

## **GRADUATE STUDENT HANDBOOK**

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This Handbook is a guide to the procedures and requirements of the Graduate Program in Entomology at Rutgers – The State University of New Jersey. Students should also refer to the general regulations that appear in the School of Graduate Studies (SGS).

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## **INTRODUCTION**

The Graduate Program in Entomology includes distinguished faculty that enable the program to attract outstanding graduate students who excel in entomology and regularly find employment upon graduating in academia, government, and private sector. Students will find a supportive environment, accessible faculty, commitment to diversity, equity, and inclusion, and superb research resources.

The Program admits students seeking to obtain either a research based Masters of Science (M.S. – Plan A), terminal Masters of Science (M.S. – Plan B), or Doctorate of Philosophy (Ph.D.). For the Ph.D. program, students can earn their M.S. along the way after completing the necessary courses, research, and paperwork. Some students enter the Ph.D. program with a M.S. degree in hand and may apply to transfer up to 24 credits from graduate entomology courses taken elsewhere in the last six years (see *Transfer of Credit*). Students accepted into the Ph.D. program who do not make satisfactory progress may decide to leave with a terminal Master's degree, or they may be advised to do so.

## **FACULTY AND ADMINISTRATION**

The Graduate Program in Entomology is administered from the offices of the Department of Entomology on the Rutgers – New Brunswick campus. The Graduate Program faculty includes members of the Departments of Entomology, Plant Science, and Ecology, Evolution & Natural Resources on the New Brunswick campus, and entomologically trained people from the private and public sector. **Full Members** of the Graduate Program can teach graduate courses and supervise Ph.D. and M.S. research; **Associate Members** can teach, serve on students' committees and supervise M.S. research but cannot chair doctoral committees; **Affiliate Members** can serve on M.S. student committees but cannot chair a committee (see the Department's website for a current list of graduate faculty and their specialties).

The **Graduate Program Director** is elected for a three-year, renewable term by the Graduate Faculty and is responsible for the administration of the Graduate Program. The Graduate Program Director is an important resource for students, can provide assistance and information about the program and the student's progress, as well as advice and counsel. The Graduate Program Director works closely with the Chair of the Department of Entomology in areas of mutual responsibility. The **Graduate Program Administrator** supports the Graduate Program Director, can often answer students' questions, and provide them with necessary forms. The **Department Administrator** is also a knowledgeable source of help.

## **OVERVIEW OF REQUIREMENTS**

**Ph.D.:** All students in the Ph.D. program are required to complete 30 formal course credits. Twenty-three course credits must be taken at the 500 or 600 level. The remaining 7 credits may be taken at the advanced undergraduate (300 or 400) level. At least 20 credits must be Entomology courses including the required core curriculum.

Students entering the *Ph.D. program* must take the following core courses: Insect Morphology (16:370:515), Insect Physiology and Biochemistry (16:370:516), Insect Taxonomy (16:370:524), Insect Ecology (16:370:525), Ethics and Development in Ecology or Evolution (16:215:602) or Ethical Scientific Conduct (16:115:556), Seminar in Entomology (16:370:603), and Seminar in Entomology (16:370:604).

All Ph.D. students are also required to complete 42 research credits. (See *Research Credits*.) In addition, students in the Ph.D. program are required to do the following:

- 1) Submit a *dissertation proposal* to his/her/their committee for examination prior to the completion of the second semester of enrollment.
- 2) Present a research proposal to the department in their second or third year.
- 3) Fulltime students are required to take an oral qualifying exam before the end of their second year in the program. Part-time students are required to take an oral qualifying exam before the end of their third year in the program; Successful passing of the qualifying exam enters the student into PhD candidacy.
- 4) Write a *dissertation* and defend it in a public forum for evaluation by her/his/their dissertation committee. If the dissertation is judged acceptable and all other requirements have been fulfilled, a Ph.D. degree is awarded.

Ph.D. committees must consist of at least four faculty members, of which at least three must be from the Graduate Faculty in Entomology. A student's Ph.D. committee must include an outside faculty member.

All eligible students are strongly encouraged to become New Jersey residents. SGS encourages students in all programs to finish their degrees in five years but recognizes that Entomology students may take a bit longer because of the extra demands of research, but the six-year (or seven-year in special cases) limit on University-based funding still applies. (See *Limit on Funding*.) School of Graduate Studies requires students to formally request an extension if she/he/they will require more than seven years to complete their Ph.D. Students in the Entomology program can do this as part of the existing Annual Review (see below). Extensions beyond the tenth year will be granted only for compelling and extraordinary reasons.

**M.S.:** Students who enter the graduate program may earn an M.S. in multiple ways:

- 1) Plan A: Completing 24 credits of course work (including required courses), completing six research credits, writing a thesis, and passing an oral exam on the thesis administered by the members of the student's committee.
- 2) Plan B: Completing 30 credits of course work (including required courses) and passing a written comprehensive examination. Comprehensive exams consist of five or six questions, out of which the student is required to answer three within a three-hour period. Students selecting this option who fail the written comprehensive exam will be offered the option to retake the exam on one single occasion, within three months. If upon retaking the comprehensive exam the student fails for the second time, she/he/they will be dismissed from the program without a terminal degree.
- 3) Plan B: Completing 30 credits of course work (including required courses) and development of a synthesis paper on a subject approved by the members of the student's committee.

M.S. committees must consist of at least three faculty members, of which at least two must be from the Graduate Faculty in Entomology. A student's M.S. committee may include an outside faculty member, but this is not required. Students who earn a M.S. may apply for admission to the Ph.D. program but are not guaranteed admission.

Terminal M.S. students in Entomology must take Insect Morphology (16:370:515), Insect Physiology and Biochemistry (16:370:516), Insect Taxonomy (16:370:524), Insect Ecology (16:370:525), Ethics and Development in Ecology or Evolution 16:215:602 or Ethical Scientific Conduct (16:115:556), Seminar in Entomology (16:370:603), and Seminar in Entomology (16:370:604).

### **A STUDENT'S PROGRESS**

A student is accepted into the Ph.D. or M.S. program based on an outstanding undergraduate or graduate record; the promise of making an outstanding contribution to the field and because their interests match well with the expertise of one or more members of the Graduate Faculty in Entomology. Based on this affinity, student, and faculty preferences, all incoming students must have identified an **advisor** prior to admittance into the program who will serve as the student's **first year advisor**. The advisor must be a Full Member of the Graduate Faculty in Entomology in the case of Ph.D. and M.S. students or an Associate Member in the case of M.S. students. The assignment is provisional for the first year and can be changed in consultation with the student's first-year advisor, the proposed new advisor, and the Graduate Program Director. Often, however, the student's first-year advisor becomes his/her/their principal advisor and eventually the chair of the student's dissertation committee. Students may change their principal advisor in subsequent years through the same process of consultation, but they should have a compelling reason to do so. On occasion, a student may have two co-advisors for their first year; this arrangement may or may not continue, based on student and advisor preferences.

Students in the Ph.D. program should begin consulting with their first-year advisors from the time they arrive, working together to determine appropriate coursework and begin formulating the topic of their dissertation research.

Students in the M.S. program should also begin consulting with their first-year advisor to determine appropriate coursework, chart how to complete the M.S. in two or three years, and make plans for their M.S. thesis, synthesis paper, or exam.

The Graduate Program Director interviews all first-year students at the end of their first year in the program to discuss any problems and to ensure that they are making good progress.

Students in the Ph.D. program should spend their first two years taking courses, including the required courses (see *Overview of Requirements*, above). Elective courses should be chosen in consultation with a student's principal advisor, dissertation committee and the Graduate Program Director, if necessary. Students are expected to fulfill their course requirements primarily by taking courses and seminars.

**Annual Review:** All students in the program are reviewed annually by the Graduate Faculty in Entomology in a meeting held every spring. Students are informed of this review in writing by the Graduate Program Director in late March and asked to submit a current CV and completed

Graduate Student Progress Report Form (<http://entomology.rutgers.edu/graduate/progress-report.html>), which they then forward to their advisor for comments. Once approved by the advisor the CV and form is forwarded to the Graduate Student Status Committee and Graduate Program Director for review. Students are also asked to make any additions or changes to their files or records at least two weeks prior to the date of the review meeting, which usually takes place in May. At that meeting the entire faculty reviews the CV and completed Graduate Student Progress Report Form, compares notes on their own knowledge of the students, checks the records, and evaluates all students in the program. The Graduate Program Director or Chair of the Student Progress Committee informs all students and their advisors of these assessments in writing and makes sure students acknowledge receipt of the letters, especially when the letter includes an important deadline or ultimatum.

Students making clear progress toward their degree and who have a majority of A's in their coursework are likely to be positively evaluated. Students may receive negative evaluations if they are making slow or uncertain progress toward their degree, have a majority of B's or B+'s in their coursework (and/or any grade of less than B), or have two or more "temporary" or "permanent" incompletes (see *Incompletes*). Students with more than six credits below B in their first 30 credits will be considered on probationary status in the Program, and will be reviewed with special care (SGS does not allow a student to earn a Master's degree with more than nine credits below B). *In addition, a student with two or more temporary incompletes on his/her/their overall graduate record will not be allowed to register for additional courses in Entomology.* If a student is not performing adequately, he/she/they is informed of the problems and given a specified time to resolve them. If the student does so, he/she/they is returned to good standing. If the student does not resolve the problems, the Graduate Faculty may, after full consultation with the student's advisors and committee members, notify the student by certified letter of their recommendation to the Dean to terminate him or her from the Graduate Program. The student may file an appeal in writing to the Graduate Program Director within 30 days of receipt of this notification. The appeal will be handled according to the procedures outlined in the Graduate Program By-Laws (see below).

**Graduate Student Colloquium:** All graduate students are required to participate in a Colloquium in which they present a summary of their proposed dissertation research or preliminary results of the research to date to an audience of their peers and professors. This Colloquium is intended to be a friendly event in which students are encouraged to begin engaging in scholarly presentations in ways that will increasingly be important to them later as professionals. A student's talk should be based on his/her/their anticipated or ongoing dissertation research. Each talk lasts 12 minutes including questions and discussion.

**Dissertation Proposal and Defense:** Ph.D. and thesis track M.S. students are expected to successfully develop and defend their research proposal before the end of their first year in the program and present a seminar on it to the department. A good dissertation proposal typically includes a review of the literature, an explanation of how or why the student's specific subject or approach will constitute a significant contribution to the entomological literature (objectives or questions posed), methodological section, and tentative timetable for research.

Research proposals are presented to the department as a seminar and then discussed with the student's dissertation committee. During this, students should be prepared to discuss their research proposal, relate their intended research to wider entomological scholarship, and to make informed responses to any relevant critiques. The committee may require the student to make further

revisions to the proposal based on discussions within the committee and by the faculty.

**Competency:** Each candidate for the graduate degrees in Entomology must demonstrate to the Graduate Student Progress Committee competency in Entomology in the following areas: insect morphology, physiology, ecology, and taxonomy. Competency will normally be assured by taking the corresponding courses of the Entomology Core Curriculum; if these are passed with a grade of B or better no additional examination is required. Students receiving a grade lower than B must take a competency exam administered by the Progress Committee.

**Qualifying Exam:** All fulltime Ph.D. students must successfully compete their qualifying exam by the end of their fourth semester in the program. All part-time Ph.D. students must successfully compete their qualifying exam by the end of their sixth semester in the program. Qualifying exams are oral and the department members of the student's committee must be present. Two members from the Entomology Qualifying Exam committee are also required to attend and will ask questions pertaining to the required readings and areas of competency (<https://entomology.rutgers.edu/graduate/qualifying-exam-papers.html>). In addition, the outside member of the student's committee and Graduate Program Director may be in attendance. Other members of the graduate faculty may attend but not ask questions. All students should bring their Graduate Student Progress Form Supplement: Qualifying Exam Record and Admission to Ph.D. Candidacy Application Form to the exam(s). If the student passes, the student will become a PhD candidate. Students who do not pass their first attempt may retake the exam covering areas of deficiency within 3-6 months and the second exam may be oral or written. If students do not pass on the second and final attempt, they will be offered the option of a terminal M.S.

Upon successful completion of the proposal defense and qualifying exam, the members of a student's dissertation committee sign the Admission to Ph.D. Candidacy Application Form, after which the student is officially admitted to candidacy for the Ph.D. *A final copy of the dissertation proposal must be submitted to the Graduate Program Director for placement in the student's files.*

**Dissertation Defense:** When the student, the principal advisor, and a majority of the committee agree that a dissertation is ready for defense, the student sets a time and date for the defense. The student's principal advisor informs the Graduate Program Director and Graduate Program Administrator at least *three weeks* in advance as to the student, title, date, time, and place of the defense. The Graduate Program Director announces the defense and invites all faculty and students in the Graduate Program in Entomology to attend. Students are responsible for distributing final copies of their dissertation to all committee members for review and placing an additional copy in the Graduate Office at least *four weeks* before the defense (See Appendix B below). Comments made by committee members during the review should be returned to the student no later than two days before the scheduled defense. All Ph.D. defenses are held in the Entomology Department, except under special circumstances, and then only with the permission of the Graduate Program Director.

At the end of a defense, everyone but the members of the student's dissertation committee leave the room. The committee members decide the outcome of the defense. They formally announce their decision to the candidate and attendees. This decision is recorded on the Admission to Ph.D. Candidacy Application Form or Master's degree application and submitted to the Graduate Program Director for review and approval, after which the student delivers it to SGS.



## **FINANCIAL SUPPORT**

**Deadlines:** To facilitate the evaluation of applications for the wide array of opportunities available to graduate students in Entomology, the graduate program has deadlines by which all application materials are due to the Graduate Program Director. The following applications are due by the dates indicated (see below for more details on each opportunity):

January 1-15	SEBS Excellence and SGS Diversity Fellowships
February 22	SGS Off-Campus Dissertation Development Awards SGS Teaching and Research Awards Louis Bevier Fellowships University Fellowships Headlee Fellowship
March 1	SGS Spring and Fall Conference Travel Awards
March 14	Charles C. Compton and George M. Markle Entomological Fund
July 1	Herbert T Streu Graduate Student Endowment Biology Teaching Assistantships Entomology Teaching Assistantship

**Rutgers Fellowships (only for Ph.D. students):** Rutgers University offers several types of fellowships to Ph.D. students, which are usually awarded competitively upon a student's acceptance into the program. These fellowship awards are typically combined with other forms of support such as teaching assistantships, to form multi-year support packages, provided the student remains in good standing. Fellowships provide a stipend and tuition remission, but do not include any additional health benefits beyond those offered through student health services.

Fellows must complete an RT100 form (see *Other Academic Requirements and Procedures*) to receive tuition remission and register for the Graduate Fellowship (16:070:811) each semester so that the fellowship appears on their transcript. (Student with external fellowships such as an NSF GRF *do not* have to register for Graduate Fellowship.) Occasionally, the Graduate Program is able to award one-year fellowships. These are awarded to students on a competitive basis, based on a ranking agreed upon by Full Members of the graduate faculty after the annual student review.

**Teaching Assistantships (TAs):** Teaching Assistantships are typically awarded as part of a multi-year financial package granted to students upon admission into the program. TA positions provide a stipend, tuition remission, reimbursement of student fees, and, for those students employed as full-time TAs (that is, for both the fall and spring semesters), higher-level health insurance. Full-time TAs are also entitled to maternity leave; students who might avail themselves of this benefit should contact the Rutgers chapter of the AAUP, the union that represents faculty, TAs, and GAs.

Students appointed as teaching assistants for the first time must attend the TA orientation sponsored by SGS in late August. In addition, all TAs and interested students are strongly encouraged to attend workshops on teaching-related matters sponsored by the Teaching Assistant Program (TAP), the Department, and other programs throughout the year.

TAs are usually assigned to an individual instructor to help teach a particular undergraduate course. A TA can work no more than *an average* of 15 hours a week (which may be more during high-intensity periods of the semester but should then be less in between). Due to their workload, students with TAs who are not yet All But Defended (ABD) must take at least 3 credits and no more than 10 credits of coursework per term; they sign up for an additional 6E ("empty") credits, under 16:370:877, to maintain their status as fulltime students. (E credits are exempt from degree credit and payment but indicate the time commitment of a TAship). ABD Students should register for as many research credits as possible.

All TAs are eligible to register for summer tuition credits for the summer following their employment as a TA. Full-time TAs (i.e., teaching both semesters, fall and spring) may register for up to 6 research or academic credits. Part-time TAs (i.e., teaching one semester, fall or spring) may register for up to 3 research or academic credits. Students are strongly encouraged to take advantage of this opportunity to fulfill their required 24 research credits.

**Graduate Assistantships (GAs):** Some faculty have external grants that provide funding for Graduate Assistantships to support them on their research project. These GAs provide a stipend, tuition remission, and health insurance. GAs are allowed to take a maximum of 10 credits of coursework per term; they register for 6E ("empty") credits, under 16:370:866, to maintain their status as fulltime students. In addition, full-year GAs can receive summer tuition remission for up to 6 credits. (See *Tuition Remission* and *Summer Tuition Remission*.)

**The School of Graduate Studies (SGS) Off-Campus Dissertation Development Awards:** These awards are administered on a competitive basis by SGS for predissertation fieldwork, language study, and other opportunities for study or research away from campus that are relevant to a Ph.D. student's research and training. Entomology students have been very successful in obtaining these grants, which in turn have assisted them in securing national awards for their dissertation research. Approximately 20 awards of about \$1,500 each are made every year.

**The School of Graduate Studies (SGS) Spring and Fall Conference Travel Awards:** Once a year, small amounts of money (usually \$300 maximum) are available from SGS on a competitive basis to graduate students for presenting papers at academic conferences.

**Charles C. Compton and George M. Markle Entomological Fund:** Established in honor of Dr. C. C. Compton, who served with distinction on the faculty from 1963–1977 and George Markle, and member of IR-4 and an adjunct member of the department. Annual awards are given in recognition of outstanding achievement by graduate students involved in entomological research.

**Andrew J. Forgash Fund:** This fund was established with a contribution by Dr. Muthuvelu Thirugnanam in recognition of the significant role of Dr. Andrew J. Forgash in fashioning the professional career of "Thiru" and the many other graduate students that Dr. Forgash trained in his laboratory. Interest on the fund is used to provide support for graduate students in the Graduate Program in Entomology as part of the Headlee Fellowship.

**Thomas J. Headlee Fellowship:** This fellowship was established in 1944 to honor the contributions of Thomas J. Headlee who served as Department Chair from 1912–1943. The fellowship is awarded on an annual basis on a competitive basis. The interest from this fund currently provides full support for one early stage graduate student, and sometimes a final year, non-renewable fellowship with full tuition remission.

**Herbert T. Streu Graduate Student Endowment:** This fund was established in 2016 by Dr. Herbert T. Streu, Professor Emeritus, who earned his M.S. and Ph.D. in Entomology at Rutgers and was a Faculty Member in the Department. He served as Department Chair and Graduate Program Director from 1976-1987. Funds from the endowment shall be used for the direct support of students enrolled in the Entomology Graduate Program. Such uses might include, but are not limited to, professional development, dissertation provisions, research supplies, as well as other uses appropriate to the Graduate Program.

**Evaluation Criteria for Awards, Fellowships, and TAs:** School of Graduate Studies graduate faculty has approved criteria for the ranking of students applying for various internal competitions, such as the SGS Off-Campus Dissertation Development Awards, the Bevier and University Fellowships, SGS Spring and Fall Conference Travel Awards, and the ranking of TA applicants who do not have TAs guaranteed to them as part of their funding package. These criteria are available to faculty members on the Graduate Faculty Sakai site and are included in this Handbook as Appendix B.

**External Fellowships and Awards:** Students are strongly encouraged to apply for external awards to fund their graduate study from the National Science Foundation, National Institutes of Health, and other organizations. Students should consult with the Grad Fund, which is dedicated to assisting graduate students in identifying and applying for external funding (<http://gradfund.rutgers.edu/index.php>). SGS or SEBS provides health benefits and, where necessary, tuition remission, for winners of major competitive national fellowships.

## **OTHER ACADEMIC REQUIREMENTS AND PROCEDURES**

**Registration:** Incoming students can register online with the prior approval of their class schedule by their advisor. Course offerings for a given semester are posted on the web (<http://sis.rutgers.edu/soc/> or <http://registrar.rutgers.edu>). After registering, students must activate their registration by paying their term bill in full at the Cashier's office (308 Administrative Services Building), by mail or online. They should ensure that they submit any of the following forms that apply to their billing situation: RT100 card (confirms tuition remission, see below), payroll deduction form, or payment plan promissory note. **Students with tuition remission may be responsible for paying student fees.** The Cashiers office should have a record of any financial aid, but it is always good to have copies of all the relevant documents. Students can register by telephone using the Rutgers Touchtone Telephone Registration System (856-225-1999), or online (<https://sims.rutgers.edu/webreg>). Students who have an assistantship or fellowship can have student fees, including housing, deducted from their paycheck if they complete the form at the beginning of each semester. Other payment plans are also available.

**Full-time status:** Unless otherwise arranged, all students are expected to maintain full-time status in the program. For students who are not yet admitted into Ph.D. candidacy, full-time status is considered *nine credits* of coursework per semester. Students are encouraged, however, to take additional course credits, in consultation with their principal advisor. If a pre-ABD student is working as a TA or GA (and therefore registered for 6E credits, see above), they need only take *three additional credits* that semester to maintain fulltime status. Students who have been admitted into Ph.D. candidacy are required to register for at least one research credit per semester to maintain full-time status in the program. They may, however, have to complete additional forms to demonstrate full-time status in order to continue to defer repayment of their educational loans (see *Remaining "Fulltime" While Taking Only a Few Credits*).

**Special Permission Numbers:** If a course is filled, a student must obtain a special permission number to register. The student should first contact the instructor for the course to request permission to register. If s/he grants special permission, the Graduate Program Administrator will give the student a special permission number before classes begin, or the instructor will give it once classes have begun.

**Add/Drop Period:** There is a set period for adding or withdrawing from a course without financial or academic penalties. After this period, students may still withdraw from courses, but their tuition will be affected and a "W" will appear on their transcript. The add/drop deadlines for each semester are posted in the course catalogue and circulated by SGS.

**Prohibition on Rewriting Paper for Higher Grade:** SGS has a strict policy prohibiting faculty members from allowing students who receive less than an A as a final grade to rewrite a final paper in order to improve their final grade. Faculty members may award students an Incomplete if they want to give students more time to write better papers, but if they make this option available to one student, they must do so to all students, and they should be aware that Incompletes can be seriously detrimental to a student's chance of obtaining funding.

**Forms and Documents** for the following procedures are available from SGS website (<https://grad.rutgers.edu/academics/forms>) or at the main office of SGS on the College Avenue Campus. Forms for other actions not described here include: Application for Admission to a Graduate Program Upon Completion of Another Graduate Program; Application for Change of

Status [between Non-Matriculated, Masters and Ph.D. status], Application for Restoration of Active Status; Application for Readmission; Application for Extension of Time for Incomplete Grades; Application for Extension of Time [to finish a particular degree]; and Graduate Diploma Application.

**Committees:** Student committees (pages 5-6) are intended to give them access to scholars with strengths that complement those of their principal advisor and that are especially appropriate to their intended research. Advisors and committee members read and critique students' evolving research proposals, results, and are – as representatives of the Graduate Faculty as a whole – the final judges of the quality and acceptability of a student's completed Ph.D. dissertation (or M.S. exam or thesis).

**Undergraduate Courses:** Ph.D. students may take up to 7 credits in undergraduate coursework (300 and 400 level courses), with the permission of their advisor and the Graduate Program Director. Students who have been approved to take such courses for graduate credit should request that a “G” be added to the course when they register. If the “G” needs to be added retroactively, the student must see the Graduate Program Director.

**Duplicate Course Registration:** Occasionally, different faculty may offer substantially distinct courses under the same course number (e.g. Special Topics). If, under these circumstances, students wish to register for a course that they have already taken, they may request approval from their principal advisor and the Graduate Program Director by demonstrating the distinctiveness of the two versions of the course (usually through submitting copies of syllabi).

**Exchange Program Registration:** Ph.D. students who have completed at least one year of doctoral study may register to take courses at participating schools in the Inter-University Doctoral Consortium which is open to doctoral students from participating schools. The Consortium accommodates students only in the arts and sciences and in the field of education. Students may, with the required permissions, attend courses at any other participating school as part of their home school registration. Participating schools are: Columbia University GSAS, CUNY, Fordham University, New York University, Princeton University, Stony Brook University, Teachers College (Columbia University). Students must complete the requisite [consortium form](https://grad.rutgers.edu/academics/inter-university-exchange) (<https://grad.rutgers.edu/academics/inter-university-exchange>), obtain approval from their principal advisor and the Graduate Program Director, and register for the exchange program for the appropriate number of credits with a special permission number obtained from SGS. (Registrations for the exchange program are: 16:00:815 for the medical school/public health; 16:001:816 for Princeton; or 16:001:818 for the Inter- University Doctoral Consortium.) The student must then take the form to the professor at the visiting institution for approval, and then follow the remaining instructions.

**International Students:** All international students are required to comply with the registration and reporting provisions of the SEVIS (Student/Exchange Visitor Information Service) program run by the U.S. Citizenship and Immigration Services. At Rutgers, SEVIS is coordinated and monitored by the Center for Global Services (<http://globalservices.rutgers.edu>). It is the responsibility of each international student to keep the Center for Global Services and the Graduate Program Director informed of all current required information, including any changes or corrections; provide notification to the Center and the Graduate Program Director before making a change to any of the required elements; and abide by all laws and regulations governing her/his nonimmigrant status in the U.S. Any international student planning a trip outside the U.S. is responsible for ensuring that

s/he has the necessary documents and permissions to leave and reenter the U.S.

In addition, as a condition of admission, all international graduate students with TOEFL scores below 233 on the new computer test and 575 on the paper test must take an English language examination and enroll in English as a Second Language courses for E credit. All International TAs must schedule an oral language exam, called the SPEAK Test, before teaching for the first time.

**Non-Matriculated Students:** Students who are not in the Graduate Program in Entomology may take up to 12 credits of coursework in Graduate Entomology as “Non-Matriculated Students,” a status available through SGS’s “Non-Degree Graduate Study Office.” Interested students must meet with the Graduate Program Director, and if approved, must request special permission from each course instructor to take their course. If these students, after taking one or more such courses, then apply and are admitted to the Graduate Program in Entomology, they may use these non-matriculated credits toward their Ph.D. or M.S. requirements.

**Transfer of Credits:** Students who have taken graduate Entomology courses elsewhere in the last six years may apply to transfer up to 24 credits after they have completed 12 credits in the Rutgers Ph.D. program with a grade of B or better. Students seeking to transfer courses required in the Rutgers program, however, must request special program permission to transfer these courses from their principal advisor and the Graduate Program Director.

**Incompletes:** Students unable to complete a particular course by the end of the semester may arrange with the instructor to receive an "Incomplete" ("IN"), which must be made up under SGS guidelines.

**Tuition Remission (RT100):** All students with full Graduate Fellowships and full TAs have a right to tuition remission (i.e. they do not have to pay tuition for the courses they take while Fellows or TAs). Every semester, they must request and complete an "RT100" from the Graduate Administrator. The completed form must be shown when they pay their term bills. Certain fellowships require RT100 forms from SGS.

**Summer Tuition Remission:** Students employed as regular TAs or GAs for a full academic year are eligible to receive up to 6 credits of tuition remission for the following summer. (Students who serve as a TA or GA for only one term are eligible for up to 3 credits the following summer). Students are strongly encouraged to register for these credits in the form of research credits and/or academic credits – see Appendix E for more information.

**Research Credits:** Generally, students take most of their research credits after they have been admitted to Ph.D. candidacy. Students in New Brunswick or elsewhere, working or writing in regular contact with their advisor, should sign up for at least one research credit per semester (or more if they are a TA). Students may, however, take up to 12 research credits prior to becoming ABD. These credits must be for dissertation-related research only (not independent studies), and up to a total of 3 of these credits can be given for work undertaken during the regular semester. All other credits must be earned for supervised summer dissertation research to be credited upon completion and reporting in the following fall semester. Ph.D. students must have 42 research credits by the time they defend their Ph.D.’s, so within the above minimum constraints, it is up to them and their advisors to figure out the rate per semester at which they acquire these 42 necessary research credits. M.S. (thesis only) students must have 6 research credits.

**Matriculation Continued:** If a student has circumstances that make it impossible for them to be actively involved in coursework or research in a given semester, he/she/they can register for "Matriculation Continued," which carries no credit, costs less than a research credit, and retains the student's active status in the program. Students who have not yet been admitted into Ph.D. candidacy may use this registration for a maximum of two semesters. Students who are Ph.D. candidates are not allowed to register for Matriculation Continued unless, due to personal circumstances, an exception is approved by first the Graduate Program Director and then the Office of the Dean. Since this status is like a complete leave of absence, students who are doing any work at all, even away from Rutgers and their advisors, should instead register for one research credit.

**Remaining "Fulltime" While Taking Only a Few Credits:** Ph.D. candidates who only need to register for one research credit per semester but must demonstrate "fulltime status" to avoid repaying their education loans should submit a completed Enrollment Certification of Doctoral Students Form to the Graduate Program Director at the beginning of the academic year.

**Excess Credits:** Any student who wishes to take more than 16 credits per semester must get the approval of the Graduate Program Director and the School of Graduate Studies. TA and GA credits are included in this count, so a student with a full TA or GA (6 E credits) is entitled to 10 credits of course work and/or research credits for a total of 16 credits. Excess credits will *not normally* be approved when research credits are included.

**Human and Animal Subjects Research:** All research with humans must be approved by the University's Institutional Review Board (or "IRB"). Research with vertebrate animals must be approved by the Institutional Animal Care and Use Committee ("IACUC"). *This includes exploratory summer pre-dissertation research as well as formal dissertation research.* All forms of research with humans or vertebrate animals, including participant-observation, interview, and questionnaire research for cultural and linguistic anthropologists, and behavioral and invasive research for biological anthropologists, must be submitted to the IRB or IACUC for review and approval. Students should meet with their advisors and visit the website of the Office of Research and Sponsored Programs (ORSP) (<http://orsp.rutgers.edu>) for more details. Students should start this process as early as possible so that their research is not delayed. *Research conducted without the necessary IRB or IACUC approval cannot be used in dissertations, future publications, or conference presentations.*

**Writing a Dissertation:** Before preparing and electronically uploading the final draft of a dissertation, students should be sure to obtain the document Thesis and Dissertation Style Guide (<https://grad.rutgers.edu/academics/graduation/electronic-thesis-and-dissertation-style-guide>) -- and should carefully and meticulously follow these guidelines. No dissertation will be accepted that is signed in a color of ink other than black. SGS requires all students to submit electronic versions of their dissertations. Further information, including templates you can use when formatting your dissertation, can be found on the website: <https://www.libraries.rutgers.edu/submit-your-etd>.

**Obtaining a Degree:** The Graduate Program Administrator has checklists of other things students must do during the semester they plan to obtain a degree -- Ph.D. or M.S. Among the most challenging of these is managing the four-page form entitled: **Application for Admission to Candidacy for the Degree of Doctor of Philosophy**. This difficult form is incompletely labeled; it is actually also about completion of Ph.D. candidacy and the final conferral of a Ph.D. degree.



Students in the Ph.D. program should first obtain this form and complete the first page (contact information) prior to their dissertation proposal defense. If they pass their dissertation proposal defense and "qual", their advisor and committee members must sign section B (section A is for failure) on the second page. The advisor should sign at the bottom of the section on the line labeled "Chairperson"; the remaining committee members should sign and print their names on the lines above. *All signatures must be in black ink.* Once all of these signatures are obtained, the student must request the signature of the Graduate Program Director. After making a copy for the Graduate Administrator to put in his/her files, the student must hand-deliver the form to SGS.

Several years later, when the student is ready to defend their dissertation, she/he/they must get the original form back from SGS. After completing the fourth page (a list of courses and credits), the student brings the form to their dissertation defense. If the student passes, the advisor and committee members sign under Section B on the third page (there is a special line for the "Outside Member") and sign the cover sheets for the dissertation. *Again, all signatures must be in black ink.* After obtaining the signature of the Graduate Program Director, the student hand-delivers the form to SGS for review and acceptance.

**Appeals and Grievance Procedure:** As detailed in the Bylaws (Appendix A), a student has the right to appeal any action by an instructor. They should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved to the student's satisfaction, the student should appeal to the Graduate Program Director. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Executive Committee. The Graduate Executive Committee members will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Program Director or another member of the Graduate Executive Committee, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of SGS for final determination.

## **HOUSEKEEPING**

**Program Location:** Many of the facilities of the Graduate Program in Entomology are housed in Thompson Hall on the Cook Campus. The Graduate Program Director, the Department Chair, the Graduate Program Administrator, the Department Administrator, and most departmental faculty members have offices in this building. Additional facilities for the Entomology program – labs, teaching spaces and the offices of some faculty are located in the nearby Blake Hall and the Center for Vector Biology.

**Students' Locations:** When students first arrive, they should furnish the Graduate Program Administrator with their local phone numbers, their mail addresses and their email addresses. They should promptly notify the Graduate Administrator of any changes to this information.

**Mailboxes:** Every graduate student is provided with a mailbox in Thompson 105 on the first floor, to which regular mail is delivered daily, and program and university announcements are distributed. (The latter are also now accomplished email lists – see below.) The official mailing address of the Department is on the cover of the Handbook. Ordinarily, it is not possible for Graduate Program staff to forward mail. The post office is also not supposed to accept mail forwarding requests for individuals receiving mail at a Rutgers address. **Please do not submit such a request to the post office because in the past they have sometimes mistakenly been accepted, resulting in the**



**forwarding or returning to the sender of ALL Departmental mail.**

**Labs and Study Space:** Lab space is available to individual graduate students in Entomology, as needed, in Thompson Hall, Blake Hall, the Center for Vector Biology, Rutgers Agricultural Research and Education Center (Bridgeton, NJ), or the Philip Mariucci Center (Chatsworth, NJ). Study space is made available to all students in Thompson Hall or the Center for Vector Biology. See the Graduate Program Administrator for study space assignments.

**Photocopying:** The photocopy machine in Thompson Hall 105 on the first floor is available to graduate students. See the Graduate Program Administrator for account information.

**Student IDs:** Student photo IDs (“RU ConnectionIDs”) for new graduate students can be obtained at any of the "RU Connection" offices (See <https://ipo.rutgers.edu/publicsafety/id-location> for a list of office locations). Students must have registered and paid their term bills prior to applying for their IDs, and have proof that they have done so. They must also bring with them a valid government-issued form of photo ID such as a driver's license or passport. RU ConnectionIDs can be used to gain access to Rutgers libraries, recreation centers, and computer labs, among other uses.

**University NetID and Email:** All new students are required to activate a NetID after they've indicated they plan to attend Rutgers University. In activating a NetID, you are creating your unique identity in the University-wide identification and authentication system. With a NetID, you will be able to access library services, course websites, our online registration system (WebReg), and much more. While creating your NetID, you will also be setting up your (free) Rutgers Email account. This email account will be the University's primary means of communication and you are responsible for all email sent by the University to this address, so we recommend checking it often or by having your emails forwarded to an address that you do check often. To set up and manage this account, visit [netid.rutgers.edu](http://netid.rutgers.edu) and click on “NetID Activation”.

**Keys:** Keys for entrance into Thompson Hall and the Center for Vector Biology can be obtained from the Department Administrator. Swiping your Rutgers ID in the card reader provides access to Blake Hall. Any student who needs keys to get into specific offices should speak with the Department Administrator.

**Building Security:** Building security should also be considered while on campus and in university buildings. Students should think twice about coming in alone late at night and on weekends, and if they do so, should make sure that all doors remain locked behind them after they have entered or left the building.

**International Emergency Travel Insurance:** Graduate students who must travel overseas for research or other university business should take advantage of the free emergency medical assistance available through the university. The ACE International Assistance Program provides emergency medical assistance (including evacuation), personal assistance (including emergency medical cash advance), and travel assistance. For more information and to enroll, see: <https://finance.rutgers.edu/risk-management/universitywide/international-travel>

**Parking:** Students can obtain parking permits online at: <https://ipo.rutgers.edu/dots/student-permit-information>. Only TAs and GAs will be given permission (and special key cards) to park in Lots 87, 89 and 95 during the semesters in which they are working. Students should see the Department Administrator for more information.

## **THE GRADUATE PROGRAM AS A PROFESSIONAL AND INTELLECTUAL COMMUNITY**

**Friday Seminars:** Every semester the Department sponsors a series of seminars designed to expose students and faculty to various aspects of the science of entomology. These “Friday Seminars” usually take place in Thompson Hall Room 206 every Friday from 11am-12pm. Coffee and snacks are provided. All students are strongly encouraged to attend.

**Lab Meetings:** Some faculty members meet frequently with their advisees as a group. Graduate students themselves have also organized reading groups and study groups. All these activities contribute greatly to establishment of a vibrant intellectual community in the Department and are an essential part of the graduate training we offer.

Students are therefore strongly urged to attend as many Department events as possible.

**Graduate Entomology Student Association (GESA):** All graduate students in the Entomology program are invited to participate in the activities of the Entomology Graduate Student Association (GESA), which organizes itself and elects officers on a yearly basis, draws funds from the university-wide Graduate Student Association (GSA), and organizes and hosts a range of formal and informal events. These may include Rutgers Day activities in spring, meet and greets for new students, a summer barbecue for faculty, students, and their families, and occasional get-togethers for faculty and students. GESA also sends a representative(s) to all Departmental and Graduate Program faculty meetings and the Curriculum Committee.

The Graduate Program Director and other faculty are determined to make this the best program it can be. Please be an active part of this process, while also keeping your eye on your most important single reason for being in the Graduate Program in Entomology at Rutgers – to become a well-trained and competent entomological scholar.

## **STATEMENT OF EXPECTATIONS AND COMMITMENTS**

Upon enrolling in the Graduate Program in Entomology at Rutgers University, both students and program assume mutual obligations, the observance of which are essential to both parties’ ability to realize their fullest potential. Many of these obligations are spelled out in the Graduate Student Handbook. This document serves as addendum to that Handbook. It attempts to delineate those obligations and commitments, and the expectations that the program has of its students. Attention to these expectations and commitments will create a culture and community guided by principles of respect, participation, and constructive critique, for the benefit and enrichment of all its members.

1. **Student/Faculty Obligations:** Students are free to pursue their chosen research interests, under the guidance of faculty mentors. As stated in the Graduate Student Handbook, these mentors – professors and advisors – have the obligation to provide students with frequent and timely feedback on their written work, including proposals, publications, and dissertation chapters; to be available, even when on leave, to provide guidance and support; to communicate openly and honestly with students regarding their relative progress and the quality of their work in the program; and to write letters of support for their students’ various applications. Students in turn should provide faculty with sufficient lead time to respond adequately to requests for feedback, letters of support, and so on; consult with their advisor(s) prior to any and all submissions, applications, and opportunities; and remain in regular contact with their advisor(s) while in the

field.

- a. **Letters of Recommendation:** Writing letters of recommendation for current and former graduate students is a principal obligation of graduate faculty advisors and dissertation committee members. The job can at times be onerous and confusing, however, as the number and frequency of letter requests from students can be heavy. To ensure that they receive the highest quality letters possible, students are encouraged to communicate early and often with their professors and advisors about their need for letters. Whenever possible, students should provide at least two weeks notice to their letter writers and supply them with detailed explanations of the job or opportunity for which they are applying, including where, when, and how to send the letter.
2. **Departmental Life:** Students are encouraged to make every effort to attend departmental and programmatic events and functions, recognizing that much of their education and training occurs outside of the classroom and the library through interaction with peers, professors, and visitors to the program. Unless particularly pressing or emergent matters intervene, students are required to attend departmental seminars and the yearly graduate student colloquium and are encouraged to attend job talks and lunches with job candidates; and Open Houses for Prospective Students. In addition, if at all possible, students and faculty are encouraged to attend regular department social events like potlucks, barbecues, and other such receptions, recognizing that such social engagements foster the community and nurture the intellectual life of the department and program.
3. **Teaching Assistantships:** TA assignments will be made on the basis of departmental need, instructor requests and the needs of undergraduate students. Currently two types of TA's are potentially available – an entomology TA and Department of Biology TA's. Once given, TAs may not be exchanged between students. The TA's place of residence is not a factor in determining TA assignments.
4. **Cross-Program Relations:** Students in the program are encouraged to socialize, take courses, and attend events across sub-disciplinary lines. Whatever a student's research emphasis might be, they can profit from learning about other subdisciplines within Entomology and other departments at Rutgers University, knowledge of which will strengthen their success on the job market and enhance their future ability to serve as good colleagues and departmental citizens.
5. **Communication:** Students and faculty should maintain open lines of communication to resolve conflicts as they arise. Problems should be brought to the attention of the Graduate Program Director and, when appropriate, the Department Chair, so that issues may be resolved in a collaborative and non-confrontational manner.

## **ADDITIONAL RESOURCES**

**Graduate School Personnel:** The office of SGS, located primarily at 25 Bishop Place, offers additional services and resources to graduate students. Key contacts include: *Dean Barbara Bender* oversees academic support and student services, including such issues as academic integrity, interpersonal conflict, student life, and the Teaching Assistant Project (TAP, see below). *Dean Dorothy Hodgson* oversees matters involving fellowships, scholarships, and curriculum. *Gary Buschhorn* is the Business Manager; he coordinates all budgets and financial matters, including

those regarding fellowships, tuition, and tuition waivers. *Barbara Sirman* is the Administrator for Degree Certification and coordinates the certification of degrees, dissertation format, student files, grade changes, and status changes.

**GRADFUND:** GRADFUND is an office in SGS led by *Dean Teresa Delcorso* that assists graduate students with identifying and applying for external grants and fellowships to support their education, research, and dissertation write-up. All students are strongly encouraged to visit their very informative website (<http://gradfund.rutgers.edu/index.html>), register for their workshops and emails, and take advantage of their proposal preparation and review services.

**Graduate Student Association (GSA):** The Graduate Student Association, of which all graduate students are automatically members, sponsors a variety of social and cultural activities for graduate students and represents their interests to the University and agents of the State through its legislative body. The GSA represents individual students in difficulties with departments or administrative offices of the University and has increasingly assumed a lobbying role to speak for graduate student needs in such areas as housing, tuition policy, and financial aid.

**Teaching Assistant Project:** All graduate students are encouraged to become involved with the Teaching Assistant Project (TAP), run by SGS. TAP is designed to promote excellence in undergraduate and graduate education at Rutgers. It offers an orientation for new TAs, workshops and courses throughout the year on teaching-related matters; confidential helpline (932-11TA) available from 8:30am to 4:30pm, Monday through Friday; videotaping and evaluation of TA performance for feedback and improvement; the TA Liaison Committee; and an array of publications. For more information visit their website at <http://tapproject.rutgers.edu>.

**Rutgers AAUP/AFT:** All TAs and faculty members are represented by the Rutgers chapter of the AAUP/AFT (American Association of University Professors/American Federation of Teachers) in a collective bargaining process to establish salary and benefits during contract negotiations. More information about the union can be found at <http://www.rutgersaaup.org/taga.htm>.

**Center for Global Services:** The Center coordinates services for international faculty, staff, students, and scholars, including coordinating and monitoring the SEVIS program. It assists with all matters of special concern to them and serves as a referral source to other university offices and academic departments. Center staff members provide direct support with employment, immigration, and personal, family, financial and health care matters. In addition, the Center sponsors a variety of programs throughout the year, sponsors an orientation program and publishes a newsletter. Students may contact the Center at (848) 932-7015 or at <http://globalservices.rutgers.edu>.

**Career Services:** When students are nearing graduation, they may want to consult with one of the two Career Services offices to help plan their future. Career Services has offices on two campuses, at the Busch Campus Center (848-445-6127), College Avenue Campus (848-932-7997, 46 College Ave). They hold regular sessions on resume and CV writing, have the Chronicle of Higher Education available, and hold numerous workshops.

**Counseling Services:** Rutgers University provides free counseling to graduate students who are enrolled full time or who pay the health care fee. There is a wide range of services available, including psychological counseling, peer counseling, and referral services. These programs are professionally staffed. For Cook/Douglass Campus services, call (848) 932-7884 (61 Nichol

Avenue); for College Avenue Campus, call (848) 932-7884 (17 Senior Street).

**Health Care:** All TA's, GA's and fellowships provide graduate students access to health care. Medical plans are provided by Aetna and Horizon Blue Cross in the form of Health Maintenance Organizations (HMO) Health Maintenance, Preferred Provider Organization (PPO) Preferred provider, High Deductible Health Plans (HDHP) Preferred provider programs. A prescription Drug plan is available at participating pharmacies by mail. Modest copayments are required. A traditional indemnity Dental Expense Plan (PPO) administered by Aetna and access to Dental Plan Organizations (DPOs) are also available. Finally, a Section 125 Health Program is available.

# APPENDIX A: BYLAWS OF THE ENTOMOLOGY GRADUATE PROGRAM

## BYLAWS

of

## GRADUATE PROGRAM IN ENTOMOLOGY

Rutgers – The State University of New Jersey

### PREAMBLE

These Bylaws are intended to govern the affairs of the Faculty of the Entomology Graduate Program at Rutgers, the State University of New Jersey.

### ORGANIZATION

The Entomology Graduate Program shall be administered by a Graduate Program Director, who is elected to a three-year term. The same person may be both Department Chairperson and Graduate Program Director. If different individuals hold these two offices, they shall consult each other regarding overlapping issues and duties such as elections, appointments to special committees, vacancies, and appointments of departmental teaching assistants. If the Graduate Program Director is not the Department Chair, she/he/they may appoint an Assistant Director and Secretary for the Graduate Program.

### DUTIES

*The Entomology Graduate Program Director shall:*

- A. Perform all of the duties prescribed by SGS including the following:
  1. Preside at all Graduate Faculty meetings
  2. Represent the Graduate Program and act as liaison between the Graduate Program Faculty and the Dean of SGS.
  3. Approve and maintain necessary records of applicants to the program and graduate students within the program.
  4. Report to the Graduate Faculty all the relevant matters from SGS
  5. Confirm the students completing their graduate work have met all Program obligations
  6. Consult with the chairs of the Graduate Student Status Committee and the Curriculum Committee

*The Graduate Program Administrator or the Department Administrator shall:*

- A. Notify in writing, each Faculty member of the time, place, and agenda of regular meetings at least 3 days in advance of the meeting.
- B. Accept agenda items from the Director and Faculty for each meeting

- C. Maintain a current record of all unfinished business and include this in the agenda for each meeting.

## **MEMBERSHIP**

Membership in the Graduate Program and voting on matters pertaining to the program is restricted to faculty members in the Entomology Graduate Program as accepted by SGS. Individuals who are not program members may be nominated for membership as a Full, Associate, or Affiliate member of the program. A petition to appoint a Full, Associate or Affiliate member will be sent to the Office of the Dean – School of Graduate Studies by the Director on behalf of and with the consent of the program members. The petition must contain an explanatory cover letter and be accompanied by the candidates' curriculum vitae. Such nominations will be an agenda item, submitted one week prior to a graduate program faculty meeting. Full members may be invited to serve on all program committees. Associate and Affiliate members may be invited to serve on all program committees except those dealing with personnel matters.

## **VOTING**

- A. A quorum of 50% of the Graduate Program is needed for all votes.
- B. All elections shall be by secret ballot.
- C. All personnel and issues of a confidential nature shall be by secret ballot.
- D. Unless a member calls for a secret ballot, all questions shall be decided by voice vote. A show of hands may be called for to confirm a majority.

## **MEETINGS**

At least one Graduate Program meeting will be held during the fall and spring semesters. The day and time of the meeting will be set at the beginning of the Academic Year by the Graduate Program Faculty. In the absence of agenda items for a Graduate Program meeting the Director may cancel a meeting. A quorum will be constituted by 50% of the voting faculty. The president (or their designated representative) of the Graduate Entomology Students Association (GESA) will represent (without a vote) the graduate students at each faculty meeting. The Graduate Program Director and/or the Faculty may by majority vote close a meeting to all but voting members for a specific issue germane to the Graduate Program.

## **CURRICULUM COMMITTEE**

### ***This committee shall:***

- A. Be composed of three faculty members and one graduate student. The faculty members will be elected from the Graduate Program and at least two members must have at least 51% of their line administered by the Department of Entomology; each will serve for three years. The graduate student will serve for one year and be elected by GESA. Each member will serve on the committee for two years before serving as the committee chair and Curriculum Coordinator. The committee will review all new graduate course proposals.
- B. At the request of the Graduate Program Director, conduct a review of all graduate courses and suggest course modifications and faculty participation where appropriate.

- C. Maintain a file of current outlines, descriptions, requirements, and objectives for all courses offered by the graduate program. A duplicate file shall reside in the office of the Graduate Program Director. Include an updated and complete set of course descriptions and syllabi in the appropriate Rutgers University web page and in the Entomology web site. Maintain an updated schedule of courses on the Entomology web site. These files shall be available to all faculty and students.
- D. Conduct, at the request of an instructor, an evaluation of the graduate classes offered by that instructor, using a standardized instrument developed by this Committee and approved by the Entomology Graduate Program Faculty.

## **GRADUATE STUDENT ACCEPTANCE COMMITTEE**

### ***This Committee shall:***

- E. Be composed of the Graduate Program Director and two members of the Graduate Program Faculty each serving for three years. Each member will serve on the committee for two years before serving as the committee chair.
- F. Review the academic qualifications of each candidate for admission to graduate study in the Graduate Program in Entomology.
- G. Advise the Department Chair and the Graduate Program Faculty about accepting or rejecting each applicant by personal contact, e-mail, or other message. This committee will stipulate, for each applicant all special conditions and/or course requirements to be met during graduate study to fulfill minimum admission requirements of the Program. The Department Chair will list all such requirements on the acceptance form sent to SGS and to the student.

## **GRADUATE STUDENT STATUS COMMITTEE**

### ***This Committee shall:***

- A. Be composed of the Graduate Program Director and two members of the Graduate Program Faculty each serving for three years. Each member will serve on the committee for two years before serving as the committee chair.
- B. Conduct a one-year review for new students
- C. Conduct an ANNUAL REVIEW of every student to:
  - a. Remove any provisional conditions if progress is satisfactory.
  - b. Determine whether core curriculum guidelines and other program requirements have been satisfied.
  - c. Issue warnings for unsatisfactory progress.



## STUDENT REQUIREMENTS AND PROCEDURES

### A. Academic Requirements and Procedures

1. All student requirements and procedures for the M.S. and Ph.D. program will be described in the Graduate Student Handbook (available on website and hardcopy).
2. Any revisions or additions to the Graduate Student Handbook on matters of program policies, requirements or procedures, must be voted on by a two-thirds majority in a graduate faculty meeting.
3. Any inconsistencies or ambiguities in the Graduate Student Handbook will be addressed by the Graduate Program Director. If any parties are still dissatisfied, they may appeal to the Graduate Program Faculty.

### B. Advisors and Committees

1. All incoming students must have identified an advisor prior to admittance into the program who will serve as the student's first year advisor. The assignment of a first-year advisor is provisional for the first year and can be changed in consultation with the student's first-year advisor, the proposed new advisor, and the Graduate Program Director.
2. A student's committee (for proposal defense, qualifying exam, and dissertation defense) must consist of the main advisor and:
  - a. M.S. student committees must consist of at least three faculty members, of which at least two must be from the Graduate Faculty in Entomology. The committee may include an outside faculty member.
  - b. Ph.D. student committees must consist of at least four faculty members, of which at least three must be from the Graduate Faculty in Entomology plus an Independent scholar.
  - c. Independent scholars deemed qualified by SGS may also serve as outsiders. Once these requirements are met, additional members of the graduate faculty and/or outside members may also serve.
3. Assignments of main advisors or other committee members may be changed, with the permission of all parties concerned, including existing and proposed advisors and committee members, as approved by the Graduate Program Director. The Graduate Program Director will try to resolve any conflicts, although any of the parties may appeal the Graduate Program Director's decision through the process described in Grievances and Appeals.

## GRIEVANCES AND APPEALS

### A. Student Appeals

1. A student has the right to appeal any action by an instructor. They should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved to the student's satisfaction, the student should appeal to the Graduate Program Director. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Faculty. The Graduate Faculty will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate

Program Director or another member of the Graduate Faculty, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of SGS for final determination.

2. Students who wish to appeal other matters should first approach the Graduate Program Director, who will attempt to resolve the matter. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Faculty. The Graduate Faculty will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Program Director or another member of the Graduate Faculty, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of SGS for final determination.
3. A student who wishes to appeal a Graduate Faculty recommendation of termination from the graduate program will submit a written appeal to the Graduate Program Director within 30 days of receipt of notification (by certified mail). The appeal will then be discussed by the Graduate Faculty at its next meeting. If the Graduate Faculty reaffirms the original recommendation for termination, the student may request that the matter be referred to the Dean of SGS for final determination.
4. A student who has a conflict or problem with another student or students in the program may bring that problem to the attention of the graduate faculty for mediation and resolution in the following manner. The student should first discuss the problem with the other student(s) involved if possible, and if it is not resolved satisfactorily, should then contact her/his major advisor. If the matter cannot be resolved to either student's satisfaction, they should appeal to the Graduate Program Director, who will notify the advisor(s) of the other student(s) involved and try to resolve the issue. If the student(s) or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Faculty. The Graduate Faculty will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the GPD or any other member of the Graduate Faculty is the advisor of any of the students involved in the conflict, those faculty members will recuse themselves from any decision-making process related to the matter in question. The Committee of Review will be the final level of resolution within the Graduate Program.

### C. Faculty Appeals

1. A member of the faculty who believes that they have been adversely affected by a voted decision of the Graduate Faculty may submit a complaint to the Graduate Program Director. If the Graduate Program Director cannot resolve the matter to the faculty member's satisfaction, then they may appeal to the Graduate Faculty. If no resolution is forthcoming, the matter will be referred to the Dean of SGS for final determination.
2. A member of the faculty who believes that they have been adversely affected by a voted decision of the Graduate Faculty may submit a complaint to the Graduate Program Director. If the Graduate Program Director cannot resolve the matter to the faculty member's satisfaction, then he/she/they may appeal to the Dean of

SGS for final determination.

## **SPECIAL COMMITTEES**

- A. The Graduate Program Director shall appoint an Election committee, composed of three faculty members, at the April faculty meeting each year. This committee shall oversee the election of members to the standing program committees.
- B. The Graduate Program Director shall appoint other Special Committees as the need arises, such as assessment reports, qualifying exam requirements, etc.

## **ELECTIONS**

- A. Nominations for the Standing Committees shall be solicited, in writing, from all members of the Graduate Program Faculty at least one month prior to the May meeting. Nominations shall be closed at the May meeting.
- B. Elections shall be held during the May meeting. The Graduate Program Director/Administrator shall distribute a final ballot to all members of the Graduate Program Faculty at least 2 weeks prior to the election. Members may return their ballots to the Program Administrator prior to the election or may cast them at the May faculty meeting. The Elections Committee shall count the ballots and announce the results during the May faculty meeting.
- C. Those elected shall take office on July 1.
- D. Vacancies on permanent faculty committees shall be filled by appointment by the Graduate Program Director. Vacancies are classified as unexpired terms, e.g., retirement, resignation, and death, are considered permanent and will be filled with the appointed replacement serving the remainder of the unexpired term. Temporary absences, e.g., illness, leave absence and sabbatical leave, shall be filled on a temporary basis with the appointed replacement serving until the absentee returns. Temporary replacements holding office for a period greater than 13 months shall become permanent and serve the remainder of the term.
- E. Graduate student members of the standing committees will be elected by GESA following approximately the same timing as the faculty elections.

## **AMENDMENTS**

- A. Proposals to amend the Bylaws may be introduced at any meeting of the Faculty, provided that written notice of the intent to amend and the text of the proposed amendment have been sent to all members at least two weeks prior to the meeting.
- B. Amendments must be initiated by written petition submitted by at least four members.
- C. Following two readings in subsequent faculty meetings, proposed amendments may only be adopted and approved by two-thirds of the members present and voting.

**Adopted July 5, 1990**

**Amended May 21, 1991**

**Amended October 3, 1997**

**Amended June, 2001**

**Amended March 2, 2018**

**Amended February 24, 2022**

## **APPENDIX B: DEPARTMENT OF ENTOMOLOGY GUIDELINES ON TIME FOR REVIEW AND ASSESSMENT OF QUALIFYING PAPERS, THESES AND DISSERTATIONS**

The Department of Entomology expects that a culture of mutual respect between students and faculty members exists and includes excellent communication among them. Students must allow sufficient time for faculty members to review and assess their work. Conversely, faculty members must be as prompt as circumstances allow in responding to their students with such assessments. It is the responsibility of advisors and students to keep committees informed and engaged throughout the process of the student's research. It is also the responsibility of the advisor and student to ensure that the committee is given adequate time to assess the final product before it is defended.

To assure that this occurs the following guideline should be adhered to:

1. Committees should meet with students and their advisors at least once per calendar year,
2. Research proposals and publication drafts should be submitted for review by the student at least two weeks before a scheduled committee meeting,
3. Research proposals and publication drafts submitted for review should be returned to the student no later than two days before a scheduled committee meeting,
4. Theses and dissertations should be submitted for review at least four weeks prior to a scheduled defense,
5. Theses and dissertations submitted for review should be returned to the student no later than two days before a scheduled defense, and
6. Students should alert faculty members to their intention to submit work at a certain time and faculty members should indicate their expectations for the timing of their responses to the student.

Exceptions to the above guidelines include:

1. End-of-semester "crunch",
2. Faculty members in the field or on sabbatical without good access to the internet, and
3. Medical incapacity.

**APPENDIX C: EVALUATION CRITERIA FOR AWARDS, FELLOWSHIPS,  
AND TA-SHIPS APPROVED BY FULL GRADUATE FACULTY, 4 MAY 2011  
(Criteria are listed in order of priority for each competition.)**

School of Graduate Studies – New Brunswick (SGS) Teaching Awards

- (1) Demonstrated excellence in teaching, along with depth and breadth of teaching experience;
- (2) Experience as sole instructor of a course in addition to TAing;
- (3) Contributions to undergraduate education beyond the classroom (curriculum development, advising initiatives, etc.); and
- (4) Timely progress through the program, with students who are close to being on the job market given preference.

School of Graduate Studies – New Brunswick (SGS) Dissertation Teaching Awards

- (1) Quality and originality of proposed course;
- (2) Demonstrated excellence in teaching, along with depth and breadth of teaching experience;
- (3) Strength of letter(s) of recommendation; and
- (4) Timely progress through the program, with students who are close to being on the job market given preference.

School of Graduate Studies – New Brunswick (SGS) Research Awards

- (1) Quality and significance of student's research, as indicated (for example) in external funding, publications, paper prizes, conference presentations, etc.
- (2) Strength of letter(s) of recommendation; and
- (3) Timely progress through the program, with students who are on the job market or close to being on the job market given preference.

Bevier Fellowship

- (1) Eligibility for funding (has the student used up 6 years yet?);
- (2) Intellectual merit and strength of letter(s) of recommendation;
- (3) GPA will **not** be considered unless it is below 3.75.

SGS Off-Campus Dissertation Development Awards

- (1) Importance of proposed research to student's competitiveness for external funding;
- (2) First-time awardees will receive preference over students who have received these grants in the past. (First-year students are usually given preference by the Grad School, even over second-year students who have not received one of these awards in the past.)

SGS Spring and Fall Conference Travel Awards

- (1) Timely progress through the program, with students who are close to being on the job market given preference;
- (2) Importance of conference (e.g., national, international, discipline-wide);
- (3) First-authored papers and posters given preference.

**First-time awardees will receive preference over students who have received these grants in the past.**

## APPENDIX D: FAQs ABOUT TA-ING FOR THE ENTOMOLOGY DEPARTMENT

In an attempt to demystify the process of TA assignments in our Department and to make the whole process work more smoothly, here are some answers to frequently asked questions.

1. *Which courses have TAs assigned to them?*

**Answer:** The following undergraduate and graduate laboratory courses are always assigned a TA:

### Undergraduate

11:370:381 Insect Biology (Fall)  
11:370:409 Insect Classification (Fall, even years)  
11:370:403 Structure and Function (Fall, odd years)

### Graduate

16:370:524 Insect Taxonomy (Fall, even years)  
16:370:515 Insect Morphology (Fall, odd years)  
16:370:516 Insect Physiology and Biochemistry (Spring, even years)

2. *Who decides which TAs are assigned to which undergraduate courses?*

**Answer:** The process works as outlined in the Department's Bylaws:

The Graduate Program Director and Department Chair assigns teaching assistantships the following procedure: After receiving a list of new students accepted into the program from the Graduate Student Acceptance Committee, the Chair and GPD assigns the department's TA, taking into account student requests, advisers' recommendations, and departmental needs. When such assignments must be made during times outside the academic year, the GPD, Chair, and Undergraduate Program Director shall award teaching assistantships based on rankings defined earlier by the Graduate Faculty."

3. *Does the workload vary for TAs from course to course?*

**Answer:** While the tasks TAs perform may vary from course to course – from leading discussion or lab sections to grading to holding review sessions and office hours, etc. – by union contract TAs must not be required to work more than 15 hours per week on average throughout the semester. This means that some weeks (perhaps heavy grading weeks) will require more than 15 hours, but if so, others will need to be lighter to compensate. All TAs should keep track of their hours, and instructors should make their expectations of TAs clear from the beginning of the semester.

With the permission of their instructors, TAs may choose to give guest lectures in the classes for which they are TAing to gain experience lecturing to a large class.

4. *When will I receive my TA assignment?*

**Answer:** It depends. We try to let instructors and TAs know their assignments as soon as possible, but there are almost always changes that need to be made up until the last minute because students' plans change, and enrollments fluctuate.

5. *What should I do if I don't like my TA assignment (if I am a grad student) or don't like the TA assigned to my course (if I am an instructor)?*

**Answer:** TAs and instructors often have to accept less-than-ideal assignments, but if the assignment is particularly problematic, TAs and instructors can appeal their assignments by availing themselves of the grievance procedures laid out in the Bylaws of the Department and Graduate Program, the first step of which would involve informing the Chair and the Graduate Program Director of the objections to the assignment.

6. *Is there a limit on the number of years I can be a TA for the Department?*

**Answer:** Department support in the form of fellowships, TAs and GAs are limited to six years. University funding for which department students are eligible, for example the Presidential Fellowships, the Bevier Fellowships, and the Diversity Fellowships, or any other appointments provided by another school, for which department students are eligible, will be included in determining the years of support to be provided. Externally funded fellowships or assistantships won by graduate students or provided by an external grant secured by a faculty member are not counted in the six-year limit.

“Time employed as a non-tenure-track faculty member or as a part-time lecturer is not included in the funding limits mentioned above.”

**Note that this limitation is not determined on the total number of years a student has been in the program but on the total number of years of funding from Rutgers a student has received. Years during which the student is funded through external grants such as NSF's, Fulbrights, etc., or years during which the student pays her/his own way do not count toward the limit.**

## **APPENDIX E: DIVERSITY, EQUITY, AND INCLUSION (DEI) STATEMENT**

The Department of Entomology at Rutgers University aims to create a diverse and inclusive environment for all members, e.g. students, researchers, faculty, and staff. Improving the representation of underrepresented communities within the field of entomology is a priority. We are committed to transforming the culture of both our department and the field by implementing short and long-term initiatives. The department embraces individuals from different ethnicities, nationalities, religions, gender identities, sexual orientations, disabilities, political affiliations or socioeconomic backgrounds. Diversity is an essential component of our academic program and preparing the next generation of entomologists to work effectively and collaboratively is crucial.

### **Inclusivity Statement**

The Department of Entomology at Rutgers University opposes ethnic, race, and cultural biases that negatively affect underrepresented groups. We are committed to forming a diverse and embracing community in our department by developing appropriate curriculum, activities, and academic environments. In addition, we strive to provide an inclusive agenda for our outreach to a broader community, understanding that change needs to happen at the community level.

### **Safe Workplace**

We are committed to providing a safe, productive, and diverse environment for students, researchers, staff, and faculty that encourages the intellectual growth of its members. Unwanted words or actions that facilitate or condone harassment prevent academic success, and should an incident occur, we have a reporting system. Victims and witnesses of sexual harassment, racism, discrimination, or bias are encouraged to seek help and resources from our Department Chair: George Hamilton, Departmental Administrator: Francine Botti, or Program Directors (Undergraduate: Chloe Hawkings; Graduate: Anne Nielsen).

### **Mental Health Awareness Initiative**

Recognizing that the academic environment can often be an overwhelming environment to work in, the department believes it is essential to make resources known and accessible for students, researchers, faculty, and staff.

### **Resources**

**SEBS DEI:** <https://execdeanagriculture.rutgers.edu/commitment/>

**EntoPOC:** <https://www.entopoc.org/>

**Counseling Services:** <http://health.rutgers.edu/medical-counseling-services/counseling/>

**Center of Social Justice Education & LGBT communities:**

<http://socialjustice.rutgers.edu/about-us/>

**Compliance and Title IX Reporting:** <https://nbttitleix.rutgers.edu/resources/faqs-student-complainants-and-respondents>