

Ph.D. DEGREE CHECKLIST
Department of Entomology
University of Arkansas, Fayetteville

Name: _____ Sem/Yr Init.: _____

Major Advisor: _____

Estimated Completion Date: _____

The following is a list of the requirements for the Ph.D. degree in entomology. This checklist is provided for the convenience of the student and is NOT intended to circumvent the established procedure of the Graduate School or the Department of Entomology.

_____ I. Advisory Committee selected in consultation with Major Advisor **during the first semester**. The committee should consist of a minimum of five members: minimum of three selected from the department including major advisor, and a minimum of one member from another dept. Use Graduate School form and submit to the Dept. Secretary

_____ Chair

_____ II. Comprehensive oral review of background in entomology and related areas completed and Program of Study and Research plan developed **during the first year**. Submit copy of departmental form and Graduate School form to Department Secretary.

_____ III. Annual report of academic and research progress submitted by **February 1** to Dept. Secretary. Please also provide a copy to your Advisory Committee.

_____ Year 1 report

_____ Year 2 report

_____ Year 3 report

_____ Year 4 report

_____ IV. Annual Graduate Student Academic Review **due at end of Spring Semester**.

_____ Year 1 report

_____ Year 2 report

_____ Year 3 report

_____ Year 4 report

_____ V. Coursework as outlined by Advisory Committee completed.

_____ Core courses in Entomology

_____ 15 hours (minimum) completed in supporting course.

_____ 18 hours (minimum) of dissertation (required by Graduate School)

_____ VI. Statistics requirement satisfied (One graduate-level course beyond that required for the M.S. degree; this requirement is waived for students minoring in statistics).

_____ VII. Seminar Requirement Satisfied (4 hours).

_____ VIII. Candidacy exams completed after a minimum of 20 graduate coursework hours are completed and at least one (academic) year before completion of Ph.D. Written memo from Advisor to Graduate Dean; copy to Department Secretary.

_____ IX. Dissertation committee and title submitted to Graduate School one year before final oral exams. Submit form to Department Secretary.

_____ Dissertation Committee Form

_____ Dissertation Title Form

_____ X. Application for degree filed with Registrar and appropriate fees paid at the beginning of the semester in which the degree is conferred.

_____ XI. Dissertation:

_____ Preliminary copy of dissertation submitted to advisory committee at least two weeks prior to conferral of degree.

_____ Two copies of the dissertation and three copies of the abstract (after final approval by advisory committee) submitted for approval by Graduate Dean, followed by approval of Mullins Library at least two weeks before conferral of the degree (complete with original signature sheet for all copies of dissertation and abstract).

_____ XII. Final oral exam in defense of dissertation completed two weeks prior to conferral of degree. Major advisor must forward to the Graduate Dean no less than ten days before the date of the final oral exam. Include an abstract of the dissertation and a memorandum announcing the date, time, and place of the oral examination. The Record of Progress is then sent to the major advisor.

_____ XIII. Copy of dissertation delivered to Department Secretary for permanent file.