

## APPENDIX B

### Admission Contacts

There are people to help you with your application and degree program.

Department Head	Graduate Coordinator	Unit Assistant
Dr. Phillip G. Mulder, Jr.	Dr. Bob Hunger	Ms. Pam Thomas
Research 127 NRC	311B NRC	127 NRC
phil.mulder@okstate.edu	bob.hunger@okstate.edu	pam.thomas@okstate.edu

### Application Deadlines

- The deadline for all international student applications (completed application submitted to the Department of Entomology and Plant Pathology and Graduate College application) is March 1 for enrollment in the fall semester and August 1 for enrollment in the spring semester.
- Deadline for domestic student applications (completed application submitted to the Department of Entomology and Plant Pathology and Graduate College application) is 60 days before the start of the semester which is around June 15 for enrollment in the fall semester and November 15 for enrollment in the spring semester.

### Degree Offerings

The Master of Science degree program allows students to gain greater knowledge in one of two areas (entomology or plant pathology). Students will learn how to conduct in-depth research and effectively communicate those findings both in verbally and in scientific writing. Students should consider the Master's program to not only be an academic endeavor but also a professional occupation. We offer a Master of Science in Entomology and Plant Pathology with an emphasis in Entomology or Plant Pathology.

The Department offers two Doctorate degrees. These terminal degree programs are designed to expand upon the Master of Science experience and train students to be future independent investigators. We offer the Doctorate of Philosophy in Entomology or the Doctorate of Philosophy in Plant Pathology.

### Departmental Admission Requirements

The Graduate College requires that to be eligible for admission to either Master of Science or Doctor of Philosophy degree programs at Oklahoma State University, qualified graduates of Colleges and Universities **must** submit - - -

- A completed electronic application form with an application fee. For domestic students a non-refundable application fee of \$50 for the first online application. Or, if you are applying as a special (non-degree seeking) student, the non-refundable application fee is \$25. For international students (degree-seeking or non-degree seeking), a non-refundable application fee of US \$75 for each application submitted, even if it is an additional application, is required. Application fees are subject to change. An application cannot be processed without the application fee, and the Department cannot waive the fee or pay the fee for you. International students should also see [http://gradcollege.okstate.edu/sites/default/files/pros\\_int\\_info\\_june\\_4th.pdf](http://gradcollege.okstate.edu/sites/default/files/pros_int_info_june_4th.pdf) for more information about graduate study at OSU.
- One copy of official transcripts, from all institutions previously attended, that show the complete scholastic record, bear the official seal of the institution, and are signed by the issuing officer.
- A minimum score of 79 (internet-based test) or 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL), or an IELTS academic stream score of 6.5 or greater is required for international applicants to validate English competency. See the 2015-2016 Oklahoma State University Catalog (Page 156) for more detail on English language proficiency requirements for international student applicants.

- A 3.00 Grade Point Average (GPA) or above from the previous degree, or the equivalent for consideration of regular "Admission Without Qualification".

The Department of Entomology and Plant Pathology has the following additional admission requirements:

- An official copy of the Graduate Record Examination (GRE) score will assist the Department in making a determination as to acceptance to the program and funding of an assistantship. The GRE **Institution Code** for OSU is **6546 (the ENTO/PLP Department Code is 0209)**. The Department reviews GRE scores and evaluates percentage performance among applicants. Percentages in the upper third are considered competitive for admission.
- Three letters of recommendation from faculty members familiar with your academic and professional background.
- A personal letter of intent from the student outlining research interests and professional goals.
- A resume' or CV for both MS and Ph.D. applicants is also required.

Oklahoma State University requires that all international students submit a Confirmation of Financial Resources/Statement of Applicant and Sponsor that guarantees that the applicant has support from either him/herself or a sponsor (additional funds are required if you wish to bring family members with you). See [https://gradcollege.okstate.edu/sites/default/files/FinancialGuarantee\\_0.pdf](https://gradcollege.okstate.edu/sites/default/files/FinancialGuarantee_0.pdf) for more information. In some instances, a specific professor in your selected area of interest may provide financial support for an international student, **but such support is not guaranteed**.

The Department Graduate Student Admissions Committee provides a recommendation on each applicant to the Department Head, who then coordinates with the Graduate College for a final admission decision. Graduate student applicants can be admitted as "Admission Without Qualification", "Provisional Admission", "Probation Admission", or "Conditional Admission." See the 2015-2016 OSU Catalog (page 155) for detailed information. However, only under exceptional circumstances will a student be admitted to a Department graduate program on other than 'Admission Without Qualification' status.

## English Proficiency Requirements for International Graduate Students

International Students are required to do the following:

- TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Test System) score. Applicants for whom English is a second language are required to demonstrate an acceptable level of spoken English, usually by submitting a TOEFL or IELTS score. A TOEFL score of 79 or greater (internet-based test), or 550 or greater (paper-based test) is required, regardless of the number of semesters or terms completed in other institutions of higher education, including OSU, or prior enrollment in English language programs. Alternatively, an official IELTS, academic stream, examination with a minimum overall band score of 6.5 or greater will satisfy the English proficiency requirements for admission to a graduate program. Either examination must be less than 2.0-years old. See 2015-2016 Oklahoma State Univ. Catalog (page 156).
- Note that an applicant who has or will have completed a degree from a school for which the primary language of instruction is English in a country where English is a primary language is not required to submit a TOEFL or IELTS score.
- Information about the TOEFL is available at <http://www.TOEFL.org>. Information about the IELTS can be found on the IELTS web site at <http://www.ielts.org/>. The TOEFL institution code for OSU is **6546**.

## TELP and TOEFL Tests

At Oklahoma State University, we want to ensure that all students succeed in their studies and perform at the highest academic level. The OSU faculty is concerned about the writing abilities of all graduate students, and in particular, students whose first language may not have been English. To ensure that graduate students are sufficiently skilled at written English, the Test of English Language Proficiency (TELP) or the Test of English as a Foreign Language (TOEFL) is required for all graduate students before their first semester enrollment. However, a waiver of the TELP requirement can be granted to a student who:

1. Achieved a TOEFL score of 600 or higher on the paper based test (PBT) and a score of 5.0 or higher on the Test of Written English (TWE) or Essay. Alternatively, a waiver can be granted to a student who achieved an IELTS, academic stream, overall band score of 6.5 or higher on each of the band scores for Listening, Reading, and Writing, or
2. Has completed two full-time semesters of study in an accredited college or university where English is the primary language of instruction, or
3. Has graduated with a degree from an accredited institution of higher learning where English is the primary language of instruction.

Students completing the internet-Based TOEFL test (iBT) are considered separately and are not required to take the TELP. A student who scores at least 42 on the combined Reading and Listening portions, with a score of at least 20 in each section, are not required to enroll in any remedial coursework. Students who score less than this on the Reading and Listening portions of the TOEFL (irrespective of the score on the Written portion) are required to enroll in ENGL 0003 during their first semester. ENGL 0003 carries a grade of S/U and may not be used toward minimum degree requirements. Students must enroll in ENGL 0003 each semester until a grade of S is earned. Students who score at or above the minimum score(s) on the Reading and Listening portion of the TOEFL, but less than 22 on the Writing portion, are required to enroll in ENGL 4893\* at some point in their studies. ENGL 4893\* carries graduate credit and may be used toward minimum degree requirements; a grade of C or better in this course is required. Both ENGL 0003 and ENGL 4893\*, as applicable, must be listed on the student's Plan-of-Study.

For those required to take the TELP, it is a test of written English and assesses the academic English skills necessary for students to function well in graduate-level university classes. The test has two sections: Listening/Dictation and Reading/Writing. A score of 70 on both portions of the TELP is considered passing. Students who score less than 70 on the Listening/Dictation portion of the TELP (irrespective of the score on the writing portion) are required to enroll in ENGL 0003 during their first semester. ENGL 0003 carries a grade of Satisfactory/Unsatisfactory and may not be used toward minimum degree requirements. Students must enroll in ENGL 0003 each semester until a grade of 'Satisfactory' is earned.

Students who score at least 70 on the Listening/Dictation portion of the TELP, but less than 70 on the Writing portion are required to enroll in ENGL 4893\* at some point during their studies. ENGL 4893\* carries graduate credit and may be used toward minimum degree requirements. A grade of C or better in this course is required. Both ENGL 0003 and ENGL 4893\*, as applicable, must be listed on the student's Plan-of-Study.

## Spoken English Proficiency for Employment

OSU policy requires that all persons who are non-native English speaking to demonstrate an acceptable level of spoken English before being employed in an instructionally related capacity, including laboratory assignments. Graduate students who serve only as laboratory assistants (e.g., setting up and/or maintaining equipment) are not required to comply with the provisions of this section.

Native English speaking graduate students – for the purposes of this policy, graduate students who completed their primary education (i.e., graduated from high school) from the following countries are considered to be native English

speaking and are exempted from this policy. Australia, Canada (except for Quebec), New Zealand, Great Britain, and Northern Ireland. See <https://gradcollege.okstate.edu/international-students> for more information.

## International Teaching Assistant Program

Any new international teaching assistant (ITA) is required to participate in the international teaching assistant orientation and evaluation workshop. New ITA's must attend the three sessions of the Orientation (whether they have taught in a classroom somewhere else or not). Then, those ITA's who pass SPEAK and the ITA Test will be eligible to teach in the classroom. The ITA Test is a 10-minute evaluation procedure in which the ITA presents 5 minutes of information for an undergraduate lab, recitation, or lecture. Each ITA Test (the 5-minute mini-lesson plus the q/a period) will be evaluated by two faculty members from the English Department, a faculty member from the ITA's department, and a small group of undergraduate students.

International graduate students who wish to take the ITA Test should:

1. Achieve a passing score of at least 220 on the SPEAK, or 50 on TSE
2. Prepare a 5-minute presentation on a topic that they might be asked to teach, i.e. a topic appropriate for an undergraduate course in their field,
3. Be prepared to respond to questions in a five minute question/answer period following the presentation.

The ITA program is offered at the beginning of the fall and spring semesters. The program is currently only offered in Stillwater and is given from 3:00- 5:30 in room 313 Classroom Building on Tuesday, Wednesday, and Thursday the week prior to school starting. Students must attend all three sessions.

Further information about the ITA can be found at this web address: <http://english.okstate.edu/ita/>

- International teaching assistants must participate in the international teaching assistant orientation and evaluation workshop offered at the beginning of fall and spring semesters. Students must receive an evaluation of Pass or Provisional Pass prior to teaching in the classroom.
- **All international students must obtain a work clearance BEFORE the payroll process can be completed. It is the international student's responsibility to see that his/her work clearance is renewed before it expires to avoid loss of pay. This can be done at International Students and Scholars Department.**

Prior to your first day of employment, all international students must complete Section One of the Employment Eligibility Form (I-9) and provide Departmental personnel with original documents pertaining to their identity and eligibility to work within the United States. Students will be required to submit weekly status reports of their application process and will be expected to provide their social security number as soon as they have been issued one. University policy requires that all non-citizens of the United States hold appropriate visas in order to be employed as graduate assistants. If the student is not a US citizen or Permanent Resident card holder, they must appear in the Office of International Students and Scholars in 076 Student Union prior to starting work as an assistant in order to obtain an on-campus work permit. Students must complete form I-9. <http://www.uscis.gov/files/form/i-9.pdf> provides complete details.

## Transfer Students

Academic course credit may be transferred from another institution. The Advisory Committee will determine which, if any, courses can be applied toward the Master's or doctoral degree programs at OSU. Graduate credits can only be transferred to the Graduate College if the student was formally admitted to the Graduate College at another accredited institution and the courses were certified as graduate credit by that institution. The work must be

recommended by the advisor as a part of an approved Plan-of-Study. The acceptance of transferred work is approved by the Dean of the Graduate College at the time a program of study is submitted.

### Transfer of Credit Hours

- Master's and Ed.S. students may transfer a maximum of 9 hours from another University, or from special student status at OSU.
- Doctoral students must complete at least 30 credit hours at OSU if they have already completed a master's degree, or at least 60 graduate credit hours at OSU if they are in a 90-hour doctoral program.
- Students enrolled through the *Research and Graduate Education Center (REGC)* in Tulsa may transfer up to 15 credit hours from a comparable RGECE program offered by the University of Oklahoma.

### Entrance Requirements for Graduate Programs

The following courses should have been taken prior to acceptance into graduate programs in the Department of Entomology and Plant Pathology. A student may be admitted with deficiencies in these areas, but should take the courses and depending on the course may not receive credit toward their degree requirements. The courses required will be based on recommendation of their Advisory Committee.

#### For the MS Entomology Option

Introduction to Entomology - ENTO 2993 or an equivalent course.

#### For the MS Plant Pathology Option

An Introductory Plant Pathology course such as PLP 3343 or PLP 5343 - Principles of Plant Pathology

The following courses are suggested for students interested in graduate study in entomology or plant pathology.

1. Chemistry with lab (*three semesters, including at least one semester of Organic Chemistry*)
2. Introductory Biological Sciences with Lab (e.g., *Principles of Biology; Botany; Plant Biology; Microbiology; Zoology*)
3. Insect Physiology with lab or Plant Physiology with lab
4. A Plant Anatomy or Plant Taxonomy course
5. Genetics
6. Statistics, Algebra, and college Calculus
7. General Physics
8. Entomology

\*Note. *The prerogative of the student's Graduate Committee to waive specific curriculum requirements for good cause **does not apply** to Introductory Plant Pathology or Introduction to Entomology. If an appropriate course has not been successfully completed prior to admission, it must be taken during the student's graduate program at OSU.*

#### For the Ph.D. Program

A Master's degree with a research thesis is required. The entrance requirements listed above also pertain to our Ph.D. programs. In addition, the courses below are recommended for admission, subject to the same make-up policy, as those required for the MS.

1. Biochemistry
2. Ecology
3. Genetics
4. Statistics and/or Experimental design

## Graduate College Time Limits

- All requirements must be completed within the following periods, calculated from initial enrollment date in the program.
  - Master's Candidates*    7.0 years
  - Doctoral Candidates*    9.0 years
- No course on the Plan-of-Study may be more than 10 years old at the time of graduation.
- Students must follow deadlines for submission of theses/dissertations and for completing final examinations as listed in the OSU catalog. Thesis and dissertation instructions located at <https://gradcollege.okstate.edu/tdg>

## Financial Support

### Graduate Assistantships

Students will be performing research duties as a Graduate Assistant under the direction of a major advisor for at least twenty (20) hours per week. The Graduate Assistantship appointment may be renewed subject to satisfactory progress toward a student's degree, satisfactory performance of assigned duties, and availability of sufficient funds. Financial support is provided by their advisor, the Department or other agency and students should view the Graduate Assistantship as a semi-professional position and are accountable for their performance. The purposes of assistantships are to support programs of instruction, research, and extension in the Department of Entomology and Plant Pathology and to provide employment opportunities that contribute to the professional development of graduate students. Available assistantships include:

- Graduate Assistants - MS students
- Graduate Associates - Ph.D. students

Appointments are usually half-time (0.50 FTE) and graduate assistants or associates work twenty (20) hours per week. Time allocations may vary by assignment. Graduate assistants and associates are appointed for teaching, research, extension, or administration, and are expected to carry out their responsibilities in a professional manner. In addition to course and/or laboratory preparation and teaching/supervising, other responsibilities may include: grading papers, conferring with students, and regular conferences with the faculty in charge of the courses and laboratories. The nature of a half-time research appointment varies with the type and stage of development of the research project. The work assignment and schedule of the graduate assistant/associate will be subject to the approval of the faculty member(s) in charge and the Department Head. The graduate assistant/associate will be informed by the Department Head as to the starting and ending dates of the appointment for the semester. Graduate assistants are expected to enroll in a minimum of six (6) credits per fall/spring semester and a minimum of three (3) credits per summer semester. Those on half-time appointments may enroll in no more than ten (10) credits per semester. Graduate assistants enrolled in a full time classification (6 hours/semester) receive a waiver of out-of-state tuition. If for any reason the assistantship is terminated, the out-of-state tuition will be reinstated. Stipends earned as graduate assistants/associates in DASNR are considered to be earned income and are not eligible for tax exempt status.

### Enrollment Requirements

- Graduate students must complete a minimum of 6 credit hours in a 12-month period to remain continuously enrolled.
- Failure to maintain continuous enrollment may require reapplication and readmission to the program.
- Graduate students must be enrolled in at least two credit hours during any semester in which they are utilizing University resources including the semester in which they graduate.
- Graduate Assistants must meet minimum enrollment requirements of 6 hours in fall and spring semesters and 2 credit hours in the summer. **If employed 0.50 FTE (20 hours/week) or greater, students enrolled in 6 hours in the fall and spring or 2 hours in the summer are considered full-time.** If employed less than 0.50 FTE,

the student must enroll in 9 credit hours in fall and spring semesters and for at least 2 credit hours in the summer semester to be considered full-time.

- All students (including those enrolling in research hours only) must be enrolled by the deadlines listed in the Class Schedule.

### Tuition Waiver for GRA / GTA

If you are a new student enrolling for fall semester 2014 or spring semester 2015 with a 0.50 FTE GRA or GTA, OSU will pay (waive tuition) for six-to-nine hours per semester (rarely up to a maximum of 12 hours in a semester.

Exceeding 12 hours of tuition waivers in a semester requires permission of the GC dean) of tuition for eligible courses in which you are enrolled in accordance with the requirements of your assistantship. **However, remember that there are maximum cumulative tuition waiver limits depending on your degree program. The credit hours waived for a master's degree student with research thesis is 30, and with the master's degree non-thesis option is 32. For Ph.D. students holding an MS research degree, 60 hours are waived. For direct BS-to-Ph.D. students, 90 hours are waived. Once you exceed your graduate program limits you become responsible for all further tuition costs and fees.** Recent changes by the Graduate College define 2 graduate credit hours as a full-time graduate student for summer semester.

Your employment as a GRA continues through the summer semester and you must be enrolled for at least 2 graduate credit hours during summer semester(s). To receive this tuition benefit, and for a definition of "eligible courses," you must complete the "Tuition Waiver Agreement" (available in the Department Office) and submit a signed copy to the OSU Graduate College (202 Whitehurst Hall) as early as possible after you arrive at OSU, and each semester of your employment thereafter.

### Non-Resident Tuition Waivers

Graduate students (both domestic and international) who are not residents of Oklahoma are eligible for waiver of their non-resident tuition if they are employed as graduate research or teaching assistants and meet the following requirements:

- Graduate students must be employed as a monthly employee and their employment action (EA) forms must show one of the following codes. 1713, 1714, 1749, 1750, 1960 and 1990.
- Students must be employed at least 0.50 FTE (½ time) from the first day of class to the last day of final exams.
- Students must be enrolled full-time (i.e., at least 6 credit hours in the spring and the fall, and 2 credit hours in the summer). International students must be enrolled in nine credit hours (if employed 0.25 FTE), or in six credit hours (if employed 0.5 FTE).
- Students must be enrolled using their student identification number.
- Students granted tuition waivers for the spring are eligible to have non-resident tuition waived for the summer session.
- Please note that spouses of GAs, GRAs, and GTAs are also exempt from out-of-state tuition charges.
- To receive the tuition benefit, and for a definition of "eligible courses," all students must complete the "Tuition Waiver Agreement" (available in the Department Office) and submit a signed copy to the OSU Graduate College (202 Whitehurst Hall) as early as possible, and each semester of employment thereafter.

### Graduate Student Health Insurance

Graduate students who hold at least a 0.25 FTE graduate assistantship appointment are eligible for enrollment in a university-sponsored health insurance program. For more information, visit the OSU Graduate College internet site <http://www.okstate.edu/UHS/>. Students who receive health insurance during the spring semester do not need to maintain enrollment during the summer. Insurance coverage will be extended until the beginning of fall semester in August.

- The single-person health insurance premium is paid on the student's behalf. This benefit adds approximately \$1,422 to the value of your financial package. If your plans do not include enrolling in the program, then inform the Department as soon as possible. Students should also review the statement from the Council of Graduate Schools, [http://www.cgsnet.org/portals/0/pdf/CGS\\_Resolution.pdf](http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf) concerning conditions associated with the acceptance of graduate assistantships.

## Academic Standing

A grade-point average (GPA) of "B" (3.00) or better is required to maintain good standing as a graduate student and more importantly, to meet the requirements for a graduate degree. Students receiving a grade lower than a "B" in a graduate course will receive a letter of warning from the Graduate College. The student's Advisory Committee will meet to determine if the course should be repeated to obtain a higher grade. *(If a student's GPA drops below a 3.0, the student will be placed on Strict Academic Probation and will be required to earn at least a "B" in each course during the next semester of full-time enrollment but are expected to raise their GPA to 3.00 or better).* Failure to do so will result in academic suspension. The probationary status will not be removed until the GPA is raised above 3.0. ***Students that are either admitted or placed on Strict Academic Probation because of low grades are not eligible for Departmental funded Graduate Research or Teaching Assistantships until the probationary status is removed. If a student on an assistantship is placed on academic probation, he/she will be allowed one semester to remove their probationary status. After this period the stipend will be withheld until the probationary status is removed.***

Please note that a student must have a "B" grade or above average ( $\geq 3.00$ ) in all courses on the Plan-of-Study, and also a Satisfactory Research (SR) grade in thesis or dissertation, or a "B" grade or better for a Report or Creative Component option. After a student has completed a course, it cannot be dropped from the Plan-of-Study because of a low grade unless the change is first approved by the student's major advisor, the Department Head, and then by the dean of the Graduate College. Failure to maintain adequate progress toward completion of the graduate degree (as determined by the Advisory Committee) is grounds for dismissal.

Any significant breach of scientific ethics (e.g., falsifying data, or plagiarism) by the student may result in immediate dismissal of the student following due process (as defined by university regulations).

*Please note that any course taken under the Pass-No Pass grading system ("P" or "NP") is acceptable on a Plan-of-Study only under very unusual circumstances and is generally deemed not acceptable.*

For incomplete course work, a default grade of "I" will be assigned. This default grade will be the grade given the student should they not finish any incomplete work prior to one year from the assignment of the "I" grade.

## Health Insurance/ Student Health Clinic

The Student Health Clinic is located at 1202 W. Farm Road, just west of the Noble Research Center. There is a walk-in clinic with physicians, physician assistants, and nurses on staff. Women's gynecological services, immunizations, allergy injections, laboratory, radiology, and counseling services are all available on site at the clinic. Office visits are low cost, approximately \$12.00 per visit, with additional costs for other services. The clinic is open from 8:00 am to 5:00 pm Monday through Friday. For more information see <http://www.okstate.edu/UHS/>.

Other health service options include the Emergency Room at Stillwater Health Center (Stillwater's full service hospital), Warren Clinic, Family Health Centers, Stillwater Women's Clinic, the Department for Human Services, and numerous private physicians. Additional health insurance is available to spouses and children through University Health Services <https://www.academichealthplans.com/okstate/Default.asp>. This coverage is strongly advised if you are not covered by any other health insurance plan. An alternative might be private insurance through Blue Cross/Blue Shield which is available through local insurance brokers.



## Campus Map

See [http://www.parking.okstate.edu/images/maps/AC\\_ParkingMap072709.pdf](http://www.parking.okstate.edu/images/maps/AC_ParkingMap072709.pdf) for a map of campus.

## Parking Permits

Parking permits may be purchased to park cars in student, commuter, or overflow lots which are usually located on campus, but approximately ½ mile from Noble Research Center. The permit for a car costs \$76.00 per year and is pro-rated. Bicycles also require a permit. See <http://www.parking.okstate.edu/> to apply for a permit.

## Housing

There are many options for graduate student housing in Stillwater. Many students rent or share apartments in nearby complexes. Others rent or buy houses in Stillwater neighborhoods. A popular choice for students is rental of a university apartment, for which several neighborhoods are located on campus and within walking distance of Noble Research Center. University apartments are usually furnished and include utilities in the rental fee. A roommate finding service is available to match students who wish to share an apartment. For more information see

<http://reslife.okstate.edu/fgsh/>

## International Students and Scholars (ISS)

ISS office is located in the basement of the Classroom Building 001. It is staffed by friendly people who are there to assist international students and scholars with a variety of issues:

- Pre-arrival forms and applications
- Help with transportation to Stillwater
- 'Settling In' assistance after arriving in Stillwater
- Advising on university policies, immigration regulations, and financial matters
- Process immigration forms
- Issue work clearances
- Facilitate cultural connections between Departments, Student Organizations, and Community Organizations

For many international students, a visit to ISS is one of the first priorities after arriving at OSU. See website -

<http://union.okstate.edu/iss/index.htm>

## Community and Transit Bus Service

A Stillwater-wide bus service (Big Orange Bus) is available to assist students who live off campus or must park in overflow parking lots. There are several bus lines which travel to many areas of the city of Stillwater, including both Wal Mart locations and downtown. OSU students with an ID ride free. The general public is charged \$0.50 per one way fare. BOB operates from 6:30 am to 7:00 pm Monday through Friday. No service on the weekends. For more information about BOB go to [http://www.parking.okstate.edu/bob\\_intro.aspx](http://www.parking.okstate.edu/bob_intro.aspx)

## Traveling to Stillwater

Many students drive to Stillwater using personal vehicles, but international students often arrive from one of two nearby airports: Tulsa International Airport or Will Rogers International Airport in Oklahoma City. If arriving in Oklahoma City or Tulsa, you should make arrangements with your faculty advisor to be picked up and driven to Stillwater. If this is not possible, there is a shuttle service to and from both airports. Air Express operates out of Will Rogers World Airport. Cost is approximately \$112.00 from the airport to the OSU campus, subject to change without notice. To travel to Tulsa airport it is possible to ride the OSU-Tulsa transit bus then take a taxi to the airport.

## Temporary Housing after Arrival

Most students have already made arrangements for housing before they arrive, but if temporary housing is needed, it is possible to arrange a temporary stay in one of the dormitories. Contact University Residence Halls at <http://www.reslife.okstate.edu/overnight/>

## Stillwater

Stillwater is a small-sized city of approximately 50,000 people located 70 miles east of Tulsa and 65 miles north of Oklahoma City. Its relative small size lends itself to easy movement around town. There are several restaurants featuring many types of cuisine, including barbecue, Mexican, Thai, Chinese, Japanese, American style delis and family dining, and popular student hangouts. Shopping is easily accomplished, but if it cannot be found in Stillwater, it is an easy drive to one of the two metropolitan areas, Tulsa or Oklahoma City, to obtain what is needed. There is one large movie cinema and a nearby lake recreational area. Stillwater is an easy and friendly community to live in, with good schools, safe neighborhoods, and an accessible university campus. For more information about the Stillwater community, visit <http://www.stillwaterchamber.org/>

## Emergency and Weather Preparedness

Frequently in Oklahoma weather conditions can become severe. Severe weather can occur anytime but typically the chances for severe weather are greatest from April through June. It is advised that during periods when severe weather is forecasted that you stay aware of the conditions. Visit <http://www.srh.noaa.gov/oun/> for up-to-date information about weather conditions. If severe weather is anticipated, sirens around the city of Stillwater will sound (testing of sirens occurs every Tuesday at 11:30 a.m.) and you should seek shelter. We are aware that the sirens cannot be heard in most laboratories in the building and a supplemental air horn maybe discharge to alert you to seek shelter. In the Noble Research Center you should proceed to the central stairwell located between the plant pathology wing and the front/library facing wing of the building. If you are home and have sufficient time to get to campus but not the Noble Research Center, you should go to Ag Hall, Engineering South, or the Student Union.

# APPENDIX C

## ALTERNATE GRADUATE DEGREE PROGRAMS

The primary goal of the Department of Entomology and Plant Pathology Graduate Programs is to offer MS- and Ph.D.-level research degrees. Requirements for these degrees are discussed earlier in this Handbook. However, under exceptional and rare circumstances the Department will also consider allowing the following alternative degree programs:

### Direct BS-to-Ph.D. Program (Entomology or Plant Pathology Option)

Students who are interested in this program and hold a BS degree must first enter a research thesis MS degree program. After completing at least two semesters of graduate study, and with the approval of their Major Professor and Advisory Committee, the student may submit a request to the Department Head to enter a direct BS-to-Ph.D. program. Graduate students desiring to convert to the direct BS-to-Ph.D. program are required to take a 'Direct Degree Assessment Departmental Qualifying Examination.' This examination consists of two components: 1) a closed book, written question component with answers submitted to and graded by all Committee members plus Departmental faculty from whom the student has taken courses and, 2) an oral component with the same Committee members and appropriate Departmental faculty participating. The examination will encompass previous course work and research.

This qualifying examination provides an overall evaluation of the student's potential for immediately pursuing Ph.D.-level work. Deliberation of exam performance and voting to 'pass' or 'not pass' the candidate includes all faculty

members who participated in the exam. Upon passing, the student will bypass the MS program and advance directly into the Ph.D. program. Any additional Committee members required to complete the student's Ph.D. Advisory Committee are added at that time. The Graduate College is also provided a revised Plan-of-Study. If the student does not pass the qualifying examination there is no penalty or negative connotation, and the student remains in his or her MS program.

Although MS thesis research is circumvented by entering into this direct program, all course requirements for the MS degree must be completed in addition to Ph.D. requirements during accomplishment of the direct BS-to-Ph.D. plan-of-study designated in this program.

### **Summary of Provisions:**

1. During the first year of graduate enrollment in the Department, the decision to seek approval for a direct degree program is jointly made by the student and his/her Major Professor and Advisory Committee.
2. The student must have maintained a minimum 3.00 GPA in courses taken during his / her graduate enrollment in the Department, with no more than one 'C' earned during their graduate course work.
3. The student must submit a Research Proposal that provides a review of relevant literature, and that clearly outlines the research studies that will be completed for the Ph.D. Degree. The student's Graduate Advisory Committee must approve this Proposal. The finalized Proposal is expected to be completed and approved within the first two regular semesters of entering the Ph.D. program.
4. The student must complete a 'Direct Degree Assessment Departmental Qualifying Examination' that encompasses both written and oral components. This examination is administered by members of the student's Graduate Advisory Committee and by other Departmental faculty who have instructed in courses taken by the student during his/her first year of graduate enrollment at Oklahoma State University.
5. The final decision for approval of a student for the direct BS-to-Ph.D. program is made by the Department Head in consultation with the student's Graduate Advisory Committee. Criteria for approval include review of the academic record and the completed Ph.D. Research Protocol, and results of the Qualifying Examination.
6. Upon approval, a maximum of six completed 5000-level research hours can be credited toward the Ph.D. degree.
7. Although funding for Departmental assistantships may be made available to students enrolled in direct degree programs, the Department cannot guarantee funding for the normal five-year duration of this degree program.
8. Should a student be accepted into the direct BS-to-Ph.D. program but not complete the Ph.D. Degree, the student may be awarded an MS Degree after completing all MS requirements.

### **Course Requirements for Completion of a Direct BS-to-Ph.D. Plan-of-Study**

Course requirements for students completing this direct program include the following within the minimum 90 credit hours for the degree:

1. All students (both Entomology and Plant Pathology) must complete both ENTO/PLP 5623- Advanced Biotechnology Methods, and ENTO/PLP 5524- Integrated Management of Insect Pests and Pathogens

2. All students must complete 2 credit hours of ENTO / PLP 5870 – Scientific Presentations (1 credit hour each for a fall and a spring semester)
3. The Ph.D. Plan-of-Study may include **no more than 36** credit hours of ENTO 6000 or PLP 6000. In addition, six 5000-level credit hours completed as an MS student can be included on the Ph.D. POS.
4. In addition to the requirements stated above, **Entomology** students are required to complete the following courses:
  - ENTO 4464 – Insect Biology and Classification
  - ENTO 5003 - Insect Biochemistry
  - ENTO 5044 - Insect Physiology
5. In addition to the requirements stated above, **Plant Pathology** students are required to complete the following courses:
  - PLP 5343 - Principles of Phytopathology (students w/out Introductory Plant Pathology)
  - PLP 5724 – Physiology of Host-Pathogen Interactions
  - PLP 5104 – Mycology

<u>Pathogen Courses</u> (must take at least two)	<u>Concepts Courses</u> (must take both)
PLP 5003 - Plant Nematology	ENTO/PLP 5613 - Host Plant Resistance
PLP 5012 - Plant Virology Laboratory	PLP 6303 - Soilborne Diseases of Plants
PLP 5304 – Phytobacteriology	

### Dual MS Degree

The Graduate Faculty Council has established a policy for students to pursue dual MS degrees. Students may use up to nine (9) overlapping credit hours on two different Master's degree plans-of-study. These overlapping hours cannot include the research component of either degree program.

### Master's Degree Non-Thesis (Three Programs)

The programs listed below are not primarily research-oriented and are considered terminal degrees. Students electing these programs are not expected to pursue a Ph.D. degree. Students who intend to earn a Ph.D. should follow the regular Master of Science research thesis degree program, not a non-thesis MS or MAG degree program.

#### Plan I: REPORT POS (MS. Entomology or Plant Pathology Option)

Thirty-two (32) credit hours including a Research Report are required. The student must complete all course work listed under the standard Entomology or Plant Pathology MS POS, plus complete an additional two hours of ENTO/PLP 5000 in place of a thesis. Under the guidelines of Plan I, the student is required to prepare a report as described in the Graduate College Style Manual (available at the Graduate College), and to submit their report to all members of his/her Advisory Committee for approval. A draft copy of the report must be filed with the Graduate College. Passing a final examination is also required to complete this program.

#### Plan II: CREATIVE COMPONENT POS (MS. Entomology or Plant Pathology Option)

Thirty-two (32) credit hours of coursework that include a Creative Component (in place of a report) are required. The Creative Component may be a special report, annotated bibliography, research project, or other creative activity agreed upon by the student and their Advisory Committee. If the student's committee initiates Plan II, the Major Advisor will notify the Dean of the Graduate College when the student has

satisfactorily completed all Departmental requirements. It is at the discretion of the Department and the Advisory Committee whether to require a final oral and/or written exam. The student will be notified at least 90-days prior to such an exam(s). Forms for arranging an exam can be obtained from the Graduate College. **Note.** ENTO 5000 or PLP 5000 credit hours cannot be used for this POS.

**Plan III. MASTER of AGRICULTURE POS (MAG. Entomology or Plant Pathology Option)**

A non-thesis POS leading to a Master of Agriculture degree is intended for students who desire a broader program with emphasis in non-research areas and additional specialization in technical fields. This degree can require up to 36 graduate credit hours to complete (Minimum 32 credit hours with a research report. Minimum 36 credit hours for the 'creative component, or 'internship' option).

**Character of Program.** This program will provide a greater breadth of study than the Master of Science program. Emphasis will be given to practical application of the technical aspects of the discipline as well as discipline interrelationships. In some areas of specialization the focus is on an applied research concept and a broader program of study than is normally available with the specialized research degree.

**Admission Requirements.** A baccalaureate degree in agriculture or a related field is required for admission. The candidate must meet requirements for acceptance into the Graduate College and be recommended by the departmental graduate committee responsible for the program.

**Degree Requirements.** Each candidate approved for study under this program will be assigned an adviser and advisory committee with whom he or she will develop a Plan-of-Study in accordance with guidelines established by the department. A preliminary Plan-of-Study must be approved by the Office of the Associate Dean for Academic Programs and must be filed in the Graduate College Office prior to the end of the 2<sup>nd</sup> semester of enrollment. Departmental comprehensive final examinations are required of all Master of Agriculture candidates.

**MAG Degree Option Requirements.**

**Option A.** A total of 32 approved semester graduate credit hours of work, including an approved research report having a credit hour value of not more than two credit hours, is required.

**Option B.** A total of 36 approved semester graduate credit hours of work is required and must contain a creative component. No report is required.

**Option C.** A total of 36 approved semester graduate credit hours of work, including six hours of credit for a professional internship are required. The internship includes professional practice and a report.