox@uga.edu

1. Building access and keys
2. Seminar coordination
3. Mail distribution, shipping and receiving
4. Inventory, supplies and keys
5. Department list-serv co-manager
6. Poster printing
7. Website content manager
8. UGA Jobs -point of contact

Misty McGraw, Business Manager (706) 542-7059 or mistym@uga.edu

1. Monthly payroll
2. Budget information, Sponsored Projects

Cris Gebeke, Business Operations Professional, chris.gebeke@uga.edu

1. Travel reimbursements
2. Departmental P-card purchases
3. Student workers, hourly staff

Basic things you need to know

Internet access is available either by Ethernet cable in your assigned workspace, or via WI-FI access using PAWS https://eits.uga.edu/network_and_phones/wireless/paws_secure/

UGA MyID https://eits.uga.edu/access_and_security/myid/ Each UGA student is required to obtain a UGA MyID to access all of UGA's electronic database systems, including UGA email, Athena, library services, eLC, Parking Services, Student Accounts, and others.

UGAMail: <https://ugamail.uga.edu/> Each UGA student receives a UGAMail account when their MyID is created, and it is your username@uga.edu. All official communications from UGA, including important emails from the Graduate School, CAES, and the Entomology Department, are sent to this email address. **Check this email account frequently.**

Listserv Entomology Graduate Students have a listserv ENTO-GRAD-L@LISTSERV.UGA.EDU. You are automatically added when enrolled, but if you are not getting emails, then please contact the DGS Assistant.

eLC: Most courses host materials in the online eLearning Commons. You will use eLC if you are taking a course, and you may also need to manage an eLC site if you are a TA. Documentation and help with eLC are available within the system. eLC can be accessed through **MyUGA Portal** <https://my.uga.edu/htmlportal/index.php?guest=normal/render.uP>

Required forms that you will need to complete and have approved to move through your program are found at <https://grad.uga.edu/index.php/current-students/forms/>

The **Professional Education Portal (PEP)** offers basic online training across a wide range of areas (e.g., lab safety, animal care and use, cybersecurity, motor vehicles). You will have to complete several modules during your graduate program. If you work with chemicals, you need to catalog them in the **CampusOptics** system. <https://hr.uga.edu/learning-development/professional-education-portal/>

Athena is used to access your Student Account, register for classes, view class schedules or transcripts, add or drop classes, and clear registration holds. Athena can be accessed through **MyUGA Portal** <https://my.uga.edu/htmlportal/index.php?guest=normal/render.uP>

Software As a UGA student, you have access to various software (e.g., Microsoft Office, Zoom). Please refer to Enterprise Information Technology Services (EITS) <https://uga.teamdynamix.com/TDClient/3190/eitsclientportal/KB/?CategoryID=26405are/>

Mail and shipping. Each student will be assigned a departmental mailbox. These boxes are located in the mailroom in Cedar St. Bldg C. Postage for **research and instructional materials** may be charged to your major advisor or the department; be sure to get permission first. Personal stamped letters may be left in the office for pickup by the Campus Mail service as well.

FedEx and UPS shipments will be delivered to the main department office for you to pick up. If you have a FedEx or UPS shipment that needs to be prepared and sent out, check with your major advisor first to see if they have the materials and/or an established account of their own to prepare the shipment. Otherwise, you can bring the item to the department office and get assistance from one of the office staff for preparing your shipment.

Poster Printing. The department has a wide-format printer available. Please contact Tonya Cox to have a poster printed.

Desk assignments are typically made by your major advisor. However, if no space is available in your advisor's area, or if you are based in Griffin or Tifton but temporarily in Athens, then see Erin Brinson or Tonya Cox.

Thefts and suspicious individuals. It is advisable to keep valuables out of sight in your desk, and closed (if not locked). If something is stolen, please contact the Campus Police Department: 706-542-5813

Purchasing supplies. Please see the office staff about any questions you have on purchasing laboratory supplies. Some are available locally from Central Resource Stores (CRS)

(<https://research.uga.edu/crs/http://ovpr.uga.edu/orss/crs/>). Supplies from CRS are usually delivered in 2-3 days, or they may be picked up. A wider range of supplies is available online through UGA mart (<https://ugamart.uga.edu/UGAmart/index.jsp>), accessible via your MyID account. Purchases from either source require an account number for direct charging. You can get an account number from your Major advisor or from the office staff.

UGA has State Contracts with various external vendors as well. A **purchase order** is required for purchases from external vendors EXCEPT for items paid with a P-Card. Please see Lilli Stagg to have a purchase order submitted.

Travel. If you are authorized to travel using University funds for room, food, mileage or airfare, follow the guidelines below. Please check with Lilli Stagg to obtain the per diem rates for food & lodging expenses for your area of travel.

In-state travel: There are no forms to fill out before the trip. After returning, see below for submitting a Travel Expense Statement to be reimbursed for your expenses.

Out-of-state travel: At least ONE WEEK before your out-of-state trip, it is **mandatory** to complete and submit a Request for Authority to Travel (or Travel Authority) form (https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm) and give it to Lilli Stagg to complete and submit for authorization. If you will be presenting research, please include the title of the work you are presenting in the detailed justification area of the form.

International travel: At least TWO WEEKS before your out-of-state trip, it is **mandatory** to complete and submit a Request for Authority to Travel (or Travel Authority) form through OneSource (https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm) and give it to Lilli Stagg to complete and submit for authorization. If you will be presenting research, please include the title of the work you are presenting in the detailed justification area of the form.

Expense reimbursement: On completion of the travel, you should sign into the Accounts Payable Travel Expense Login site (https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm) and prepare a Travel Expense Statement form that itemizes your reimbursable expenses. You must submit receipts for lodging, airline tickets, shuttles/busses/cabs, car rental, gas, parking, and registration fees to the department accountant along with the travel expense statement for submission and reimbursement. You do not need receipts for food expenses, but no charges for alcoholic beverages can be included in meal expenses.

State vehicle use. Use of state-owned vehicles must be closely monitored to ensure compliance with state laws and prevention of criticism of the University. State-owned vehicles may **not** be driven to and from a University employee's residence **nor** may they be parked overnight at an employee's residence. They may **not** be used for personal errands, i.e., grocery shopping, laundry, moving, etc. Families, friends, and other unauthorized persons are **not** permitted to ride in state-owned vehicles.

Driver requirements: Only persons with a valid driver's license, who are 18 years of age or older and on the UGA payroll, will be permitted to operate a University vehicle. Only UGA employees are fully covered by insurance and a background check is required.

Seat belts: Georgia State law requires the use of seat belts.

Speeding or other driving violations: Any driver fined for speeding or convicted of driving under the influence of alcohol or other drugs will have their access to the use of State vehicles revoked.

Parking: State vehicles are to be parked **ONLY** in **STATE VEHICLE** parking spaces, not in faculty/staff spaces around the building. Vehicles are also not to be parking in the middle of any loading docks outside of the marked state vehicle spaces.

Accidents: The Auto Liability Insurance Card in each department vehicle should be presented as insurance verification when asked by law enforcement personnel. Regardless of who is at fault, all accidents must be reported within 48 hours to the Claims Center. This requirement applies to all accidents involving state vehicles and all accidents involving state employees operating personal or rental vehicles while on official state business. The 24 hour toll free number to call is 1-877-656-7475. Time is of the essence; please do not delay reporting the claim because you do not have all of the information or the police report. Any additional information can be provided at a later date. The Claims Center will assign each accident a report number. Please also contact or email Vance Silcott, UGA Insurance and Claims Manager, with your report number. Vance can be reached at vsilcott@uga.edu or 706-425-3083.

The University of Georgia is self-insured through the Department of Administrative Services (DOAS) Risk Management for liability insurance, which provides coverage for injuries and/or property damage that you cause others while acting in the course and scope of employment. This coverage is subject to Section 51-21-22(7) of the Tort Claims Act and the limits of this coverage are \$1,000,000 per person and \$3,000,000 in the aggregate. Coverage does not apply when you deviate from your official course and scope of duties.

Additionally, the Georgia Department of Administrative Services (DOAS) Risk Management recommends that all employees view the Auto Program Training videos. The first video is *Auto Liability Coverage* and will explain key information about auto coverage and whether a person is covered by the State Auto Liability Insurance program or their own personal insurance policy. The second video, *Driving Do's and Don'ts*, discusses best practices when operating a state vehicle or any vehicle on behalf of the state. Please view the videos at this link, scroll down to Auto Program Training videos: <https://doas.ga.gov/risk-management/risk-management-education-and-training>

If you have any questions about Auto Liability, please view this site:

<https://insurance.uga.edu/vehicle/#::~:~:text=Auto%20Liability%20Insurance%20%2D%20Automobile%20Liability,contained%20in%20the%20State%20Tort>

Student Amenities and Opportunities

Department Seminar <https://ent.uga.edu/about/seminars.html> This formal seminar series is held every Monday during the academic year. Seminars feature outstanding researchers and practitioners from UGA and beyond, presenting on current research and topics relevant to entomology and related fields. The series is designed to give students a broad overview of research in entomology and the range of career paths available in the discipline.

Students are strongly encouraged to enroll for one credit hour of ENTO 8000/E each semester and to attend regularly, even in semesters when not enrolled (2 credits of 8000 can count toward your Program of Study –see below). Following each seminar, students have the opportunity to meet with the speaker over lunch for informal discussion, a valuable chance to build professional connections and gain candid insights into careers and research.

The Department frequently co-sponsors speakers presenting in other departments and will notify students of those events. The H.O. Lund Club (see below) plays an active role in the seminar series by selecting the featured speaker for two named lectures each year: the U.E. Brady Entomology Seminar in the fall and the H.O. Lund Seminar in the spring.

H.O. Lund Club <https://site.caes.uga.edu/entoclub/> The H.O. Lund Club is a graduate student-led organization focused on professional development, community building, and public service. The club keeps members informed of current advancements in entomology, provides opportunities for professional and social interaction, and represents graduate student interests on departmental, college, and university committees.

The club's signature contribution is its [educational outreach program](#), which brings entomology to elementary and middle school students across Athens-Clarke County and surrounding communities. Throughout the year, the club also co-sponsors events with the Department for students, staff, and faculty. All graduate students are strongly encouraged to get involved. Dr. Kevin Vogel currently serves as the faculty advisor.

Lund week. Each spring, the Lund Club organizes Lund Week, a multi-day celebration honoring Horace Odin Lund, the department's founding head. The week features a mix of professional and social events, including student poster and oral research competitions, a photo salon, an entomological art competition, and movie night. The week concludes with the Lund Seminar, in which a visiting professor selected by the graduate students delivers a featured talk, followed by a reception and awards banquet recognizing competition winners.

Insect Zoo. The department's Insect Zoo Outreach Program brings entomology directly into local classrooms, visiting elementary and middle schools to engage students with both live and preserved insect specimens. The program has a strong track record of sparking curiosity about insects and the natural world. The Lund Club regularly draws on Insect Zoo materials and expertise to support its broader outreach efforts.

Graduate Travel Support

Graduate students are encouraged to present their research at local, regional, national, and international professional meetings. Conferences are an excellent opportunity to network with professionals in your field and advance your career goals. Several funding sources exist to support travel to meetings, workshops, and occasionally field research. Many students piece together funding from multiple partial sources to cover a single trip, so plan ahead as deadlines vary and some are rolling.

Finding Funding: A Step-by-Step Approach

Start with your major advisor. The majority of travel funding comes through advisor grant awards, so your first step should always be to ask your major advisor to support your travel. If your advisor cannot fully fund the trip, the following additional sources are available.

Graduate School Travel Grants. The Graduate School offers **travel grants up to \$1,200 for domestic travel and up to \$1,700 for international travel** for PhD students (2 total awards per PhD/one per fiscal year (only one can be international); one for MS) that are presenting at conferences. Deadlines are rolling, so check dates and apply within the appropriate window. Minimum GPA of 3.5; full eligibility requirements, funding priorities and deadlines are at <https://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>

Departmental Support. The department currently provides each student (MS and PhD) up to \$1,000 per academic year, subject to funding availability. Contact Erin Brinson with a specific requests.

Other Sources. Additional funding opportunities arise throughout the year. Watch your email for announcements. As one example, recipients of the CAES Broadus Browne Award (see the Student Awards section) receive a cash prize along with up to \$2,500 in conference travel funding.

Student Awards

Graduate students have access to a wide range of awards recognizing outstanding achievement in research, teaching, outreach, and service offered through the department, college, UGA Graduate School, professional societies, federal agencies, and NGOs. The department regularly circulates award announcements, but we also encourage you to be proactive in searching for awards, and in nominating yourself or peers.

Some awards are applied for directly, often with input from your major advisor. Others require a departmental nomination, but you or your major advisor can express interest in being considered. In either case, always review the eligibility requirements and scoring rubric carefully before applying as a well-targeted application makes a real difference. Building a strong CV over time is one of the most important things you can do to remain competitive across multiple award cycles.

Professional Society Awards. The Entomological Society of America (ESA, <https://entsoc.org/>), the Southeastern Branch of ESA (SEB, <https://www.entsoc.org/membership/branches/southeastern>), and the Georgia Entomological Society (GES, <https://blog.caes.uga.edu/ges/>) each offer awards for the best student paper and poster presented at their annual meetings. Students apply when registering for the

meeting. ESA and SEB also present annual awards recognizing outstanding MS and PhD students, including the John Henry Comstock and Kirby Hayes Memorial awards. Other professional societies, including those focused on ecology, evolution, and microbiology offer comparable awards for student members.

UGA Graduate School. The Graduate School offers numerous annual awards, including several that Entomology students compete for regularly, such as the Dissertation Completion Award and the Interdisciplinary and Innovative Research Grant. The Graduate School also administers more than 20 scholarships each spring semester. Full details at:

- Awards: <https://grad.uga.edu/index.php/graduate-school-award-recipients/>
- Scholarships and Fellowships: <https://grad.uga.edu/funding/scholarships-fellowships/>

The Center for Teaching and Learning (CTL) offers an **Outstanding Teaching Assistantship Award** <https://ctl.uga.edu/grad-student/teaching-awards/outstanding-teaching-award/>

College Awards

- **CAES Broadus Browne Award** recognizes outstanding communication of research for both MS and PhD students. Awarded each spring. Recipients also receive up to \$2,500 in conference travel funding.
- **CAES Alumni Association Awards** -- Outstanding MS and PhD student awards offered each fall.

Departmental Scholarships

The Entomology Department awards the following scholarships annually, as funds are available:

- Horace Odin Lund Scholarships -- for outstanding research
- Herbert Ross Scholarships -- for overall excellence
- Sparks Award for Outreach
- McGee/Weathersby Parasitology Award

A Note on Nominations

Because the department can typically nominate only one student per competitive award, you must notify the Associate Director of Graduate Studies (currently Dr. Kevin Vogel) if you wish to be considered. When multiple students are interested, the Associate DGS or Faculty Academic Committee will select the most qualified candidate. The nominated student and their major advisor are expected to contribute to the preparation of application materials.

Facilities, Schools and Sites Pertinent to Entomology Graduate Students

UGA is a public land-grant R1 research institution with outstanding facilities and resources available to graduate students. The links below provide background on what those designations mean:

- Land-grant university: https://en.wikipedia.org/wiki/Land-grant_university
- R1 Carnegie Classification: https://en.wikipedia.org/wiki/Carnegie_Classification_of_Institutions_of_Higher_Education

The following are key facilities and sites regularly used by Entomology personnel.

The UGA Collection of Arthropods (UGCA) (<https://site.caes.uga.edu/ugca/>) The official state repository for insects and terrestrial arthropods, jointly administered by the Department of Entomology and the Georgia Museum of Natural History. Located in the Natural History Building on Cedar Street and overseen by Drs. Joe McHugh and Rick Hoebeke.

The UGA Black Fly Research and Resource Center. Home to the world's only black fly colony, this facility is supported by the Entomology department and NIH/NIAID awards and serves as an invaluable resource for black fly research worldwide. Managed by Elmer Gray

Greenhouses <https://pgf.caes.uga.edu/> Entomology has dedicated space within the CAES greenhouse facilities, located at multiple sites around the Athens campus, including near the intersection of College Station and Riverbend Road. The facilities were modernized in 2022. If you need access, your PI can request space at the link above.

UGA Bee Laboratory and Apiary is located at the University Horticulture Farm on Hog Mountain Road in Watkinsville. The Program Director is Dr. Jamie Ellis and the lab is managed by Jennifer Berry.

Griffin and Tifton Campuses

- Griffin Campus: <https://www.caes.uga.edu/departments/griffin-campus.html>
- Tifton Campus: <https://tifton.caes.uga.edu/>

UGA Entomology has faculty, staff, and students based at the Griffin and Tifton campuses. These locations support a wide range of field-based research, including work critical to Georgia agriculture and food systems more broadly.

UGA Resources Important to Graduate Students

The Graduate School | <https://grad.uga.edu/>

Brooks Hall, 310 Herty Drive, Athens, GA 30602

The Graduate School oversees all graduate programs at UGA. Its website is the authoritative source for policies and procedures governing graduate education, including enrollment policy, student conduct, awards, student organizations, and important dates and deadlines:

<https://grad.uga.edu/index.php/current-students/>

The DGS Assistant or the Director of Graduate Studies will often communicate with the Graduate School on your behalf. When you need to reach out directly, the right contact for most questions, including graduation, advisory committees, program of study, admission to candidacy, and transfer of credit is Enrolled Student Services at gradinfo@uga.edu (706-542-1739).

Division of Student Affairs | <https://studentaffairs.uga.edu/>

General contact: askstudentaffairs@uga.edu | 706-542-3654

The Division of Student Affairs supports the overall student experience at UGA and oversees a broad range of services and programs. Key offices relevant to graduate students are listed below.

GradUP: The UGA Graduate School maintains [GradUP](https://grad.uga.edu/gradup/) (<https://grad.uga.edu/gradup/>), a comprehensive, centralized resource hub designed to support your academic, professional, and personal success. Students are highly encouraged to utilize this portal to access campus-wide workshops, training, certificates, and awards organized around six key pillars: Career Navigation, Communication, Research, Teaching, Leadership, and Well-being. Many events tracked through this platform can be officially documented on your UGA Comprehensive Learner Record to showcase your transferable skills to future employers.

Student Care and Outreach (SCO) | <https://sco.uga.edu/> Coordinates individualized care and assistance for students facing hardship or difficult circumstances. 706-542-7774 | sco@uga.edu

University Health Center | <https://www.uhs.uga.edu/> Located at 55 Carlton St. Provides general health care, a patient portal, and after-hours and emergency services. General: 706-542-1162 | contact@uhs.uga.edu 24/7 Mental Health Support: 706-542-2273 Sexual Assault Hotline (24/7): 706-542-SAFE

Disability Resource Center (DRC) | <https://drc.uga.edu/> Works with students to identify disability-related needs and develop plans for academic accommodations and support services. 706-542-8719 | drc@uga.edu

Engagement, Leadership, and Service (ELS) | <https://els.uga.edu/> Offers programs and events that build community, support student organizations, and develop leadership skills. 706-542-6396 | ugaels@uga.edu

International Student Life (ISL) | <https://isl.uga.edu/> Supports international students in their transition to UGA and life in the US, and promotes cultural diversity and global citizenship across campus. 706-542-5867 | isl@uga.edu

Multicultural Services and Programs (MSP) | <https://msp.uga.edu/> Works to foster an inclusive campus environment for all students. 706-542-5773 | mspinfo@uga.edu

Pride Center | <https://pride.uga.edu/> Fosters an informed and inclusive community for LGBTQIA+ students through education, collaboration, and advocacy. 706-542-4077 | pride@uga.edu

Recreational Sports | <https://recsports.uga.edu/> Offers a wide range of fitness and recreational activities is a great resource for managing the stress of graduate school. 706-542-5060 | recsports@uga.edu

Student Veterans Resource Center (SVRC) | <https://svrc.uga.edu/> Provides information, support, and advocacy for student veterans. 706-542-7872 | svrc@uga.edu

UGA Shirley Mathis McBay Science Library | <https://www.libs.uga.edu/science>

The Science Library houses materials in the natural, physical, and life sciences, including medicine and technology. It is also home to two writing support spaces:

- **The Writing Center** (main floor room 201) open to all students, faculty, and staff seeking help with any stage of the writing process

The library has a dedicated STEM librarians and maintains an extensive collection of databases and resources curated specifically for Entomology: <https://guides.libs.uga.edu/ent/entomology-databases>

Most journals are available online and can be searched through the library's main portal: <https://www.libs.uga.edu/>

UGA Graduate Student Association (GSA) | <https://els.uga.edu/uga-student-government/gradstudents/>

The GSA is composed of all fee-paying graduate and professional students at UGA and serves as the primary advocacy and social body for the graduate student community. The Graduate Student Council focuses on representing student interests, building connections across programs, and empowering graduate students at the university level. The GSA representative is elected through the HO Lund Club to serve a one-year term.

Core Facilities and Research Services <https://research.uga.edu/core-facilities/>

UGA hosts state-of-the-art equipment and services and graduate students are encouraged to take full advantage of these. Full details are found at the above link, but we highlight several regularly used facilities and services below. Contact facilities for rates and more information.

Statistical Consulting Center (SCC) <https://www.stat.uga.edu/statistical-consulting-center-0>
Room 339, Brooks Hall, Athens Campus, 706-542-3286, consult@stat.uga.edu. The SSC offers graduate students (mentors encouraged to attend) a **free first consultation** for their project. Additional meetings are charged a reasonable rate.

Georgia Genomics and Bioinformatics Core (GGBC) <https://dna.uga.edu/> is UGA's core laboratory for nucleic acid sequencing and bioinformatics. Our services are available to university and industry researchers and include a range of genomics techniques, sequencing technologies, and bioinformatics analyses. The GGBC offers DNA/RNA sample QC, sequence library synthesis, and both short- and long-read sequencing options, including Illumina MiSeq, NextSeq, NovaSeq, and Oxford Nanopore MinIon. Contact info 706-542-6409; [ggbc@uga.edu](mailto:g gbc@uga.edu)

Georgia Electron Microscopy <https://gem.uga.edu/> provides expertise, instrumentation, and training in electron and optical microscopy methods. The facility supports a wide range of imaging applications and is available to researchers across campus. GEM is located in the STEM Building 1 (302 E Campus Rd, Athens) rooms 1001-1017. Contact info 706-542-4080; gem@uga.edu

Biomedical Microscopy Core <https://bmc.uga.edu/> provides access to confocal, deconvolution, super-resolution, and other advanced optical microscopy systems suited for multicolor imaging of live and fixed cells and tissue samples, as well as high-content screening. Staff offer expertise, training, and hands-on assistance to help researchers get the most from these systems. This facility is located in Coverdell Center, room 164. 706-542-4779.

Proteomics and Mass Spectrometry Facility <https://pams.uga.edu/> Contact 706-542-9454; drp@uga.edu. Located in STEM 1 room 1053.

PAMS supports protein identification and characterization through a suite of instrumentation and services, including:

- A ThermoScientific Orbitrap Elite mass spectrometer for high-resolution, high-mass-accuracy analysis, coupled with a nano HPLC for complex protein mixture analysis
- A Bruker Autoflex MALDI for rapid analysis of tryptic digests of pure proteins
- In-gel digestion and downstream protein identification services
- An in-house Mascot database search platform for protein identification

Environmental Safety Division (ESD) | <https://esd.uga.edu/> 706-542-3000

ESD works with the university community to foster a safe working environment for employees, students, and visitors. Policies and practices reflect current knowledge and governmental regulations, and are supported through education, training, on-site audits, and consultations. Visit the ESD website for information on required training and compliance procedures for hazardous materials and radiation. Training sessions are offered by the Professional Education Portal (PEP) <https://hr.uga.edu/learning-development/professional-education-portal/>

Research Support Services | <https://research.uga.edu/orss/>

Provides products and services that support laboratory research, including:

- Chemical and laboratory supplies via the Research Stores: <https://research.uga.edu/orss/research-stores/>
- Oligonucleotide ordering through IDT (Integrated DNA Technologies): <https://research.uga.edu/oligo/>
- Custom instrument design and fabrication, and a glassblowing shop

Georgia Advanced Computing Resource Center (GACRC) | <https://gacrc.uga.edu/>

GACRC provides high-performance computing and networking infrastructure, a comprehensive collection of scientific applications, and consulting and training services. The center is a collaborative partnership between the Office of the Vice President for Research and the Office of the Vice President for Information Technology, and its infrastructure is housed at the Boyd Data Center.

Institute of Bioinformatics (IOB) | <https://iob.uga.edu/>

The IOB supports interdisciplinary research and training in bioinformatics and computational biology, with a focus on omics and other complex data types. Graduate students in Entomology are eligible to pursue the IOB's Graduate Certificate in Bioinformatics

Office of Sustainability | <https://sustainability.uga.edu/>

Committed to building stronger communities and thriving natural systems, the Office of Sustainability offers opportunities to engage with campus-wide efforts to advance environmental stewardship at UGA.

Campus Arboretum | <https://sustainability.uga.edu/community-engagement/campus-arboretum/>

The UGA campus is widely regarded as one of the most beautiful in the country, and the Campus Arboretum is a big reason why. Its mission is to maintain biologically diverse and aesthetically rich plant collections across campus. Self-guided walking tours with labeled plants are available online, a worthwhile way to decompress between experiments. The **State Botanical Garden of Georgia** is also part of UGA and located a few miles south of campus, the State Botanical Garden is a beautiful resource for research, teaching, and a quiet break from the lab. <https://botgarden.uga.edu/>

Expectations and resources for ensuring non-discriminatory and non-threatening work environments

Students are expected to demonstrate professional behavior while enrolled in our graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment. Students must adhere to all UGA policies governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence. Links to these policies, and related resources are below.

Use of Generative AI in Theses and Dissertations: <https://grad.uga.edu/policy-on-use-of-generative-ai-in-theses-and-dissertations/>

Academic Honesty <https://integrity.uga.edu/academic-honesty-policy/>

Student Code of Conduct <https://conduct.uga.edu/policies/>

UGA Non-Discrimination and Anti-Harassment Policy

<https://policy.uga.edu/policies#/programs/Skc7ETvS6>

UGA Workplace Violence Policy <https://safeandsecure.uga.edu/workplace-violence/>

Equal Opportunity Office <https://eoo.uga.edu/> ensure UGA compliance with all applicable laws and policies regarding discrimination and harassment on the basis of race, sex (including sexual harassment and pregnancy), gender identity, sexual orientation, ethnicity or national origin, religion, age, genetic information, disability or veteran status. They are located in 278 Brooks Hall on the Athens campus. Contact info 706-542-7912; ugaeoo@uga.edu

Safety in University Facilities <https://safeandsecure.uga.edu/safety-in-university-facilities/>

Safety and Security Online <https://safeandsecure.uga.edu/network-security/>

Preventing and Responding to Sexual Assault <https://safeandsecure.uga.edu/sexual-assault/>

University of Georgia Ombudspersons Program <https://ombuds.uga.edu/>

The student ombudsperson is Charisse Harper 706-542-8544, charper@uga.edu

UGA Police Department <https://www.police.uga.edu/>

For emergencies call **911**, For non-Emergency 706-542-5813

Program Information and Requirements

Major Professor. Each student must have a major professor (also called a major advisor) to be admitted to the Entomology Graduate Program. The major professor serves as your official academic advisor, chairs your Advisory Committee, and is your primary mentor for both research and professional development. Students are generally housed in their major professor's lab space.

Program Requirements Overview. Your graduate program will be shaped largely through consultation with your major professor and Advisory Committee, and will extend well beyond coursework. That said, both the Graduate School and the Entomology Department have specific curricular requirements that must be met to complete your degree.

- For questions about your personal Program of Study, contact your major professor.
- For questions about departmental or Graduate School policy, contact the DGS or DGS Assistant (Erin Brinson).

GradFIRST Seminar (GRSC 7001)

All incoming students are required to complete GRSC 7001 and are strongly encouraged to enroll in the Entomology-specific section, offered each fall semester and led by the Associate DGS (currently Dr. Kevin Vogel). Topics include:

- Planning your graduate education roadmap and exploring career options
- Getting the most out of your mentoring relationship
- Conflict resolution strategies
- Ethical conduct of research and scholarship
- Mental health and well-being
- Time management

Note that although GRSC 7001 is required, it does not count toward graduate credit hours in your Program of Study.

Required Forms. Numerous forms must be completed and approved as you advance through your degree, including those for establishing your Advisory Committee, filing your Program of Study, and scheduling your defense. Most forms are completed online through GradStatus. To get started, visit <https://grad.uga.edu/index.php/current-students/forms/>, select the appropriate form, and log in with your MyID. Contact Erin Brinson with any questions about forms or submission procedures.

Mentor/Mentee Relationships. Your relationship with your major professor is one of the most important factors in your graduate experience. At its best, it is a genuine intellectual partnership, deeply rewarding and professionally formative. Like any significant relationship, it can also be challenging at times. Open, honest communication is the foundation of a productive mentorship.

It helps to remember that your advisor's success is tied to yours. They have a real stake in helping you thrive, finish strong, and launch a successful career. To support this relationship, the department encourages students and faculty to work together on one or both of the following:

- **Individual Development Plans (IDP)** -structured documents that establish and track short- and long-term career development goals
- **Mentor/Mentee Compacts** -- agreements that facilitate ongoing discussion about mutual expectations, goals, and the parameters of the working relationship

Templates for both are available through the Graduate School: https://grad.uga.edu/index.php/current-students/individual-development-plan-and-mentor_mentee-compacts/

The H.O. Lund Club is currently developing an Entomology-specific Mentor/Mentee compact, which will be made available when complete.

Conflict Resolution. Conflicts with your major professor or other personnel are not uncommon in graduate school, and most can be resolved through direct conversation. If a conflict feels too significant to work through on your own, you are not expected to navigate it alone.

Start by reaching out to someone you trust. The following people are available to offer confidential advice, guidance, or mediation:

- **Associate DGS** (Dr. Kevin Vogel)
- **DGS** (Dr. Kerry Oliver)
- **Department Head** (Dr. Sonia Altizer)

For more serious situations, additional university resources may need to be involved, including the Office of Legal Affairs, Human Resources, the Equal Opportunity Office, or the UGA Ombudspersons Program.

In rare cases, a student may need to change major professors. This can be initiated by submitting a written request, explaining the reasons, to the current advisor, the proposed new advisor, and the DGS. The request will be reviewed and a resolution provided in a timely manner.

Advisory Committee. The advisory committee along with the major professor share responsibilities for monitoring graduate student progress and guiding the student toward timely completion of their degree program. Each student must establish an **advisory committee** in consultation with the major professor. Once the committee has been established, complete the advisory committee form (G130) through Grad Status <https://grad.uga.edu/index.php/current-students/forms/>. The form will be routed to the DGS and Graduate School for approval.

Key roles for the major professor and advisory committee include:

- Frame and approve a Program of Study
- Assist in developing a plan for research, which will be outlined in a prospectus
- Evaluate progress of Program of Study and research objectives
- Administer written and oral preliminary exams for PhD students
- Review the thesis or dissertation submitted for the degree
- Attend oral presentation of research accomplished for the degree (defense), and administer a final defense exam

MS committee requirements. The MS advisory committee requires at least three members: the chair and at least one other member must be Graduate Program Faculty (GPF). The third member must hold a terminal degree, either at UGA (at the rank of assistant professor, associate professor, professor, academic professional, senior academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist) or at a non-UGA institution, though no more than one non-UGA member may serve as a voting member. If the committee has more than three members, a majority must hold GPF status.

Doctoral Committee requirements. The doctoral committee must consist of three **Graduate Program Faculty** members with the major professor serving as chair of the committee. Additional voting members may be appointed to the committee, but no more than one non-UGA faculty member (see details below). If your committee has more than three members, then greater than 50% must be GPF. UGA employees holding the following ranks may serve on doctoral committees: assistant professor, associate professor, professor, academic professional, senior academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Instructors and lecturers may not serve on advisory committees unless they have GPF status. **Co-major professors** (limited to two) may be appointed to an advisory committee provided both are GPF (and they may comprise two of the three required members of an advisory committee). Both co-major professors must sign all forms that requires the signature of an advisory committee chair.

In addition to UGA committee members, a person having no official relationship with UGA may serve as a voting member on the advisory committee after nomination by the DGS and approval of the Dean of the Graduate School. When nominating a non-affiliated person two items are required: the nominee's current CV, and a letter from the DGS addressed to the Dean of the Graduate School explaining why the services of the non-affiliated person are requested. A nominee must have a terminal degree in their field and distinguished academic credentials in the field of study.

Enrollment Requirements. The Graduate School requires that any student on an assistantship must register for a minimum of 12 credit hours in Fall and Spring semesters and 9 credit hours in summer. Failure to do so will result in the cancellation of your tuition waiver. The department, however, requires that students on an assistantship enroll for **18 credit hours each Fall and Spring semester, and 12 hours in the summer** because our department benefits financially from these hours while it will not cost you more. For example, once you have registered for formal classes, you will fill in the rest of your schedule with research hours (ENTO 7000 for MS or ENTO 9000 for PhD) to total 18 hours.

Graduate students not on an assistantship must register for at least 3 credit hours during any semester in which they use UGA facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending a thesis or dissertation. Students must register for at least 2 out of 3 semesters each academic year (Fall, Spring, Summer) in order to remain in compliance with the Graduate School continuous enrollment policy, though registration every semester is required for any student on an assistantship in order to continue to receive assistantship pay. Enrollment Policy: <https://grad.uga.edu/index.php/current-students/enrollment-policy/>

The Graduate School has several other requirements:

- you must maintain a GPA of 3.0 (or you will be placed on academic probation –see below);
- only grades of C and above will count towards your Program of Study;
- “incomplete” grades will convert to F if not completed and re-graded within three semesters.

Residency Requirement: For the PhD, a minimum of 30 hours of continuous course work must be spent in resident study at UGA and included on Program of Study. In addition, a minimum of three full years of study and research beyond the bachelor’s degree is expected for the PhD degree.

Time Limits: All requirements for the MS degree must be completed within 6 years of matriculation. A PhD candidate must be admitted to candidacy within 6 years of matriculation and then must complete the remainder of degree requirements within 5 years of admission to candidacy. A PhD candidate who fails to complete all degree requirements within 5 years after passing the written and oral comprehensive exams, and being admitted to candidacy, will be required to take the exams again and be admitted to candidacy a second time. An extension may be requested from the Graduate School, and a copy included in the student’s departmental records. It must provide a written summary of extenuating reasons and timeline to complete the degree requirements.

Extension of Time: A special request for an extension on the six-year expiration of coursework or the five year expiration of candidacy may be made to the dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. A petition of this type must include 1) a specific timeline for the completion of requirements, 2) an approved advisory committee form, if required for the degree, 3) an approved program of study (if not already on file) and a letter of support from both the DGS and the major professor.

Leave of Absence: A leave of absence provides a mechanism for students experiencing unusual circumstance to be temporarily exempt from the continuous enrollment policy. A leave of absence requires approval of the DGS and the Dean of Graduate School and will be granted only for good cause such as serious health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

Master's Program

The following requirements must be completed for the MS degree:

Thesis Research Prospectus. The student will prepare a research prospectus in the style and length suggested by the major professor and advisory committee. It should include a review of relevant literature and methodology, along with an experimental plan for the proposed research. The student will revise the prospectus in consultation with the major professor and advisory committee until it provides a clear path forward for the research project. Once completed, a copy must be submitted to the DGS Assistant to become part of the student’s record.

This process gives everyone involved a chance to identify important issues early and agree on an approach, since the research direction will likely evolve as the work progresses. Ideally, the prospectus is completed by the end of year 1.

Program of Study. The POS is prepared in consultation with the major professor and advisory committee and must note and rectify any course deficiencies (noted in your offer letter), list courses required to complete the current degree, and any research skills required by your advisory committee. Additional details are described below.

Thesis and Final Defense Examination. The MS thesis must be written in a form and style acceptable to the major professor and advisory committee. Typically, it will have an Introduction that reviews the research topic, chapters covering the research methods and results, and a conclusion stating the current state of knowledge and contribution of the candidate's research. Manuscripts already published or in press may be included as thesis chapters. Data or results not warranting publication but supporting the research should be given in an Appendix. The Thesis must be organized and formatted as given in the Graduate School Style Manual <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/>

Your thesis must be submitted to the major professor and advisory committee more than two weeks prior to the defense, so they have adequate time to provide feedback and deem the thesis acceptable before scheduling the defense.

A copy of the thesis must be electronically submitted to the Graduate School for a format check **at least four weeks prior to graduation**. Graduation requirement deadlines for the current and two future semesters can be found at <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>. The version you submit for format checking should be complete, but does not need to be the final polished thesis since its purpose is only to confirm your thesis is properly formatted for publication following their guidelines <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/>

Please note that the last day to defend your thesis and turn in a final, corrected copy is earlier each semester than you may expect. Again, see the important dates link <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/> but this is typically mid-April for spring semester and mid-November for fall semester.

The MS candidate will give a defense seminar to the Department, which is open to the public, covering the thesis research. Please arrange your examination so that is available to Tifton, Griffin, and Athens campus via Zoom or whatever current video conferencing platform is standard at the time of your defense. If you choose to use another means of video conferencing please test beforehand to confirm it works well. The public thesis defense will be followed by an oral exam administered by the advisory committee.

All members of the advisory committee must be present for the entire defense. The student and Chair of the committee must be present in person for both portions of the defense, although exceptions can be made for extenuating circumstances. Other committee members can participate via video conference. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. Under special circumstances, the defense can be held completely remotely if approved in advance by the DGS.

Doctoral Program

The following requirements must be completed for the PhD degree:

Teaching Experience. Students must serve as a Teaching Assistant for at least one course or laboratory section involving significant interactions with students. If you are unsure whether your TA assignment meets this criterion, please ask the DGS.

Dissertation Research Prospectus. The student will prepare a research prospectus in the style and length suggested by the major professor. It should include a review of relevant literature, methodology along with an experimental plan for the proposed research. The student will revise the prospectus in consultation with the major professor until it provides a clear path for the research project. It will then be distributed to the advisory committee for further review and revision if necessary. Once completed, a copy must be submitted to the DGS Assistant to become part of the student's record.

This process gives the student and advisory committee the opportunity to identify important issues early and agree on an approach, because the research direction will likely evolve as the work progresses. Ideally, the prospectus is completed before the end of the third semester.

Program of Study. The POS is prepared in consultation with the major professor and advisory committee and must note and rectify any course deficiencies (noted in your offer letter), list courses required to complete the current degree, and note any research skills required by your advisory committee. PhD students complete both a preliminary and final POS (details below).

Comprehensive (aka Preliminary or Qualifying) Examinations. A student must pass comprehensive written and oral examinations, administered by the advisory committee, before being admitted to candidacy. Students are expected to take the examinations after 2 to 3 years of residency; exceptions will be considered on an individual basis. **Before the oral exam can be scheduled a Final Program of Study (see below) must be submitted** and approved by the advisory committee, DGS, and the Graduate School. All pre-requisites set as a condition to admission (i.e., course deficiencies) must be satisfactorily completed, and the residency requirement met before the exams can proceed.

- 1. Written Examination:** The major professor will solicit written questions from advisory committee members covering the body of knowledge appropriate to the individual student (i.e., related to the prospectus topic) and will then administer the examination. The standard format assigns one set of questions from an advisory committee member per day. Instructions may indicate the expected length of the answer and/or how much time the student has to prepare it, and will specify whether questions are "open book" (original answers may draw on print and internet resources) or "closed book" (no access to outside resources). The written portion must be completed within five calendar days. A minimum of three written questions (or question sets) is required, but larger committees are not required to have every member contribute a set; for example, a five-member committee could provide 3, 4, or 5 sets of written questions. Students are encouraged to discuss the format of the written exam with their advisory committee and to speak with individual members to get a sense of the topics they may be asked about. Each written answer is evaluated as "Pass" or "Fail" by the submitting member. A majority of "Pass" marks is required to pass. Failed exams may be repeated at the discretion of the advisory committee. The major professor should notify the DGS Assistant in writing of the outcome of the written exam.

2. **Oral Examination:** The oral examination will be given within one month of completing the written exam. The DGS Assistant must be informed **at least two weeks in advance** of the time and place, so the Graduate School can post the examination date and prepare the necessary paperwork for the committee. All members of the advisory committee must be present for the entire exam; the student and major professor must appear in person, while other members may attend remotely. Under unusual circumstances, the entire oral examination may occur remotely with prior approval from the DGS. Graduate School policy allows any faculty member to attend the oral exam, though in practice attendance outside the advisory committee is rare. Questions may cover any area appropriate to the student's training. A majority of "Pass" marks is required to pass. Failed exams may be repeated at the discretion of the advisory committee. The Graduate School must be notified if the exam is postponed or the student fails.

Admission to Candidacy. Admission to candidacy is typically requested immediately after successful completion of the comprehensive oral examination. Requirements for admission to candidacy:

1. Research skills requirements, if applicable, have been met
2. The final Program of Study has been approved by the advisory committee, the DGS, and the Dean of the Graduate School
3. A GPA average of 3.0 (B) has been maintained for all graduate courses taken and for all completed courses on the POS (no grade below C may be included on the final POS)
4. Written and oral comprehensive examinations have been passed and reported to the Graduate School
5. The advisory committee, including any necessary membership changes, is confirmed and all members have been notified of their appointment
6. A dissertation prospectus has been approved (and is on file in the department)
7. The residency requirement has been met

Dissertation and Final Defense Examination. The dissertation must be written in a form and style acceptable to the major professor and advisory committee, following the Graduate School Style Manual (see below). Typically, it will have an introduction that reviews the research topic, chapters covering research methods and results, and a conclusion stating the current state of knowledge and the candidate's contribution. Manuscripts already published or in press may be included as chapters. Data or results that would not be acceptable to a scientific journal on their own should be included in an Appendix.

The Graduate School requires that you notify the DGS Assistant **at least two weeks in advance** of the dissertation defense seminar and examination, providing the date, time, place, and title of your dissertation. For this reason, your dissertation must be submitted to the major professor and advisory committee **more than two weeks prior** to the defense date, so they have adequate time to provide feedback and deem it acceptable before scheduling the defense.

A copy of the dissertation must be electronically submitted to the Graduate School for a format check **at least four weeks prior** to that semester's official graduation date. Graduation deadlines for the current and two future semesters can be found at <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>. The version submitted for format checking should be roughly complete but does not need to be the final polished dissertation, since its purpose is only to confirm

proper formatting (content is not evaluated) per the Graduate School's guidelines:

<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/>

Note that the last day to defend and turn in a final, corrected copy of your dissertation is often earlier each semester than you might expect. See the important dates link above; this deadline typically falls in mid-April for spring semester and mid-November for fall semester.

The PhD candidate will give a defense seminar to the Department covering the research, followed by an oral defense exam administered by the advisory committee. Please arrange your examination so it is available to the Tifton, Griffin, and Athens campuses via Zoom or whatever video conferencing platform is standard at the time.

All members of the advisory committee must be present for the entire defense. The student and committee chair must be present in person for both portions of the defense. Other committee members may participate via video conference. If the major professor cannot attend in person, they may designate a substitute chair who is a current committee member. Under special circumstances, the defense may be held entirely remotely if approved in advance by the DGS and department head.

Program of Study

1. Course Deficiencies

Students admitted to the Graduate Program are expected to have completed coursework in Biochemistry and/or Genetics prior to admission (MS students need one of these; PhD students need both). Deficiencies are identified from undergraduate or graduate transcripts and noted in the student's offer letter. Courses in Microbiology, Cellular Biology, or Molecular Biology may substitute for the Biochemistry deficiency. A genetics heavy course in Evolution may substitute for genetics.

Deficiencies must be rectified by taking an equivalent course, at UGA or elsewhere, during the student's graduate tenure. If a student believes a previously completed course already satisfies a noted deficiency, they should notify the DGS with a copy of the course syllabus; the decision will be communicated to the student and recorded in their departmental file.

How deficiency courses count toward the Program of Study:

- Undergraduate-level courses taken to rectify a deficiency do **not** count toward the credit hours required for the degree and do **not** affect the graduate GPA.
- Graduate-level courses taken to rectify a deficiency **do** count toward the Program of Study and **do** affect the graduate GPA.

Completion of any deficiency is noted in the student's Annual Progress Report and on the POS form.

2. Required Entomology Courses

ENTO 8010 Insect Taxonomy & ENTO 8250 Insect Physiology: MS students must take one of these two; PhD students must take both.

8000-level reading/discussion course(s): MS students must take at least 1; PhD students must take at least 2.

These are baseline departmental requirements; a student's advisory committee may impose additional requirements (e.g., requiring an MS student to take both ENTO 8010 and ENTO 8250).

A passing grade of C or better is required in all core courses. If a new student has already taken an equivalent course elsewhere, the requirement may be waived with approval from the major professor and advisory committee and DGS; a letter documenting the exemption must be submitted to the DGS assistant for the student's file.

Core course rotation (2 credit hours each): one is offered every semester, which helps with POS planning. Other 8000-level ENTO graded courses (e.g., ENTO 8150) may also satisfy the reading/discussion requirement.

Core Courses (2 credit hours each)	Semester	Year
ENTO 8570 Molecular Entomology	Fall	Even
ENTO 8050 Phylogenetics, Systematics, & Evolution	Spring	Even
ENTO 8500 Insect Ecology	Fall	Odd
ENTO 8820 Concepts in Integrated Pest Management	Spring	Odd

3. Research Skills Requirement

Courses satisfying this requirement are chosen jointly by the student, major professor, and advisory committee. Options may include, but are not limited to, statistics, bioinformatics, microscopy, and molecular techniques.

4. Courses That Do Not Count Toward the POS

The Graduate School does not permit the following to count toward the Program of Study, even though one or more may be required for your degree or a Teaching Assistant assignment: **GRSC 7001** (GradFIRST Seminar), **GRSC 7770**, **WIPP 7001**, **LLED 7768/7769**

5. Incomplete Grades

An "Incomplete" (I) grade blocks several things until resolved: the Graduate School will not allow enrollment in more than 12 credit hours, admission to candidacy, or approval of assistantship or travel funding requests. An Incomplete converts automatically to an "F" (A–F graded courses) or "U" (S/U graded courses) if not resolved within one year.

Master's Program of Study

MS students should discuss their **Program of Study** with their major advisor and at their first committee meeting.

The POS must be submitted on the proper form <https://grad.uga.edu/index.php/current-students/forms/> with approval by the major professor, the DGS, and the dean of the Graduate School. This step should be completed by Friday of the second full week of classes of the semester in which degree requirements are completed. **Exception:** if degree requirements will be completed during summer term, the Program of Study is due by Friday of the first full week of classes in that semester.

Minimum 30 total credit hours, structured as:

A. Grad-only hours (minimum 12)

Grad-only hours come from courses at the 6000–8000 level that are open **only** to graduate students.

- Generally about 5 hours come from required Entomology courses: ENTO 8010 or 8250, plus one 8000-level reading course.
- 6000- or 7000-level courses with no undergraduate component (e.g., FANR 6750) count as grad-only. Split-level courses (e.g., ENTO 4000/6000) do **not** count as grad-only.
- ENTO 8900 Special Problems counts toward grad-only hours up to 3 hours with any single instructor, to a program maximum of 9 hours.
- Non-graded (S/U) courses generally do **not** count toward grad-only hours. This includes ENTO 8000 (Seminar), ENTO 8070 (Research Discussion), ENTO 7000 Research, and ENTO 7300 Thesis.
- If you're unsure whether a course counts, ask the DGS.

B. Additional graduate-level hours (6000–8000 level), to bring the total to at least 30

All MS students must include:

- 6 hours of ENTO 7000 Research (additional hours beyond 6 do not count toward the total)
- 3 hours of ENTO 7300 Thesis, taken in the defense semester (additional hours do not count)

Other courses that may count toward this portion:

- Up to 2 hours of ENTO 8000 Seminar
- Up to 2 hours of ENTO 8070 Research Discussion
- Unlimited hours of split-level 6000 courses with an undergraduate section (e.g., ENTO 6000 General Entomology)

Example MS Program of Study (total 30 hours)

<u>12 'grad only' hours</u>	<u>18 additional credit hours</u>
ENTO 8010/L (5)	ENTO 7000 (6)
ENTO 8250 (3)	ENTO 7300 (3)
ENTO 8500 (2)	ENTO 8000 (2)
PBIO 8820 (2)	ENTO 6000 (4)
	ENTO 8950 (1)
	ENTO 8070 (2)

Doctoral Program of Study:

Discuss your Program of Study with your major advisor and at the first committee meeting.

Two stages apply (this PoS form is in transition from GradStatus to DegreeWorks so may have changed by the time you read it):

1. **Preliminary Program of Study** — a hardcopy form (from <https://grad.uga.edu/index.php/current-students/forms/>) approved by the committee and DGS and kept on file with the DGS Assistant. This is not submitted to the Graduate School (in DegreeWorks you will build a '**Partial Plan**' using the Plans tool).
2. **Final Program of Study** — approved by the advisory committee prior to the oral exam and submitted through Grad Status (<https://grad.uga.edu/index.php/current-students/forms/>). This will be the **Full Plan** in DegreeWorks.

Minimum 30 total credit hours, structured as:

A. Grad-only hours (minimum 16, **excluding** ENTO 9000 Research & ENTO 9300 Dissertation)

*Grad-only hours for PhD are courses at the 8000–9000 level.

- Generally about 12 hours come from 8000-level Entomology courses: ENTO 8010/L, ENTO 8250, and two 8000-level reading courses.
- Students bypassing the MS degree must complete an additional 4 grad-only hours; as an exception to the 8000–9000 range above, this may include a 6000-level course with no undergraduate component (e.g., FANR 6750).
- ENTO 8900 Special Problems counts toward grad-only hours up to 3 hours with any single instructor, to a program maximum of 9 hours.
- Non-graded (S/U) courses generally do **not** count toward grad-only hours. This includes ENTO 8000 (Seminar), ENTO 8070 (Research Discussion), ENTO 9000 Research, and ENTO 9300 Dissertation.
- If you're unsure whether a course counts, ask the DGS.

B. Additional graduate-level hours (6000–9000 level), to bring the total to at least 30

All PhD students must include:

- 6 hours of ENTO 9000 Research (additional hrs beyond 6 do not count toward total)
- 3 hours of ENTO 9300 Dissertation, typically taken in final semester (additional hrs do not count toward total)

Other courses that may count toward this portion:

- Up to 2 hours of ENTO 8000 Seminar
- Up to 2 hours of ENTO 8070 Research Discussion
- 6000-level courses, with (e.g., ENTO 4000/6000) or without (e.g., FANR 6750) an undergraduate component

Example PhD Program of Study (total 30 hours)

<u>16 ‘grad only’ hours</u>	<u>14 additional credit hours</u>
ENTO 8010/L (5)	ENTO 9000 (6)
ENTO 8250 (3)	ENTO 9300 (3)
ENTO 8500 (2)	ENTO 8000 (2)
ENTO 8570 (2)	ENTO 8950 (1)
PBIO 8820 (2)	ENTO 8070 (2)
ENTO 8900 (2)	

Taking Control of the Process

You can take charge of many aspects of your own training. Don’t assume your major professor or advisory committee will remember every detail of degree requirement, including the POS; come prepared to remind them of key points so your meetings are more focused and productive. Play an active role in shaping your own program to get the most out of your training and advance your professional goals. Lead the process, but stay respectful of, and attentive to, your advisors’ guidance.

Ownership of Intellectual Property & Research Data

Information on UGA’s intellectual property policy is available at <https://research.uga.edu/documents/intellectual-property/>.

Graduate students are given a fair opportunity to use data from university or extramurally sponsored research grants in their thesis or dissertation and in subsequent publications. This use is subject to the university’s obligations under those grants, as well as a general obligation to publish the results of scientific investigation. As a result, a student’s right to control data collected under sponsorship is not exclusive.

Original research notebooks and records typically remain with the major professor; the student may keep copies after completing the degree. If a student wants to continue the research elsewhere, materials or other university resources may be transferred only with the major professor’s permission, and a Materials Transfer Agreement may be required.

Authorship of Manuscript-Style Chapters

If your thesis or dissertation includes chapters written as standalone manuscripts, you must be first co-author, and you must be prepared to defend the full body of research it contains. Each co-authored chapter needs its own Author Contributions section, regardless of whether that chapter is unpublished, under review, or already in print. This section should spell out what each author contributed, including your own role, using standards of credit that are normal for the field. It must also state plainly that every co-author consented to the chapter’s inclusion in your thesis or dissertation. If you were unable to reach a co-author despite reasonable effort, note that you made a good-faith attempt to give them the chance to respond.

Academic Probation and Dismissal

GPA requirement. Students must maintain a cumulative graduate course GPA of 3.0. If a student's cumulative graduate GPA falls below 3.0, the Graduate School first sends a warning letter explaining the probation procedure. If the GPA remains below 3.0 for two consecutive terms, the student is placed on academic probation.

While on probation, the student must earn at least a 3.0 GPA each semester. Probation ends once the cumulative graduate GPA reaches 3.0 or higher. If the semester GPA drops below 3.0 while on probation, the student is dismissed from the Graduate School.

How grades are calculated. When a student repeats a graduate course, the most recent grade is used to calculate the cumulative graduate GPA that governs probation, dismissal, admission to candidacy, and graduation. This does not apply to courses designated "repeatable" for additional credit; grades in those courses do not replace prior grades. Grades of S, U, I, and V are excluded from the cumulative GPA calculation. However, if an Incomplete (I) later converts to an F, that conversion can trigger probation or dismissal for the semester in which it occurs, even if the student is not enrolled that semester.

Appealing a Graduate School dismissal. A student dismissed for academic reasons may appeal to the Dean of the Graduate School within 30 calendar days of receiving the dismissal notice. With departmental support, a student may instead request an expedited review: within two business days of grades being released, the Graduate School notifies the program of each student subject to dismissal, and the program has two days to request the expedited review. Requests made after that window follow the normal appeals process. Details are available in the Graduate Bulletin:

<https://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>

Departmental dismissal. The department may also dismiss a student at the end of any semester for insufficient academic progress. Reasons may include failure to follow the Program of Study or other departmental/Graduate School guidelines, low grades, or lack of progress on a thesis or dissertation.

Appealing other academic decisions. Appeals of grades, or of decisions or requirements set by a department, major professor, or advisory committee, go first to the Department Head. An unfavorable ruling can then be appealed through the CAES Office of Academic Affairs (706-542-1611). A clear process exists for these appeals, but timely notification is required.

Assistantships and Stipend Rates

A student with a paid assistantship is an employee of both UGA and the State of Georgia. While on assistantship, the student is covered by Worker's Compensation and is required to carry medical insurance, which UGA subsidizes in part.

Assistantship pay is issued monthly, on the last weekday of each month. UGA sets a base stipend for MS and PhD students, which Entomology then builds upon. Your specific stipend is set by your major professor within a range of 45–50% above the base stipend. For FY26/27, that range is \$31,491–\$34,990 for PhD students and \$29,225–\$32,472 for MS students. If you have questions about your rate of pay, please discuss this with your major professor.

Students on assistantship are exempt from out-of-state tuition. They must still pay student fees and a reduced tuition rate of \$25/semester, and must be enrolled full time as described above. Sick and vacation leave must be arranged directly with the major professor and, if the student is serving as a TA, with the relevant course instructor.

Teaching Assistantships (TAs)

TAs in Entomology, and GLAs (Graduate Laboratory Assistants) in the Biology Program, are assigned by the DGS based on student funding needs, instructor/course needs, and student goals (e.g., wanting to build a stronger teaching portfolio). Because the number of TA positions is limited each semester, compromises are often necessary.

TA policies and programs are coordinated by the Center for Teaching and Learning (CTL) (<https://ctl.uga.edu/#ta-services-and-programs>), which supports the pedagogical development of graduate assistants preparing for instructional responsibilities at UGA and in future careers.

Requirements for all TAs

- TA Orientation (<https://ctl.uga.edu/grad-student/ta-orientation/>): Required for all new graduate students assigned instructional responsibilities in department classes or laboratories. Offered each Fall and Spring; register through the link above. Experienced instructors are welcome to repeat sessions of interest but are not required to. Sessions cover instructional methods and strategies, along with legal and managerial information for new instructors.
- GRSC 7770 (pedagogy course), **or an equivalent**, is required of all TAs and may be taken before or concurrently with the first TA assignment. Students with prior college- or university-level teaching experience may be exempted. Check the UGA class schedule for suitable sections, including those occasionally offered by Entomology faculty; sections offered by Life Science or CAES departments are preferred.

English proficiency for international students

International students from non-English-speaking countries must demonstrate English proficiency before serving as a TA. Requirements are country-specific and set by the Graduate School (<https://grad.uga.edu/index.php/prospective-students/international-application-information/international-supplement/country-specific/>); UGA provides training for students who don't yet meet them.

- Exempt: Students who completed a four-year undergraduate degree, no more than four years before starting at UGA, at an accredited institution in a country where English is the primary language (as recognized by the Graduate School).
- Not exempt, but with a qualifying test score: Students with a TOEFL speaking sub-score of at least 5.5 (26 on the older scale) or an IELTS speaking band score of at least 7.5 may serve as a TA after completing GRSC 7770 and TA Orientation, the same requirements as all other TAs.
- Below these thresholds (most international students): Required to take LLED 7769, or both LLED 7768 and LLED 7769, depending on score. See the Language Proficiency section of <https://ctl.uga.edu/partner-initiatives/ta-policy/> for details, or ask the DGS with questions. LLED 7769 substitutes for GRSC 7770, so students who take it do not need to take GRSC 7770 separately.

Workload by position

- Entomology TA: Availability varies by semester; generally 10–12 hours/week. The course instructor provides a schedule or syllabus and reviews duties, which typically include preparing materials and presentations, leading lab or discussions, assisting students, putting away materials after class, and grading exams.
- Biology GLA: More time-intensive, averaging 18–20 hours/week, including mandatory lab-preparation sessions through the Biology Program. GLAs serve as Instructor of Record, offering the best opportunity to build teaching skills; these positions have helped many former Entomology students land jobs with a significant instructional component. Because this is a writing-intensive role, GLAs take WIPP 7001 instead of GRSC 7770 (WIPP 7001 alone satisfies the requirement). You must have 18 hours of graduate credit to serve as an IOR.
- Summer: Most students are supported as Research Assistants by their major advisor. One or two TA positions are typically available for curating the department's insect teaching collections used in laboratory courses.

Annual Progress Report

All students are required to complete an annual progress report. The progress report must be submitted to the DGS Assistant in July. A reminder email with a specific due date will be sent approximately one month in advance. The purpose of this report is to document degree program progress for you and your major professor and collect accomplishments for reporting and recruiting purposes. If you have a mentor/mentee compact this is a good time to revisit. This report and associated CV are also the primary basis for numerous departmental scholarships. This report also provides space for you to formally provide feedback about the program.

Submit an electronic copy of the completed & signed report to the Graduate Assistant by the due date.

1. **Complete form** and have **signed by your major professor**.
2. Provide a **summary of accomplishments** for this year in space provided (next page).
3. **Update your CV**.

Below is the information requested (subject to change):

Student Name: _____ Degree Objective: _____

Major Professor: _____ Semester/Year Started: _____

Committee Members (if known): _____

Date of Most Recent Committee Meeting: _____

A. Progress toward fulfilling degree requirements (indicate progress to date and expected completion dates if known)

	Date completed		Date completed
<u>Program of Study</u> a. Preliminary POS (PhD only) b. Final POS (MS and PhD) c. Course deficiencies rectified (if applicable) d. TA requirement met (PhD only)		<u>Advisory Committee</u> a. Committee formed b. Prospectus submitted to Dept. c. Meeting convened d. PhD exams	

Required Signatures

Major Professor _____ Date _____

Student _____ Date _____

Summary of accomplishments for this academic year

1. **Teaching Assistantships:** semester, course # and title, and instructor.
2. **Honors, Awards, or Scholarships nominated for and received:** title, organization, amount, and duration
3. **Participation or attendance at professional meetings:** organization, dates, and location with full title of poster or presentation and authors
4. **Outreach:** event, location, place, and # of participants
5. **Publications:** Authors, year, title, and journal name, volume, and page numbers
6. **Mentoring of junior researchers**
7. **Other items you want to mention**

Comments/ Recommendations for Entomology Graduate Program **Updated Curriculum Vitae**

Developing a strong curriculum vitae (CV) is essential for graduate students applying for awards or job positions after graduation. The guidance below outlines the basic structure of a CV, based on the format required for Entomological Society of America awards. Each student must submit an updated CV to the department every year; these are used for departmental awards and scholarships.

Curriculum Vitae Structure

1. **Name / Address / Phone Number / Email**
2. **Education:** Beginning with your undergraduate institution, list dates, degrees, thesis title, degree-granting institution, advisor's name, and GPA for each.
3. **Relevant Employment:** List jobs held, with a brief summary of responsibilities for each.
4. **Non-Degree-Related Research and Extension Experience:** Research and/or extension experience not already reflected in your publications.

5. **Teaching Experience:** List courses taught or assisted, with a brief summary of responsibilities for each.
6. **Research Support/Grants Funded:** List all funded grant proposals and cooperative agreements, including agency, amount, and duration of support; describe your contribution if not senior author. Also list fellowships, competitive grants-in-aid, assistantships, or similar monetary awards (amounts not required).
7. **Publications (Refereed):** List in chronological order; describe your contribution if not senior author. Include a reprint (or manuscript, if in press) of what you consider your major contribution to entomology. For papers in press, attach a copy of the acceptance correspondence.
8. **Publications (Non-Refereed):** List in chronological order, following the same conventions as above, including documentation for papers in press.
9. **Presentations at Professional Meetings:** Include author(s), title, meeting, and presentation type (e.g., 3-minute talk, 12-minute talk, poster session, workshop, symposium); describe your contribution if not senior author.
10. **Other Presentations:** Include author(s), title, meeting, and presentation type, following the same conventions as above.
11. **Professional Memberships:** Professional and honor societies, including any offices held.
12. **Professional Activities:** Committee service, session moderation, working group participation, and similar activities within the profession.
13. **Committee Participation:** University, college, or departmental committees.
14. **Honors and Awards:** Academic, professional, research, or service awards.

Checklists for MS and PhD Degrees

These checklists are for your personal reference. Each student is responsible for meeting all degree requirements on time and should be familiar with the requirements detailed on the Graduate School website and in this handbook. Questions can be directed to your major professor, the DGS, or DGS Assistant. Required forms are available at <https://grad.uga.edu/index.php/current-students/forms>. Most forms are initiated by the student, though some are submitted by the DGS Assistant. Important dates related to these forms can be found at <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

MS Checklist		
Milestone	Details	Deadline
Appointment of Advisory Committee	Composed of the student's major professor (who serves as chair) and at least two other members, the majority of whom must hold GFP status. Submit the Advisory Committee form (G130) via Grad Status (changing to DegreeWorks)	Typically completed by the end of the first year of residence
Developing a Research Prospectus	Developed as directed by the major professor. Once the advisory committee agrees it is suitable, a copy goes to DGS Assistant and becomes part of the student's record.	Typically completed by the end of the first year of residence
First Advisory Committee Meeting	Typically an oral presentation of the prospectus (provide a copy to the committee beforehand); an earlier meeting can be called if guidance is needed sooner. This meeting also addresses the Program of Study, so come prepared to discuss courses taken and planned.	Typically completed by the end of the first year of residence
Annual Report & Updated CV		Due July each year
Program of Study	Minimum 30 hours, including at least 12 grad-only hours (see Section 6 for details). Continuous enrollment is required. Submit the Program of Study form (G138) online	As soon as residency and departmental requirements met, but before the defense; typically around end of the third semester
Additional Committee Meeting(s)	Optional; a meeting can be called anytime it's needed, though many MS students meet only for the prospectus and the defense.	As needed.

MS Defending and Graduating

Step	Deadline / Note
1. Register for Thesis Hours (ENTO 7300)	Students must be registered for, or have completed, at least 3 hours to graduate, and must be enrolled during the semester in which degree requirements are completed.
2. Check important dates for your defending semester (https://grad.uga.edu/current-students/important-dates-deadlines/)	The last day to defend may be earlier than expected.
3. Apply for graduation (instructions at https://grad.uga.edu/index.php/current-students/forms/)	Must be submitted no later than the second week of classes of the graduating semester. Final deadlines are set by the Graduate School (see link above). There is a \$50 fee for late-filing.
4. Complete a Thesis Format Check (https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/)	A thesis draft must be submitted electronically for approval by the Graduate School's deadline for the intended graduation semester.
5. Provide your advisory committee with your thesis	Must be submitted to the committee for approval more than two weeks before the defense presentation and oral exam.
6. Prepare and schedule your defense seminar and exam; submit the Approval Form for Master's Thesis and Final Oral Examination (G140)	Notify the DGS Assistant two weeks in advance, with the date, time, place, and title of the thesis seminar. This prompts the DGS Assistant to complete any additional items required by the Graduate School and to notify the department.
7. Promote your defense seminar	As much as you'd like.
8. ETD Submission Approval	Submit the ETD Submission Approval form (G129): the final, corrected, and approved version of the thesis, submitted electronically. Every graduation semester has its own ETD submission deadline; see https://grad.uga.edu/index.php/current-students/important-dates-deadlines/

PhD Checklist		
Milestone	Details	Deadline
Appointment of Advisory Committee	Composed of the student's major professor (who serves as chair) and at least two other Graduate Program Faculty members, the majority of whom must hold GFP status. Submit the Advisory Committee form (G130) via Grad Status.	Typically by the end of the third semester of residence
Research Prospectus	Developed as directed by the major professor and advisory committee. Once the advisory committee agrees it is suitable, a copy goes to the DGS Assistant and becomes part of the student's record.	Typically by the end of the third semester of residence
First Advisory Committee Meeting	Typically an oral presentation of the prospectus (provide a copy to the committee beforehand); an earlier meeting can be called if guidance is needed sooner. This meeting also addresses the Preliminary Program of Study, so come prepared to discuss courses.	Typically by the end of the third semester of residence
Annual Report & Updated CV		Due July each year
Program of Study	Minimum 30 hours, including at least 16 grad-only hours (20 if bypassing the MS); see Section 7 for details there is a preliminary POS (https://grad.uga.edu/index.php/current-students/forms/) and final POS (note this is changing due to move to DegreeWorks)	Preliminary by end of third semester. Final, as soon as residency and departmental requirements met, but before the defense
Comprehensive Exams	Includes written and oral portions. The written portion is organized by the major advisor. If the written portion is passed, the major professor emails the DGS Assistant to schedule the oral exam. The DGS Assistant then completes the Comprehensive Exam form (G118) in Grad Status. Upon successful completion, the Graduate School emails a form to be signed by the advisory committee and DGS; the DGS assistant files the completed form with the student's record and with the Graduate School.	Notify the DGS Assistant at least two weeks in advance. The oral portion must occur within a month of passing the written portion. The Graduate School must be notified if the exam is postponed or failed. The signed exam form should be turned in the same week as the exam.

Application for Candidacy	Apply in Grad Status using the Application for Admission to Candidacy for Doctoral Degrees form (G162), after successfully completing the Comprehensive Exam.	Due to the Graduate School no later than the Friday of the second full week of classes (first full week in summer) of the graduating semester; usually submitted just after comprehensive exams
Additional Committee Meeting(s)	Optional; a meeting can be called anytime it's needed, though many MS students meet only for the prospectus and the defense.	As needed.

PhD Defending and Graduating

Step	Deadline / Note
1. Register for Dissertation Hours (ENTO 9300)	Students must register for, or have completed, at least 3 hours of ENTO 9300 to graduate, and must be enrolled during the semester in which degree requirements are completed.
2. Check important dates for your defending semester (https://grad.uga.edu/current-students/important-dates-deadlines/)	The last day to defend may be earlier than expected.
3. Apply for graduation (instructions at https://grad.uga.edu/index.php/current-students/forms/)	Must be submitted no later than the second week of classes of the graduating semester. Final deadlines are set by the Graduate School (see link above). There is a \$50 fee for late-filing.
4. Complete a Dissertation Format Check (https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/)	A dissertation draft must be submitted electronically for approval by the Graduate School's deadline for the intended graduation semester.
5. Provide your advisory committee with your dissertation	Must be submitted to the committee for approval more than two weeks before the defense presentation and oral exam.

Step	Deadline / Note
6. Prepare and schedule your defense seminar and exam; submit the Approval Form for Doctoral dissertation and Final Oral Examination (G164)	Notify the DGS Assistant two weeks in advance, with the date, time, place, and title of the thesis seminar. This prompts the DGS Assistant to complete any additional items required by the Graduate School and to notify the department.
7. Promote your defense seminar	As much as you'd like.
8. ETD Submission Approval	Submit the ETD Submission Approval form (G129): the final, corrected, and approved version of the thesis, submitted electronically. Every graduation semester has its own ETD submission deadline; see https://grad.uga.edu/index.php/current-students/important-dates-deadlines/