



**Department of Entomology
Graduate Student Handbook
2026-2027**

DEPARTMENT OF ENTOMOLOGY
University of California, Riverside

Entomology Graduate Student Handbook and Supplementary Information Pamphlet*

These guidelines are meant to assist the student toward the successful completion of the Entomology Graduate program in a timely fashion. **All forms needed in the program are called out in underlined, italic print.** All forms are available on the Entomology website at <https://entomology.ucr.edu/graduate-studies-program#grad-forms> or via the RGrad program (login through R'space). Please see relevant deadlines on the Graduate Division website at https://graduate.ucr.edu/gaa_deadlines.

Information on the Administrative Staff duties, contact information, and the organization of the business office can be found at <https://encore.ucr.edu/administrative-staff>

*The requirements and procedures described in this pamphlet are in addition to, and not in lieu of, those available from the Graduate Division or on-line at <http://graduate.ucr.edu>.

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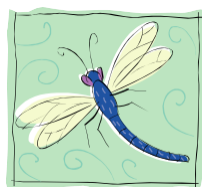
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I. Ph.D. and MS GENERAL INFORMATION

The faculty of the Department of Entomology study all aspects within the field of Entomology. We are recognized around the world for having exceptional breadth and depth in within the Biological Sciences as they are applied to insects. Our general areas of expertise include, but are not limited to the following areas:

Arthropod Vectors of Human, Animal, and Plant Diseases	Invasive Species and Biological Control
Behavior	Medical and Veterinary Entomology
Biochemistry and Physiology	Genetics, Genomics, and Molecular Biology
Chemical Ecology	Nematology
Conservation Biology and Global Change	Neuroscience
Ecology and Evolution	Pesticide Toxicology
Endocrinology and Development	Plant- Herbivore Interactions
Integrated Pest Management	Social Insects and Pollination Biology
Insect Pathology	Systematics
Urban Entomology	

Information on participating individuals and their areas of research may be found on the Department of Entomology Web site (insects.ucr.edu). Suggested courses of study and information on other matters pertinent to all UCR graduate programs are found in the "UCR General Catalog", which may be viewed online at <http://catalog.ucr.edu>, and online at <http://graduate.ucr.edu>.



A. Instruction and Student Affairs Committee (ISAC)

The Instruction and Student Affairs Committee (ISAC) is responsible for establishing the policies and procedures pertaining to the academic programs in the Department of Entomology. This committee also reviews applications, forms, and petitions submitted by students. ISAC consists of a Chair, who is the Departmental Representative to the

Graduate Division, a Vice Chair who serves when the Chair is away, the Graduate Advisors, the Undergraduate Advisors, other faculty from the Department, the student services advisor (SSA) ([CNAS Graduate Student Services Advisor](#)), and a graduate student representative selected by the Entomology Graduate Student Association (EGSA - see Section L). The SSA office is in the CNAS Graduate Student Affairs Center (1140 Batchelor Hall). During the academic year, ISAC meets at least bi-weekly. Petitions and business that need ISAC attention should be send via e-mail to the ISAC Chair (Dr. Kerry Mauck [kerrym@ucr.edu], see [Department website](#) for current Chair information) and the SSA for 2025-2026, Evelyn Sullivan (evelyn.sullivan@ucr.edu) for inclusion on the ISAC agenda.

B. Admission of Graduate Students

Our University requires that all students apply on-line at

<https://cnasgrad.ucr.edu/graduate-admissions>

When you fill out the application forms online, please carefully read and follow all instructions. Applicants are required to submit (a) Unofficial transcripts from all institutions of higher learning attended (these are uploaded as attachments in the application), (b) Contact information for a minimum of three recommenders who are familiar with the applicant's academic training or research experience (recommenders get a request to complete submission of their letter electronically through an interface), (c) a curriculum-vitae, (d) a statement describing your research goals and your prior experience with research training, presenting your work, outreach, and teaching.

All applicants whose first language is not English and who have not earned an advanced degree at an institution where English is the exclusive language of instruction must submit passing current exam scores from the Test of English as a Foreign Language (TOEFL) or Academic Modules of the International English Language Testing System (IELTS). Test Scores submitted may not be borrowed, photocopied, returned to you or sent elsewhere.

C. Minimum Requirements for Graduate Work in Entomology

Campus requirements for M.S. and Ph.D. degrees are given on the Graduate Division website at <http://graduate.ucr.edu>. For admission to the graduate program, students must have a bachelor's degree with a major in either entomology, a biological science, chemistry, biochemistry, or a suitable equivalent.

Regardless of undergraduate major, students must have strength in life sciences. Recommended (but not required for admission) courses vary depending on research focus and include biochemistry, chemistry and organic chemistry, data sciences, entomology, genetics, physics, statistics and other courses specific to research areas.

D. Required Courses

All Ph.D. and M.S. graduate students are required to take the following courses: ENTM 201, ENTM 201L, ENTM 202, ENTM 202L, ENTM 203 and ENTM 203L (15 units). Normally, these courses will be taken during the first year at UCR in the numerical sequence. However, these courses are offered every year, so adjustments to the sequence are possible with major professor approval. Students who can demonstrate that they have had equivalent graduate-level courses elsewhere may petition ISAC to waive taking one or more of these courses.

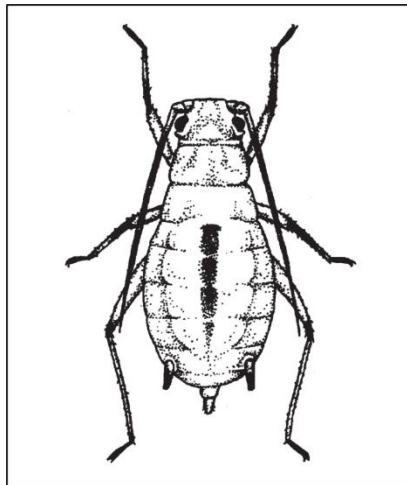
In addition, students must satisfy seminar requirements. M.S. students must take at least two 2-unit seminars (4 credits) and Ph.D. students must take at least four 2-unit seminars (8 credits). All 2-unit seminars must be taken for a letter grade (no S/NC).

2-unit seminar offerings include the following courses (current as of April 2025)

ENTM 249, ENTM 251, ENTM 252, ENTM 253, ENTM 254, ENTM 255, ENTM 256, ENTM 257, ENTM 258, ENTM 259*, ENTM 260, ENTM 262, ENTM 289, ENTM 423*

**effective Fall 2025*

Students may petition ISAC to have a 2-unit seminar from another department count toward the 2-unit seminar requirement by submitting a general petition form and the syllabus for the substituting course. The student's guidance or thesis/dissertation committee should first approve this request.



SUGGESTED FIRST-YEAR GRADUATE PROGRAM:

Fall ^a	Winter	Spring
ENTM 201 (4 units) Core Areas of Entomology I: Subcellular-Cellular Disciplines ENTM 201L (1 unit) Core Laboratory Techniques in Molecular Biology and Insect Morphology	ENTM 202 (4 units) Core Areas of Entomology II: Suborganismal-Organismal Disciplines ENTM 202L (1 unit) Core Laboratory in Research Conduct Training, Outreach, and Insect Biodiversity and Systematics	ENTM 203 (4 units) Core Areas of Entomology III: Supraorganismal Disciplines ENTM 203L (1 unit) Core Areas of Entomology III: Supraorganismal Disciplines
ENTM 100 ^b (4 units) General Entomology <i>(also available during other quarters)</i>	Elective	Elective
ENTM 250 (1 unit) Seminar in Entomology	ENTM 250 (1 unit) Seminar in Entomology	ENTM 250 (1 unit) Seminar in Entomology
Research units with Major Professor (297 and 299) ^c	Research units with Major Professor (297 and 299) ^c	Research units with Major Professor (297 and 299) ^c

^a Students may also take an ENTM 25X 2-credit seminar in their first year. However, it is not recommended to take this in the first quarter.

^b Only if recommended by major professor or graduate advisor.

^c Students typically enroll in 297 (up to 6 credits per quarter) while taking courses and working on their dissertation or thesis proposal (Years 1-2). After coursework is completed and the proposal is approved, the student will transition to ENTM 299 credits (up to 12 per quarter).

E. Financial Support for Graduate Students

Typically, Ph.D. graduate students in the Entomology Department at UCR are supported during their graduate studies. Funds come from a variety of sources classified either as **Salary** or as **Fellowship/Stipend**.

- **Salary** is paid for employment as a Graduate Student Researcher (GSR) funded by their Major Professors' grants, or for employment as a Graduate Teaching Assistant (TA). A graduate student may not be employed more than 50% time (20 hours per week) during an academic quarter. Students are typically employed with an appointment as a GSR (49%), TA (50%), or split TA/GSR (25%/24%). **GSR and TA**

salaries are paid monthly at the end of each month for the previous month's work (e.g., paid on Feb. 1st for work performed in January). Note: Students that TA during the fall quarter will receive their first paycheck on Nov 1st, even though they begin work in September. Summer employment with a GSR appointment is typically provided by the student's Major Professor.

- **Fellowship/Stipend** support typically comes from competitive fellowships from the UCR campus, the Department, or external sources including state or federal agencies. Fellowship/stipend support is paid **quarterly** as a lump sum at the **beginning of each academic quarter** (<https://registrar.ucr.edu/calendar#first-day-of-class>) and must be managed carefully by the student to cover all their expenses for the entire quarter.
 - When transitioning from a quarter paid by fellowship/stipend to a quarter paid by salary (GSR or TA), students will need to stretch their stipend for an additional month (1 quarter + 1 additional month) since they will not receive the first salary payment until the end of the first month of the new quarter. The reverse is also true. When going from teaching to stipend, it will appear as though two payments were received for the same month. For example, if you have a TA-ship in the fall and are on a stipend for the winter, January will be an overlapping pay period. This is because you are receiving the last pay period of the TA-ship as well as the stipend to cover the ensuing three months.
 - Campus-based fellowship/stipend support is only available to students during academic quarters and cannot be used to support students during the summer months.
- For a few students, financial support may also come from other sources including funding by a student's home country or even by the student themselves (self-funding). Support provided by these other sources will vary by funding source, and students must communicate with the funding source as well as with their Major Professor and the ISAC Vice-Chair (who handles student financial packages) to understand how support from these sources will be provided to the student.
- Payments to students are delivered through either financial aid or payroll and students are encouraged to sign up for direct-deposit from Student Business Service (via R'Web) and through UC PATH. For questions contact the CNAS Graduate Student Services Advisor. Each student's financial package is unique and should be clearly understood by the student and their Major Professor prior to the student accepting the admissions offer from UCR. Students who wish to be considered for the best funding packages should submit their application for graduate studies no later than January 5 of the year of anticipated enrollment. It is recommended that applicants submit their materials by the deadline [posted on the Department website](#) (the priority deadline is typically November 20).

F. Tuition and Fees (assessed Quarterly)

Students employed at least 25% time by UCR (as a GSR or TA) will have their tuition and fees paid as part of their employment. Similarly, tuition and fees are also covered by most fellowships/stipends. In addition, for students that are not residents of California, the non-resident tuition (NRT) fee may be paid by campus as described below. However, students are generally responsible for paying some miscellaneous campus fees each quarter. The various types of campus fees are described below:

- Tuition and Student Services Fee: Mandatory fees for student education at UCR.
- Graduate Student Health Insurance Premium (GSHIP): Fee for the health insurance plan that is mandatory for all graduate students not enrolled in a comparable private health insurance plan.
- Misc. UCR Campus Fees (PAID BY STUDENT): Mandatory fees assessed for various campus facilities and services that support students (e.g., UCR Recreation Center, Graduate Student Association, Student Technology Fee). These fees are paid quarterly by the student and are approx. \$300 (for year 2025-2026).
- Non-resident Tuition (NRT): Additional fee for students who are not residents of California.
 - Domestic (U.S.) students: When funds are available, campus will pay NRT fees for domestic non-resident students during their first academic year. Non-resident students must establish California residency during their first year to avoid paying NRT in subsequent years.
 - International students: When funds are available, campus will pay NRT fees for international students through their 7th academic quarter (first quarter of 3rd year) by which time students are expected to have completed their qualifying exams and have advanced to candidacy. International students who fail to advance to candidacy by the end of the 7th academic quarter will be charged NRT each quarter until they successfully advance to candidacy. After advancing to candidacy, international students are not charged NRT for 9 academic quarters (3 years). International students failing to complete their Ph.D. within these 9 quarters after advancing to candidacy will again be charged NRT until completing their degree.

Current costs for all fees are available here:

<https://registrar.ucr.edu/tuition-fees/quarterly-fees>

Taxes

Students receiving financial support should be aware that part or all of this support might be subject to state and/or federal income tax. *The information provided in this handbook may not apply to all students and should not be interpreted as tax advice; tax obligations can vary for different persons and under different circumstances.* If you are unsure of your tax obligations, it is recommended that you seek advice from a tax professional.

- Salary (GSR or TA) is typically taxed through payroll and amount of tax withheld each month can be seen on monthly pay statements. Salary income is reported to the IRS and is subject to being taxed.
- Fellowship/Stipend may be subject to state and federal tax. However, taxes are typically not automatically withheld from fellowship/stipend payments for domestic students. This can result in larger tax obligations than expected when students file their taxes. Consult a qualified tax professional for guidance.
- International students can find information on employment and taxes through the UCR International Affairs office:
<https://international.ucr.edu/students/employment-and-taxes>



G. Entomology Graduate Student Association (EGSA)

The purpose of the Entomology Graduate Student Association (EGSA) is to serve the needs, welfare, and interests of present and future entomology graduate students at UCR. All registered graduate students in the Entomology program at UCR are members of this organization and are encouraged to participate in EGSA activities, though this is strictly voluntary. All members are responsible for exercising their voting privileges on issues pertinent to EGSA and the Department of Entomology. Members are appointed annually to serve on EGSA committees and as representatives to departmental or campus committees as outlined below.

Measures to meet the needs of current graduate students include:

- encouraging social interactions between students and departmental faculty and staff (Social Committee)
- facilitating professional interactions between students and faculty from other universities (Seminar & Special Lectures Committee)
- teaching members of the public what entomology is and why it is important (Displays, Exhibits & Outreach Committee)
- providing a computer lab and software to students (Technology & Social Media Committee)
- coordinating with the Entomology Research Museum (Entomology Research Museum Committee)
- representing the students to the governing bodies of the Entomology Department, the Graduate Student Association (GSA), and UCR as a whole (GSA Representative and EGSA President)
- directing large-scale educational events with the community, i.e. Insect Fair and Summer Camp (Educational Events committee)

In addition, one student serves as a representative to ISAC, with attendance and voting privileges when ISAC is considering the interpretation, modification, or additions to the graduate instructional program, as outlined in this supplemental guide. This individual is also available to ISAC and the Department Chair for consultation as needed.

Meeting the needs of future graduate students is done by:

- interacting with prospective students on their campus visits (Hospitality Committee)
- maintaining the EGSA website (Website & Newsletter Committee) and UCR Entomology social media accounts (Technology & Social Media Committee)
- seeking visibility in Riverside and the surrounding area (Displays, Exhibits & Outreach Committee and Educational Events Committee).

Many of these activities would be impossible without funding, and EGSA is fortunate to be able to organize fundraising events (Educational Events Committee) and sell merchandise (Merchandise Committee). EGSA also receives funding from the GSA.

For more information, visit the EGSA website at egsa.ucr.edu.

II. SUPPLEMENTARY REQUIREMENTS AND PROCEDURES FOR THE DEGREE OF MASTER OF SCIENCE



A. Major Professor

Generally, students have identified their Major Professor upon admission to the M.S. program. The Major Professor directs the student's research project and serves as Chair of the M.S. Guidance Committee.

B. M. S. Guidance Committee

Once the student has selected a Major Professor, a M.S. Guidance Committee is formed. This committee consists of the Major Professor and at least 2 other faculty members. Although it is common to choose these members from the UCR Entomology Department faculty, UCR faculty outside of the Department also may serve without any additional approvals. If the student and major professor would like a faculty member from outside of UCR to be a member of the committee, they must submit a general petition to ISAC explaining why it is necessary for the selected individual to be added as a committee member, with the faculty member's CV appended. ISAC will vote on the petition and report the result to the student and major professor. The major professor and student are responsible for ensuring the non-UCR committee member is apprised of all procedures and committee service requirements. Regardless of whether a non-Department committee member is from UCR or outside of UCR, the overall majority of the members must be from the UCR Entomology Department.

Upon selection of the committee members, the student completes the [M.S. Guidance Committee Form](#) with the names of the committee members via DocuSign. This form must be completed by the end of the **second quarter**.

The M.S. Guidance Committee will meet with the student at least annually, during the **spring quarter**. Prior to the meeting the student is required to complete the Individual Development Plan as part of their [Student Annual Progress Report form](#). Following this meeting, the M.S. Guidance Committee provides a candid evaluation of the student's progress on the [Annual Progress Report Form](#) to be filled out by the Major Professor. These forms are available on the department's website: <https://entomology.ucr.edu/graduate-studies-program#grad-forms>. The progress reports serve as a permanent record of each student's progress, and the SSA submits a copy to the Graduate Division.

C. Program of Academic Study

Each student, with the advice of their M.S. Guidance Committee, will select courses that will complement their research program. These courses must be submitted to ISAC for approval on the [M.S. Program of Academic Study Form](#), no later than the end of the **third quarter** at UCR. The Program of Academic Study will be binding upon approval by ISAC, and the student is expected to take all of the courses listed as "required" prior to advancement to candidacy.

There is a minimum of 36 units required for all M.S. students. This consists of a minimum of 24 units of graduate coursework. In addition to the required graduate coursework in General Section D and E, students may include 12 units of Entomology Research (ENTM 297) and/or Entomology Thesis (ENTM 299). The remaining 12 unit may be from graduate level or upper division undergraduate coursework (100 level classes).

Students may check their degree progress at any time by accessing their Degree Works application in R'web.

Although a thesis proposal is not required for the M.S. degree, it is strongly recommended that students provide a concise written proposal to their guidance committee for feedback by the end of their 3rd quarter. A proposal template is available in **Appendix D**. Students should discuss the need for a thesis proposal with their major professor. To assist with writing the proposal, students may enroll in ENTM 263 Seminar in Thesis and Dissertation Proposal Writing (2 credits), which is taught annually in Fall quarters. During proposal writing, students will be expected to follow the policy on use of Generative AI outlined in **Appendix E** of this document.

D. Advancement to Candidacy

Master's students must apply for candidacy *before* the first day of instruction of their last quarter of enrollment. Students must complete the [Application for Candidacy for the Master's Degree](#) form available in the R'Grad application found in [R'web](#).

E. Final Oral Examination

A minimum of 30 days is required between submission of the thesis to the M.S. Committee and the Final Oral Examination (defense). This period should be sufficient for the Committee to read and provide comments on the thesis, and for the student to complete revisions and return the thesis for approval by the M.S. Committee prior to the Final Oral Examination. Failure to comply with this deadline may result in delays to the defense date and/or enrollment in subsequent quarters.

A seminar, open to the academic community and the public, will be required as part of the Final Oral Examination. The student, in consultation with the Major Professor, is responsible for scheduling the time and place of the examination. **The student must inform the CNAS Graduate Student Services Advisor of when and where the exam will be administered.** The seminar should be no more than 45 minutes in duration, leaving 15 minutes for questions from the public. Following this, the public attendees are dismissed, and the student is questioned by the committee. Final deliberations about the defense will take place without the student present. The Major Professor will inform the student of the outcome and summarize committee feedback. Following the examination, the Major Professor is responsible for transmitting the result of the examination by initiating a petition in R'grad (accessed via R'space), which is then electronically forwarded to each committee member after initiation and signing by the Major Professor, then routed to the Student Services Advisor. **It is the responsibility of the Major Professor to initiate this petition in R'grad immediately following the defense.**

In-person is the default modality for final exams. If unforeseen circumstances arise and the exam committee chair approves, a hybrid exam will be allowed. If a hybrid exam is approved, committee members not based at the UC Riverside campus may attend remotely but the majority of committee members must be physically present (e.g. 2 out of 3 for the final exam). The exam committee chair and the student are required to be physically present.

F. Thesis

Details concerning formatting and submission of the thesis are available at <https://graduate.ucr.edu/dissertation-and-thesis-submission>. The Thesis will generally include an Abstract, Introduction, Data chapter(s) and Summary/Conclusions. Thesis chapters that are submitted for publication during the degree progress can still be reviewed and changes to the text made during the degree program must be reviewed by the committee. Students are encouraged to read theses of previous Entomology M.S. students as examples, in consultation with their M.S. committee members. Previous theses are available through the UCR Library (<https://library.ucr.edu/research-support/how-do-i-find/dissertations-theses>). After the written thesis has been approved by all committee members, the student will complete and submit the [Signature Approval Page \(Dissertation or Thesis\)](#) form via [R'Grad](#). During thesis writing, students will be expected to follow the policy on use of Generative AI outlined in **Appendix E** of this document.

G. Normative Time

All requirements for the M.S. degree should be completed within two years (six academic quarters) following entry into the graduate program at UCR. Should a student require more than six quarters to complete the M.S. program, the Graduate Adviser will consult with the Major Professor to determine the need for a revised timetable of completion. The student will then submit a revised individual development plan (IDP) through the designated Google form for annual IDP submissions. When a student has reached the end of acceptable progress limits (i.e., their program's normative time plus one year) the Graduate Division requires a calendar outlining the timetable to completion of the dissertation/thesis and degree. This timetable is submitted through R'grad. The student will get an email from Grad Division on when to complete this and also can see this on the "holds" screen in self-service with directions to go to R'Grad.

H. M.S. Student Advancement to the Ph.D. Program

Students who are enrolled in the M.S. degree program and have nearly completed the requirements for this degree at UCR may petition ISAC if they wish to enroll in the Ph.D. program. Transfer to the Ph.D. program is not automatic. It usually is contingent upon completion of the M.S. requirements and requires clear evidence of promise in the Ph.D. program. The student completes a [*Petition for Change in Degree Objective*](#) (available at <http://graduate.ucr.edu>) accompanied by the following: 1) a letter of evaluation from each member of the M.S. Committee, and 2) a letter from the prospective Ph.D. Major Professor expressing a willingness to serve in this capacity, addressing financial support, and providing an estimated timeline for completion.

I. M.S. Timeline

In addition to the [internal department forms](#) you will be required to submit petitions to the Graduate Division for most milestones in your timeline. Information about which forms are required, and when, is available at https://graduate.ucr.edu/gaa_deadlines

⚠ **IMPORTANT: DEADLINE POLICY** ⚠

Deadlines Apply to Final Receipt of the Petition, Not Student Submission. Your petition is only considered "received" once it is through all approvals and in the Graduate Academic Affairs queue.

- **Plan Ahead:** Submit early to allow for routing time.
- **Check Status:** It is your responsibility to track your petition in R'Grad. If you notice that your petition is sitting in the queue of your major professor, committee member, or graduate advisor, please be pro-active and reach out to that person to politely inquire about the status of their review of the petition.
- **Strict Enforcement:** Petitions that arrive in our queue after the deadline (**11:59 PM for most forms; 12:00 PM where noted**) will be denied

Quarter	Milestone	Action
2 (Year 1 Winter)	Select guidance committee	Submit M.S. guidance committee form Apply for ENTM and CNAS Scholarships
3 (Spring)	Guidance committee meeting	Submit annual progress report forms
3 (Spring)	Guidance committee recommends coursework	Submit program of academic study form
SUMMER (between Year 1 and Year 2)	Present at Student Seminar Day (requirement) ^a	Respond to emails from the student services advisor and ISAC chair to submit your title, present on the scheduled date
6 (Year 2 Spring)	M.S. thesis	Submit written thesis 30 days or more before the scheduled date for the Final Oral Examination. Follow all required thesis review and graduation steps as outlined by Graduate Division. Deadlines are STRICTLY ENFORCED. https://graduate.ucr.edu/dissertation-and-thesis-submission
6 (Year 2 Spring)	Final Oral Examination	Submit Report on Final Defense for Master's Degree Follow all required final thesis submission and defense reporting steps as outlined by Graduate Division. Deadlines are STRICTLY ENFORCED. https://graduate.ucr.edu/dissertation-and-thesis-submission
^a Students who are unable to attend student seminar day to give their presentation or poster can instead present a 30 minute seminar as part of the ENTM 250 seminar series during the ensuing academic year.		

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III. SUPPLEMENTARY GUIDANCE AND PROCEDURES FOR THE DEGREE OF DOCTOR OF PHILOSOPHY



A. Major Professor

Students identify their Major Professor upon admission to the Ph.D. program. In addition to directing the student's research project, the Major Professor serves as Chair of the Ph.D. Guidance Committee and the Ph.D. Dissertation Committee. The Major Professor does not serve on the Qualifying Committee.

B. Ph.D. Guidance Committee

Once the student has selected a Major Professor, a Ph.D. Guidance Committee is formed. This committee consists of the Major Professor, and at least two more members from the Entomology Department (hereafter, “internal” committee members). A member from outside the Department serves as a fourth member (hereafter, “external” committee member). The student completes [the Ph.D. Guidance Committee Form](#) with the names of the committee members, and returns it to the CNAS Graduate Student Services Advisor who will forward it to ISAC for approval. This form must be completed by the end of the **second quarter**.

Typically, faculty from other Entomology departments outside of UCR would be considered an “outside member” on the guidance committee. Faculty members in other departments who have “cooperating faculty” status within UCR Entomology are considered “internal members.” If the student and major professor would like a faculty member from outside of UCR to be considered as an “internal member” of the committee, they must submit a general petition to ISAC explaining why it is necessary for the selected individual to be considered an “internal member” (one paragraph) along with the faculty member’s CV appended. ISAC will vote on the petition and report the result to the student and major professor. The major professor and student are responsible for ensuring the non-UCR committee member is apprised of all procedures and committee service requirements.

The Ph.D. Guidance Committee will meet with the student at least annually, during the **spring quarter**. Prior to the meeting the student is required to complete the Individual Development Plan part of the form. Following this meeting, the Ph.D. Guidance Committee provides a candid evaluation of the student's progress on the [Annual Progress Report Form](#) to be filled out by Major Professor. A link to this form is sent to the students and Major Professors by the CNAS Graduate Student Services Advisor or the Department Graduate Advisors early in the spring quarter. The progress reports serve as a permanent record of each student's progress, and a copy is forwarded to the Graduate Division.

C. Program of Academic Study

Each student, with the advice of their Ph.D. Guidance Committee, will select courses that complement their research program and help the student prepare for the qualifying examination. These courses must be submitted on the [Ph.D. Program of Academic Study Form](#), no later than the end of the **third quarter** at UCR. This program of academic study will be binding upon approval by ISAC, and the student is expected to take the courses listed as “required” prior to the end of the seventh quarter, when the qualifying examination is given.

Required courses are explained in General Sections D&E. Students come to UCR with diverse interests, varying degrees of prior training, and numerous career objectives, thus there are no specific course requirements for the various fields of specialization. Students should work closely with the Guidance Committee to develop an appropriate course plan to complete prior to advancement.

Students may check their degree progress at any time by accessing their Degree Audit in [R'web](#).

D. Dissertation Proposal

The written Dissertation Proposal serves as the formal guide for the student's dissertation research. A well written proposal is vital for a successful graduate program, second in importance only to the actual dissertation. As such, the creation of the Dissertation Proposal is a process that starts with the early ideas of the project, through reviews by the Major Professor and the Ph.D Guidance Committee, until the final proposal is ready for submission to the Qualifying Committee. To assist with writing the dissertation proposal, students may enroll in ENTM 263 Seminar in Thesis and Dissertation Proposal Writing (2 credits), which is taught annually in Fall quarters. For proposal writing, students will be expected to follow the policy on use of Generative AI outlined in **Appendix E** of this document.

Each student will submit a **draft** of their Dissertation Proposal to the Ph.D. Guidance Committee by the end of their **fourth academic quarter** (usually Fall of year two). This proposal should include the following sections: Introduction (that includes background/summary of prior relevant research and justification), objectives, and methodology for reaching the objectives. **Possible styles could include those used for NSF, USDA, or NIH proposals, but the ultimate format is determined by the guidance committee.** *The research proposal (initial and final drafts) should not exceed 15 pages of single spaced text and figures, with references considered as separate.* Stepwise protocols and similar material may be provided as an appendix, if relevant. From this original submission, the proposal will evolve with the input of the Major Professor and Guidance Committee through the **sixth quarter**, when the final proposal is approved by the Major Professor for distribution to the Qualifying Committee (see Section E). The initial submission (end of the 4th quarter) and review of the proposal by the entire committee (45th to 6th quarters), as well as final approval by the Major Professor (6th quarter), are all required before the student can submit the department form for their Qualifying Exam Committee. The final, approved proposal must be distributed to the Qualifying Committee

members at least 4 weeks before the Qualifying Exams commence. Failure to comply with this deadline may result in delayed exam dates and postponement of the exam to a subsequent quarter.

E. Qualifying Committee

By the end of the **sixth quarter**, the student, in consultation with the Ph.D. Guidance Committee, will select three faculty members to serve on the Qualifying Committee (Part I). The Major Professor may not serve on the Qualifying Committee. The three members will consist of the Chair, one other faculty member from UCR Entomology (cooperating faculty are considered part of UCR Entomology), and one faculty member from outside of UCR Entomology. The main purpose of the outside member is to ensure the exam is administered fairly, but this member should also have relevant expertise. These three names are submitted to ISAC via the departmental [Ph.D. Qualifying Exam Committee Form](#). Typically, these three faculty members have also served on the Ph.D. Guidance Committee, but this is not required.

Faculty from other Entomology departments outside of UCR can serve on the committee and are normally considered an “outside member.” If the student and major professor would like a faculty member from outside of UCR to be considered as an “internal” member of the committee, they must submit a general petition to ISAC (as outlined in section III.B above) when they submit the *Ph.D. Qualifying Exam Committee Form*.

Upon approval of the three submitted names, ISAC will suggest three additional names for service on the Qualifying Committee by adding these names to the ISAC Qualifying Exam Committee Form and returning it to the student. The student chooses two from this list of three, then completes the *Nomination of Qualifying Exam Committee Form* in [R'Grad](#) to the Graduate Division, who confers the final committee appointment. **T his form must be approved by the Graduate Division at least 5 days PRIOR TO YOUR FIRST WRITTEN EXAM – please review the deadline policy at https://graduate.ucr.edu/gaa_deadlines and plan ahead.**

F. Qualifying Examination

The student is expected to complete all required courses in the Program of Academic Study (with the exception of 2-unit seminars) prior to taking the Qualifying Examination. We recommend taking the exam either in the **sixth or seventh quarter**. Failure to take the qualifying examination by the end of the seventh quarter will be viewed as a departure from normal progress and must be justified by the student and his or her Major Professor. Students should submit a [general petition](#) to ISAC to request an extension to the timeline for taking the qualifying exam. Per Graduate Council regulations, doctoral students must complete their Written and Oral Qualifying Examinations and advance to candidacy in the first four years of their Ph.D. study. If students exceed this, then they will need to submit "Timetable to PHD Oral Qualifying Exam" petition through R'grad. International students, see section I part F for financial implications of failing to advance to candidacy by the end of the 7th quarter.

International students may wish to consider taking the qualifying examination in the 6th quarter to leave time for re-taking the exam before the end of the 7th quarter, if needed.

<https://graduate.ucr.edu/regulations-and-procedures#regulations-minimum-requiremen>

The qualifying examination consists of a written portion and an oral portion. For both portions, students will be expected to follow the policy on use of Generative AI outlined in **Appendix E** of this document. The responsibilities of the chair, committee members, and student are outlined below

- The chair of the committee is responsible for:
 - Booking space for exams (if needed)
 - Scheduling exams (which exam is administered on which day)
 - Communicating any disability accommodations provided by the SDRC to the committee
 - Organizing questioning mode and duration during the oral exam
 - Collating results and informing student of the results of the written exams
 - Submitting the written exam results via R'grad (report exam result form)
 - Archiving written exams
- Committee members (non-chair) are responsible for:
 - Reading the student's dissertation proposal
 - Meeting with the student ahead of the exam
 - Providing the student with study materials, reading lists, and other relevant information for their exam
 - Providing the chair with a human-generated written exam and clear instructions for the student on how to complete the exam (e.g., materials allowed, open/closed book)
 - Providing the student with human-generated feedback on the written exam
- The student is responsible for:
 - Contacting every member of the committee and asking for reading lists and study guides
 - Coordinating timing of the exam, with help from the committee chair
 - Submitting the **oral qualifying exam committee form** (well in advance of the exam) and **oral qualifying exam result form** to Graduate Division via R'grad. The student will also have to name their dissertation committee on the exam result form. Forms initiated by the student will route to the committee members for approval. See https://graduate.ucr.edu/gaa_deadlines for submission timelines.

In-person is the default modality for the written and oral portions of the qualifying exam. If unforeseen circumstances arise and the exam committee chair approves, a hybrid exam will be allowed. If a hybrid exam is approved for the oral portion, committee members not based at the UC Riverside campus may attend remotely but the majority of committee members must be physically present (e.g. 3 out of 5 for the qualifying exam). The exam committee chair and the student are required to be physically present.

The Committee may meet once prior to the written examination to discuss the student's progress, the dissertation proposal, or other issues related to the student's program, and to coordinate the examination procedure. The Major Professor, though not a member of the Qualifying Committee, may submit questions to the Qualifying Committee for consideration for inclusion in the written examination. Individual written exams should not exceed 8 total hours and can be open or closed book, as specified by the examiner. The student may only contact the exam chair or examiner during the exam itself. Once completed, the written exams are graded (each examiner grades only the exam they provided) and the examiners report the result to the Chair of the exam committee. The outcome can be "pass" (4/4), "pass with revisions" (3/4, with the opportunity to revise and resubmit the one no-pass grade for re-evaluation before proceeding to the oral exam), or "no pass" (2 or more no-pass grades handed down from examiners, student must re-take the exam).

A minimum of 2 weeks is recommended between the last written exam and the oral exam. Oral exams typically take 3 hours and consist of a brief research presentation by the student (20 minutes recommended, no longer than 30 minutes) followed by questions from the committee members. If the student or any member of the committee leaves the room (or is disconnected during a hybrid exam) the questioning must stop until everyone is again present. The Major Professor may attend the oral examination at the student's request and provide information as needed or requested but may not attend or take part in the deliberations following the examination. Following questioning, the committee will discuss and decide on the exam outcome without the student present. After the vote is taken and recorded, the Qualifying Committee Chair will verbally summarize the Committee's assessment of the student's performance on the qualifying examination for the student and Major Professor. Possible grades are pass, no pass with the option to retake the exam, or a full no pass with no option to retake the exam.

Students who fail the qualifying examination and who are eligible must retake it within six months, but not sooner than three months, with the approval of the Graduate Division. If the exam is failed a second time, the student will be subject to dismissal from the Ph.D. program. Passing the qualifying examination along with fulfillment of all course requirements normally qualifies the student for Advancement to Candidacy. Within 48 hours of the Oral Qualifying Exam, the student must submit the Report of the Oral Qualifying Examination via [R'Grad](#). Successful students will also nominate their Dissertation Committee in this form.

See the graduate division entry on qualifying examinations for more information:

<https://graduate.ucr.edu/regulations-and-procedures#report-on-qualifying-examinati>

G. The Dissertation Committee and Final Oral Examination

The Dissertation Committee consists of the Major Professor and at least two other faculty members and is submitted to Grad Division on the same form used to report the oral qualifying exam result. Changes to this committee can be made at any time (but must be in place more than five business days before the final oral examination) using the Committee Change (Dissertation or Thesis) form via [R'Grad](#). Because the Ph.D. Guidance Committee has become familiar with the student's research, the members of the Ph.D. Guidance Committee often are selected to serve on the Dissertation Committee, but this is not required. The Dissertation Committee is responsible for guidance, editing, and approval of the dissertation. This Committee also administers the Final Oral Examination (defense).

A minimum of 30 days is required between submission of the written dissertation to the Dissertation Committee and the Final Oral Examination. This period should be sufficient for the Committee to read and provide comments on the dissertation, and for the student to complete revisions and return the dissertation for approval by the Dissertation Committee prior to the Final Oral Examination. Failure to comply with this deadline may result in delayed defense date and enrollment in subsequent quarters.

A seminar, open to the academic community and the public, will be required as part of the Final Oral Examination. **The student is responsible for notifying the CNAS Graduate Student Services Advisor of when and where the Final Oral Exam will take place.** The seminar should be no more than 45 minutes in duration, leaving 15 minutes for questions from the public. Following this, the public attendees are dismissed, and the student is questioned by the committee. Final deliberations about the defense will take place without the student present. Following the deliberations, the Major Professor will inform the student of the outcome and summarize committee feedback. After the defense, the **Major Professor will report the results** of the Final Defense Ph.D. via [R'Grad](#), which will be routed for approval to the Major Professor and Dissertation Committee. The CNAS Graduate Student Services Advisor then forwards the results of the examination to the Graduate Division. Once the dissertation committee has approved the written dissertation, **the student** will submit the Signature Approval Page (Dissertation or Thesis) form via [R'Grad](#).

In-person is the default modality for final exams. If unforeseen circumstances arise and the exam committee chair approves, a hybrid exam will be allowed. If a hybrid exam is approved, committee members not based at the UC Riverside campus may attend remotely but the majority of committee members must be physically present (e.g. 2 out of 3 for the final exam). The exam committee chair and the student are required to be physically present.

H. Ph. D. Dissertation

Details concerning formatting and submission of the dissertation, as well as workshops to assist you with preparation, are available at <https://graduate.ucr.edu/dissertation-and-thesis-submission>. **Note there are deadlines for submitting your dissertation for format review before submitting the final version** (see <https://graduate.ucr.edu/graduation-procedures-phd-masters-degrees>). Missing the

format review deadline can delay your graduation. The dissertation will generally include an Abstract, Introduction, multiple Data chapters (generally, at least three), and Summary/Conclusions. Dissertation chapters that are submitted for publication during degree progress can still be reviewed and changes to the text made during the degree program must be reviewed by the committee. Students are encouraged to read the dissertations of previous Entomology Ph.D. students as examples, in consultation with their committee members. Previous dissertations are available through the UCR Library (<https://library.ucr.edu/research-support/how-do-i-find/dissertations-theses>). After the written dissertation has been approved by all committee members, the student will complete and submit the [Signature Approval Page \(Dissertation or Thesis\)](#) form via [R'Grad](#). During dissertation writing, students will be expected to follow the policy on use of Generative AI outlined in **Appendix E** of this document.

I. Teaching requirements

Each student in the Ph.D. program is required to serve as a teaching assistant (50% appointment) for three quarters. During teaching assistant appointments, students are encouraged to enroll in ENTM 301 or ENTM 302 (with the course instructor of record) to gain additional structured training in college teaching. Students may petition to waive teaching requirements by submitting a [general petition](#) to ISAC explaining how they have achieved or plan to achieve equivalent training in instructional methods. Students interested in teaching at the college level beyond graduate school are further encouraged to access other teaching resources available through the [Teaching Assistant Development Program](#), including various [workshops](#) and the [University Teaching Certificate](#) program. Students can also request a teaching evaluation from the Department Teaching Committee (consult the ENCORE office staff for current Teaching Committee member lists).

J. Normative Time

Students entering the Ph.D. program with either a B.S. or M.S. in Entomology or a related field should complete all requirements for the Ph.D. degree within 17 quarters. Should a student require more than 17 quarters to complete the Ph.D. program, the Graduate Adviser will consult with the Major Professor to determine the need for a revised timetable of completion. When a student has reached the end of acceptable progress limits (i.e., their program's normative time plus one year) the Graduate Division requires a calendar outlining the timetable to completion of the dissertation/thesis and degree. This timetable is submitted through R'grad. The student will get an email from Grad Division on when to complete this and also can see this on the "holds" screen in self-service with directions to R'Grad.

K. Ph.D. Timeline

Note that this timeline is based on normative time. While most of the action items are required to be done in concordance with this timeline, some students will, for example, take the qualifying exam before quarter 7. Students may take fewer than 17 quarters to defend. If more than 17 quarters are required, the timetable will be revised, and this revision will be sent to Graduate Division.

Year	Summer	Fall	Winter	Spring
1	• Introduction to Lab • Assist lab with lab/field work if arriving in summer.	• Apply for NSF GRFP (if relevant) • Begin Research Proposal • Identify members of Guidance Committee	• File Guidance Committee Form	• Meet with Guidance Committee ○ Program of Academic Study ○ Annual Progress Report & IDP
2		• Student Seminar Day (presentation) * • TADP Training (September) • Proposal to Guidance Committee by the end of the 4th quarter	• Receive feedback from committee on proposal • Complete proposal revisions • Major Professor approves final proposal	• Submit Qualifying Exam Committee Form to ISAC (by week 1) • Final proposal to Exam Committee if taking quals in spring (30 days before exam)† • Qualifying Exam • Meet with Guidance Committee ○ Annual Progress Report & IDP
3	• Proposal to Exam Committee if taking quals in Fall††	• Student Seminar Day (poster) * • Grad Div. Research Grant • Qualifying Exam not already completed in Yr 2	• Apply for Research Fellowships ○ NIFA Pre-doctoral ○ ENTM and CNAS Scholarships	• Meet with Dissertation Committee ○ Annual Progress Report & IDP
4		• Student Seminar Day (presentation) * • Set target date for Ph.D. defense ○ https://graduate.ucr.edu/filing-resources	• Apply for Research Fellowships ○ NIFA Pre-doctoral ○ NIFA Post-doctoral ○ ENTM and CNAS Scholarships ○ Grad Div Dissertation fellowships (DCFA, DYCF)	• Meet with Dissertation Committee ○ Annual Progress Report & IDP
5	<i>Kick it into gear!!!</i>	• Student Seminar Day (poster) * • Finish up dissertation • Apply for Research Fellowships (NIFA Post-doctoral or NSF Postdoctoral) • Grad Div Dissertation fellowships (DCFA, DYCF)	• Finish up dissertation • Apply for Research Fellowships and positions	• Finish up dissertation, defend and make plans for next stage of career

Table adapted from materials for new graduate students prepared by Dr. Alec Gerry

† Completing your proposal early and progressing to quals in quarter 6 provides you with the best opportunity for feedback and input before you get too far down the line. This is when feedback can be the most useful.

†† If you have not advanced in Yr 2, you will want to take your quals in Qtr 7. **For some students (e.g., international students), non-resident tuition (NRT) will need to be paid if have not advanced by Qtr 7.**

* If you are unable to present at student seminar day, you can instead present a 30 minute seminar as part of the ENTM 250 series in the ensuing academic year. Students graduating in the Fall quarter are not required to present at student seminar day during the summer immediately preceding that Fall quarter.

****** You should expect to attend one professional meeting each year following your Qualifying Exam (discuss options with your advisor). Seek travel funds through UCR GSA, through professional society travel awards, and through the Earle C. Anthony Travel Award (Graduate Division).

M.S. Students – complete 36 units (12 units of 200 level courses, 12 units of ENTM 297/299, and 12 units of any 100-200 level courses.

Ph.D. students – complete courses indicated on Program of Academic Study, complete four 2-unit seminar courses, TA for 3 quarters.

⚠ IMPORTANT: DEADLINE POLICY ⚠

The timetable above involves submission of forms to the Graduate Division to complete your qualifying exam, report exam results, submit your dissertation, and complete your defense.

https://graduate.ucr.edu/gaa_deadlines

<https://graduate.ucr.edu/dissertation-and-thesis-submission>

Deadlines Apply to Final Receipt of the Petition, Not Student Submission. Your petition is only considered "received" once it routes through all approvals and reaches the Graduate Academic Affairs queue.

- **Plan Ahead:** Submit early to allow for routing time.
- **Check Status:** It is your responsibility to track your petition in R'Grad. If you notice that your petition is sitting in the queue of your major professor, committee member, or graduate advisor, please be pro-active and reach out to that person to politely inquire about the status of their review of the petition.
- **Strict Enforcement:** Petitions that arrive in our queue after the deadline (**11:59 PM for most forms; 12:00 PM where noted**) will be denied.

IV. SUPPLEMENTARY GUIDANCE AND PROCEDURES FOR THE COMBINED BS+MS DEGREE IN ENTOMOLOGY

A. Major Professor

Students must have identified their Major Professor upon admission to the combined B.S.+M.S. program and during the submission of the *Statement of Interest and Eligibility Form* during their junior year, which must be submitted via DocuSign on the Entomology Department forms website <https://entomology.ucr.edu/graduate-studies-program>.

This form must be completed by the end of the **third quarter of junior year**. The Major Professor directs the student's research project and serves as Chair of the M.S. Guidance Committee.

B. M. S. Guidance Committee

In the senior year of the B.S. degree, the student will conduct thesis research. During the **first quarter of the senior year**, the student will work with their Major Professor to identify suitable faculty to serve on their committee. The committee consists of the Major Professor and at least 2 other faculty members. Although it is common to choose these members from the Entomology Department faculty, faculty outside of the Department also may serve. The majority of the members must be from Entomology. Once the committee is established, the student should submit the [M.S. Guidance Committee Form](#) using DocuSign.

C. Program of Academic Study

Upon selection of the committee members, the student meets with the committee and Major Professor to complete the [B.S.+M.S. Program of Academic Study Form](#). This form must be completed by the end of the **second quarter of senior year** and is submitted through DocuSign on the Entomology graduate program forms website. The Program of Academic Study will be binding upon approval by ISAC, and the student is expected to take all of the courses listed as “required” prior to advancement to candidacy.

The M.S. Guidance Committee will meet with the student at least annually, during the **spring quarter of both the senior and M.S. years**. If the student remains in good standing at the end of their senior year, the B.S.+M.S. Faculty Advisor will contact the student with directions to submit their application to the M.S. program via Slate. Students must upload their UCR transcript, statement of personal history, statement of purpose, signed B.S.+M.S. Program of Academic Study Form, and 3 names for reference letters (which must include the Major Professor and the B.S.+M.S. Faculty Advisor).

D. M.S. Course Requirements

A minimum of 36 units of total coursework is required for the Master's portion of the

program. As is the case for all Entomology graduate programs, the departmental seminar, ENTM 250, is required during all quarters of the M.S. portion of the program. 24 units must be 200-level, and no more than 12 units may come from 297 or 299 research units. No more than 12 units earned prior to matriculation to graduate status (including ENTM 19X) can be applied toward the M.S. degree requirements. 3 units must be ENTM 250 and the remaining 200-level courses can be taken from this list of courses: ENTM 201, ENTM 201L, ENTM 202, ENTM 202L, ENTM 203, ENTM 203L, ENTM 209, ENTM 210, ENTM 212, ENTM 219, ENTM 227, ENTM 229, ENTM 230, ENTM 240, ENTM 241, ENTM 242, ENTM 249, ENTM 251, ENTM 252, ENTM 253, ENTM 254, ENTM 255, ENTM 256, ENTM 257, ENTM 258, ENTM 259, ENTM 260, ENTM 262, ENTM 289, ENTM 290, ENTM 423* BPSC 230, BPSC 234, BPSC 246, BPSC 247, EEOB 215, EEOB 217, EEOB 230, EEOB 282, EEOB 283, STAT 231A, STAT 231B. Students may check their degree progress at any time by accessing their Degree Works application in R'web.

**As of Fall 2025, not an option if student has already taken ENTM 123.*

E. Advancement to Candidacy

Master's students need to apply for candidacy by Friday of Week 3 of the quarter in which they intend to graduate. Students can access the [Application for Candidacy for the Master's Degree](#) in the R'Grad application found in [R'web](#). **This form must be approved by the Graduate Division by Friday of week 3 of the quarter of graduation – please review the deadline policy at https://graduate.ucr.edu/qaa_deadlines and plan to submit your form well ahead of this deadline.**

Additional information about required actions to complete the M.S. degree can be found at the Graduate Division website for thesis and dissertation submission: <https://graduate.ucr.edu/dissertation-and-thesis-submission>

F. Final Oral Examination

A minimum of 30 days is required between submission of the thesis to the M.S. Committee and the Final Oral Examination (defense). This period should be sufficient for the Committee to read and provide comments on the thesis, and for the student to complete revisions and return the thesis for approval by the M.S. Committee prior to the Final Oral Examination. The Thesis typically includes an Abstract, Introduction, Data chapter(s) and Summary/Conclusions.

A seminar, open to the academic community and the public, will be required as part of the Final Oral Examination. The student, in consultation with the Major Professor, is responsible for scheduling the time and place of the examination. **The student must inform the CNAS Graduate Student Services Advisor of when and where the exam will be administered.** The seminar should be no more than 45 minutes in duration, leaving 15 minutes for questions from the public. Following this, the public attendees are dismissed, and the student is questioned by the committee. Final deliberations about the defense will take place without the student present. The Major Professor will inform the student of the outcome and summarize committee feedback.

Following the examination, the Major Professor is responsible for transmitting the result of the examination by initiating a petition in R'grad (accessed via R'space), which is then electronically forwarded to each committee member after initiation and signing by the Major Professor, then routed to the Student Services Advisor. **It is the responsibility of the Major Professor to initiate this petition in R'grad immediately following the defense.**

G. Thesis

Details concerning formatting and submission of the thesis are available at <https://graduate.ucr.edu/dissertation-and-thesis-submission>. The Thesis will generally include an Abstract, Introduction, Data chapter(s) and Summary/Conclusions. Students are encouraged to read theses of previous Entomology M.S. students as examples, in consultation with their M.S. committee members. Previous theses are available through the UCR Library (<https://library.ucr.edu/research-support/how-do-i-find/dissertations-theses>). After the written thesis has been approved by all committee members, the student will complete and submit the [Signature Approval Page \(Dissertation or Thesis\)](#) form via [R'Grad](#). During thesis writing, students will be expected to follow the policy on use of Generative AI outlined in **Appendix E** of this document.

H. Normative Time

All requirements for the combined B.S.+M.S. program should be completed within two years (six academic quarters) following entry into the B.S.+M.S. program, which is three quarters after entering the M.S. portion of the program. Should a student require more than six quarters to complete the program, the B.S.+M.S. Faculty Advisor and Graduate Adviser will consult with the Major Professor to determine the need for a revised timetable of completion. Use the [B.S.+M.S. "Am I On Track" checklist](#) to help ensure you stay within normative time. When a student has reached the end of acceptable progress limits (i.e., their program's normative time plus one year) the Graduate Division requires a calendar outlining the timetable to completion of the dissertation/thesis and degree. This timetable is submitted through R'grad. The student will get an email from Grad Division on when to complete this and also can see this on the "holds" screen in self-service with directions to go to R'Grad.

⚠ IMPORTANT: DEADLINE POLICY ⚠

Completing your degree on time involves submission of forms to the Graduate Division to advance to candidacy, submit your thesis, and finish your defense.

https://graduate.ucr.edu/gaa_deadlines

<https://graduate.ucr.edu/dissertation-and-thesis-submission>

Deadlines Apply to Final Receipt of the Petition, Not Student Submission. Your petition is only considered "received" once it routes through all approvals and reaches the Graduate Academic Affairs queue.

- **Plan Ahead:** Submit early to allow for routing time.
- **Check Status:** It is your responsibility to track your petition in R'Grad. If you notice that your petition is sitting in the queue of your major professor, committee member, or graduate advisor, please be proactive and reach out to that person to inquire about the status of their review.
- **Strict Enforcement:** Petitions that arrive in our queue after the deadline (**11:59 PM for most forms; 12:00 PM where noted**) will be denied.

V. APPENDICES

The following materials were adapted from new graduate student advisory materials created by Dr. Alec Gerry. They are intended to provide guidance on various procedures and milestones. Please consult your Major Professor for specific suggestions.

Appendix A. General expectations of graduate students

Congratulations on your acceptance as a graduate student in the Department of Entomology at UC Riverside! Your major goal is to develop and complete novel research leading to sharing your findings through the publication of scientific papers. While it is expected that you will also perform well in your academic coursework (maintain GPA ≥ 3.2), academic success alone will not lead to a graduate research degree.

To help you be successful, please be mindful of the following expectations for research:

1. **Presence in the lab/office** – most Major Professors expect you to be in the laboratory for a full workday M-F unless you are otherwise engaged in field research, teaching or other activity outside the lab approved by me.
2. **Regular communication** – Most Major Professors have an open-door policy and are generally available most days to discuss research progress or challenges that you are having. Your Major Professors will expect regular updates on your research progress so be prepared to give these regularly.
3. **Peer-to-peer learning in the lab and department** – Some of the most impactful learning will come from interacting with other students and post-doctoral researchers in the department. Your Major Professor will expect you to communicate and collaborate with others so that you learn research techniques and methods of analyses that may be useful to you.
4. **Reading and reviewing relevant literature** – it is important to keep up with the literature in your field. You will want to be regularly reading new papers in the field relevant to your project.
5. **Maintaining a laboratory notebook and data records** – Each lab will have different protocols for best practices of data collection and backing up. In most cases, you will record your daily research activities in a physical notebook. Data should be recorded into a computer database with data analyses performed as data are recorded so that you will learn from each experiment. *[You should talk to your major professor to determine the preferred mechanism of sharing and backing up data, for example, regularly uploading to in a shared Google drive.]*
6. **Safe workplace in the lab and/or field** – follow campus and laboratory safety guidelines. Complete all mandatory safety training prior to initiating research in the laboratory or field. Review all standard operating procedures (SOPs) for your lab. Know

how to dispose of hazardous materials. Understand the risks of biological or chemical materials that you are working with. If you are unsure of the risk, ask your Major Professor or others in the lab who regularly work with these materials. Review or work with your Major Professor to create the relevant field safety plan before conducting any fieldwork.

7. **Have fun!** – graduate school is challenging. You will devote the next few years to becoming an expert on your project and achieving your research goals. However, you should also enjoy your experience at UCR. Take advantage of the opportunities to engage with other students, faculty, and staff. Some of your favorite collaborative projects may come out of ideas developed while chatting over coffee.

Appendix B. Guidance Committee Meeting: Expectations and Important Points to Include

Your Guidance Committee will support your academic and research development through your Thesis Exam (M.S. students) or your Qualifying Examination (Ph.D. students). Typically, you will have this Committee during your first two years of graduate school.

You will want to select two ENTM faculty to serve on this committee in addition to your major professor. We recommend selecting folks who have experience or expertise that will be relevant to your thesis project. Also, Ph.D. students will need to select one outside member (not in ENTM nor a cooperating member), who will provide a different perspective and whose expertise is also relevant to your project. **Remember it is vital to talk to your major professor about what their expectations for your meeting are and to be on the same page.** We intend this example to help start the conversation with your Major Professor and to help guide your preparation for your guidance committee meeting.

It is the responsibility of each graduate student to organize and prepare for their Guidance Committee Meeting. You set the date, time and location in consultation with your Committee Members. You prepare the documents needed for signature by the Committee (these forms can be found on the [Graduate Forms](#) section of the Entomology Graduate Studies page). You present your academic and research goals, progress to date, and your expectations for the coming year. Make sure to complete your IDP and annual progress report (also found under Graduate Forms) before the meeting. Use the framework below to organize your meeting.

What is this meeting: The annual committee meeting is a time to update your committee on what you have accomplished to date and what you plan to do next. This is a great opportunity to get feedback on your experimental design and ideas *before* you jump in and scale up your projects. Plan on this meeting lasting 1-1.5 hrs.

What should you include in your presentation for your annual meeting: YEAR 1 Annual Meeting

Personal Academic Background

Briefly mention your undergraduate background. Where did you get your BS/BA? What major? Research projects that you participated in? Any publications or presentations?

Academic Progress

Discuss your proposed Program of Academic Study (what classes you've taken and what you plan to take)

Professional Activities (this will likely be short in year 1)

Briefly describe meetings attended, presentations given, or grants applied to during past year
List service activities (outreach activities)
List planned workshops/short courses/professional development activities

Research Projects (this should be the bulk of the presentation)

Project the overall conceptual design – include background, rationale (year 1)
Outline your plans for three thesis chapters

- Prepare a research presentation to describe to your Committee your project goals, objectives, brief methodology and progress to date on these goals. Present any preliminary results you may have. Discuss challenges or problems that you have encountered. (*This is where we want to elicit feedback from the committee*)

•
Timeline for research projects for summer through next spring

Committee members will then need to sign your Program of Academic Study Form (Yr 1 only unless you make revisions) and sign your Progress Report Form (google form), which is initiated by your major professor after your annual meeting.

YEAR 2 Annual Meeting

Academic Progress

Review your Program of Academic Study (year 2)

Any waivers being requested?

Review your expected Ph.D. Qualifying Exam date

Teaching

Present your teaching activities, including TA positions in past year.

Professional Activities

Describe meetings attended and presentations given during past year

List service activities (committees served on; outreach)

Any professional article reviews or other professional service?

List planned workshops/short courses/professional development activities

Publications

Provide a short synopsis of any publications from the past year, including the stage of publication (in preparation, in press, published)

Research Projects (this is the bulk of the presentation)

Discuss Project Proposal (year 2)

- Prepare a research presentation to describe to your Committee your project goals and progress to date on these goals. Should clearly describe your thesis chapters and illustrate how to fit together under a unifying theme. (Using a conceptual diagram can help with this)
- Present any preliminary results you may have. Discuss challenges or problems that you have encountered.

Each year, committee members will need to sign your Progress Report Form (google form) which is initiated by your major professor after your annual meeting.

Appendix C. Dissertation Committee Meeting: Expectations and Important Points to Include

Your Dissertation Committee supports your research development through your Dissertation Defense (Ph.D. only). You will have this Committee after successful completion of your Qualifying Exam (in spring of year 2 or fall of year 3).

You will nominate this committee when you submit your report of your qualifying exam via R'Grad. Your major professor will serve as chair and you need at least two more faculty to serve on this committee. More than half of this committee needs to be from ENTM or be cooperating faculty in ENTM. While only 3 members are required, you can have additional members if that makes sense for your project, as long as the majority of your committee are associated with ENTM.

*It is the responsibility of each graduate student to organize and prepare for their Dissertation Committee Meeting. You set the date, time and location in consultation with your Committee Members. You prepare the documents needed for signature by the Committee (these forms can be found on the [Graduate Forms](#) section of the Entomology Graduate Studies page). You present your research goals, progress to date, and your expectations for the coming year. **You will want to talk with your major professor to discuss specifics as to their expectations; here is a sample framework to help start that conversation about organizing your meeting.***

What should you include in your presentation for your annual meeting (post-quals):

Professional and Teaching Activities

- Describe meetings attended and presentations given during past year
- List service activities (e.g., Department or professional committees served on)
- Any professional article reviews or other professional service?
- Describe your teaching activities, including TA positions in past year.

Publications

- Provide a short synopsis of any publications from the past year, including the stage of publication (in preparation, in press, published)

Progress of Research Projects (this should be the bulk of the presentation)

- Prepare research update to describe:

- Progress during the past year
- Research outcomes and data analysis
- Interpretation and discussion of new results
- Challenges encountered and your response to these challenges
 - Committee members (and your Major Professor of course) should be consulted throughout the year as challenges arise. The Committee meeting is not the place to solve all your research problems!
- Anticipated research activities during the coming year

Funding and Grantsmanship

- Discuss grants/fellowships applied for. Were you successful?
- Discuss funding opportunities for the coming year.

Timeline to Completion of Graduate Studies

Describe professional activities expected during the coming year

Discuss expected graduation date (be more specific as you near the end!)

Each year, committee members will need to sign your Progress Report Form (google form) which is initiated by your major professor after your annual meeting.

*Remember, before you defend, you should check in with your committee to make sure they agree that you are ready and that they will be available during the timeframe that you plan to defend (e.g., are they on sabbatical or in the field?). You will need to submit your entire formatted thesis to the committee at least **30 days** before the defense. One way to minimize your stress and simplify the dissertation writing process is to publish as you go. As you finish a project, submit the manuscript to your committee for comment and approval **BEFORE** you submit for publication. This gives your committee a chance to provide comments early on and provides you with friendly, constructive criticism which will result in a stronger manuscript for you to submit. They may pick up on things that the reviewers would have as well, so this friendly review process can help decrease the amount of time your paper is in review or revision. Having one or more chapters published or in review by the time you are preparing to defend makes the dissertation and defense preparation process smoother and less stressful for you.*

Appendix D. Thesis/Dissertation Proposal SAMPLE Template

*In general, proposals do not exceed 15 total pages of single spaced text and figures. References and supporting attachments are not considered in this page limitation. You will later use this proposal to help develop your written thesis or dissertation. This is an example of a standard dissertation proposal. **You will need to discuss with your major professor if they have specific expectations or a different template to follow (e.g., some faculty prefer this to be organized like an NSF or USDA proposal).***

(Title Page)

Thesis/Dissertation Title

M.S. Thesis Proposal or Ph.D. Dissertation Proposal
Department of Entomology
University of California at Riverside

Student Name:

Committee Chair:
Committee Members:

Project Summary: (~1/2 page)

Provide concise background that provides context for proposal objectives. In 1-2 paragraphs describe what you hope to learn from the overall studies that you will perform as part of your thesis/dissertation? What are the problems to be addressed, and what will you accomplish? Provide a bulleted list of your proposal objectives.

Introduction and Literature Review: (~3-5 pages)

Discuss the current knowledge and knowledge gaps related to your **overall** research project topic (which you discovered from your literature search). Why is it important to address these knowledge gaps? Use figures and tables where available to support your background discussion. Place figures directly into the proposal and be sure to include figure legends. Use subtitle headers as appropriate for ease of reading. Cite appropriate research papers or other sources using in-text citations and make sure all cited work has a full bibliographic entry in your References section.

Finish with a summary paragraph describing the important knowledge gaps that you will address with your research and what impact this research is anticipated to have (e.g., on animal health, on pest management, to expanding basic knowledge, etc...). Many students will use this section of their proposal to form the backbone of the Introduction chapter to their dissertation.

RESEARCH OBJECTIVES (*the bulk of the proposal*)**Chapter 1: Title of objective**

Research Question 1: A research question may be exploratory in nature. What are you setting out to answer and what is the NEW knowledge that you will generate.

Hypotheses: Hypotheses should be clear, specific, and testable... think about how you would DISPROVE each hypothesis as you consider your research methods (i.e., what is the null hypothesis?). *You can have multiple hypotheses related to same research question...list as hypothesis 1a, 1b, 1c, etc.* **Remember a hypothesis is your explanation about how variables are related or how systems work, while your prediction is what you expect to happen if your hypothesis is correct.**

Experimental Procedures: Provide adequately explained procedures to address the research question or hypothesis. If these methods are standard for the field or if you are using the methods from another published study, make sure to include the relevant citations. Organize by tasks in sequence (Task1 → Task 2 → Task 3 → ...). Clearly identify what data you will be collecting. Explain and justify statistical analyses to be used (particularly important for hypothesis-driven objectives).

(Preliminary) Data and Results to Date: You may or may not have any preliminary data, but if you do, here is the perfect place to describe what you have done to date and what you have found. Most students have data and results for at least one chapter at the time of their qualifying exam. If you have no results yet, you may want to include a section of expected results.

Pitfalls and Limitations: Briefly discuss where your study might go wrong. For example, are there undeveloped or untested methods, uncontrollable field or environmental conditions, lack

of resources for study, time requirements, etc. Initially, you may have a long list here, but you will address these problems by refining your experimental procedures in later revisions of your proposal. In the end, there are likely to still be some potential pitfalls that you cannot address sufficiently by adjusting your procedures – these will remain indicated here.

Chapter 2: Repeat above for as many chapters as you have (typically, M.S. students have 1-2 chapters in addition to the introduction/conclusion, and Ph.D. students have 3 chapters in addition to the intro/conclusion, but make sure you have no more than 5!)

TIMELINE: (< 1 page)

Provide a timeline that includes at least the following: Literature review, develop research methods, pilot study if appropriate, select guidance committee, write research proposal, initiate research studies (identify by objective), Qualification exam (for Ph.D. students), complete research studies (by objective), data analyses (by objective), write manuscripts (by objective), thesis/dissertation defense. (*Many students find a GANTT chart is easiest to present this information as shown below*)

Activity	YR 1				YR 2				YR 3				YR 4				YR 5		
	F	W	S	S	F	W	S	S	F	W	S	S	F	W	S	S	F	W	S
Initiate literature review	X																		
Develop research methods	X	X																	
Draft research proposal	X	X	X																
Select Guidance committee		X																	
Submit proposal to committee				X	X														
Obj 1																			
Research		X	X	X	X	X	X	X	X	X	X								
Analysis							X	X	X	X	X								
Write up, publish ms									X	X	X	X							
Obj 2																			
Research					X	X	X	X	X	X	X	X							
Analysis										X	X	X							
Write up, publish ms													X	X					
Obj 3																			
Research							X	X	X	X	X	X	X	X					
Analysis													X	X	X				
Write up, publish ms															X	X	X		
Submit dissertation																			X
Defend																			X

REFERENCES: (does not count toward your 15 page limit)

Include full citations for referenced works. Use a format that is relevant for your field, e.g. following the formatting for *Annual Review of Entomology*.

APPENDIX E. Policies on use of Generative Artificial Intelligence (AI) in Graduate Research

Background

The use of generative AI (GenAI) in graduate studies has many potential uses for research, writing, and learning. However, its use raises important ethical considerations and may negatively impact student learning and the development of independent scholarly skills. Here, we provide guidelines outlining expectations for the responsible use of GenAI for graduate students enrolled in the entomology program.

Consistent with the UC Academic Senate Workgroup on Artificial Intelligence report, which identifies agency, adaptability, and trustworthiness as guiding principles for AI integration, this policy adopts those principles within the context of graduate education in entomology. This policy will be reviewed annually to ensure alignment with evolving university guidelines and technological advancements. These guidelines apply to graduate coursework, qualifying examinations, research proposals, theses and dissertations, and other materials submitted for evaluation within the program.

Use of GenAI can be defined as:

- **Closed** - No use of AI. Spellcheck and grammar check are okay as they are not generative-AI (all starting text is human generated)
- **Conditional** - curated usage of generative AI with documentation is permitted
- **Open** - widely permitted use of generative AI with documentation

Generative AI includes tools that produce original text, summaries, arguments, images, or code. Spellcheck, basic grammar correction, citation managers, and approved accessibility tools are not considered generative AI when they do not generate substantive intellectual content.

Conditional and **open** AI use must be accompanied with an AI Acknowledgement Section in all written materials produced by students enrolled in the entomology graduate program. This section must include: The name of the tool used, the purpose for which it was used, the extent of use, and a statement affirming that the student verified the accuracy of the content. Students remain completely responsible for the originality and accuracy of all submitted work. Students are encouraged to retain records of prompts, outputs, and, where applicable, the date and software version used. Citation of generative AI tools should follow standard format Guides:

<https://guides.lib.purdue.edu/c.php?g=1371380&p=10135074>

<https://lib.guides.umd.edu/c.php?g=1340355&p=9896961>

<https://udc.libguides.com/ai/citing>

In Conditional and Open formats, if access to the internet is permitted, students should assume that search engines/ tools may incorporate AI-generated outputs. If AI-generated summaries, text, analyses, or other outputs meaningfully contribute to the submitted work, their use must be disclosed.

Failure to follow the above guidelines when generative AI is used is in violation of academic integrity policies.

Approved accessibility tools, including screen readers and dictation software, are not considered violations of this policy when they do not generate substantive intellectual content. The department supports the appropriate use of assistive technologies in compliance with ADA requirements.

Policy on Use of GenAI in Entomology Graduate Programs

Coursework. Use of GenAI in coursework is assumed to be **closed** unless stated otherwise by your instructor. Instructors will typically include a custom policy on use of GenAI in the syllabus. If a student is found to have used GenAI in violation of a stated policy, the student will receive a failing grade, and a report of [academic misconduct](#) may be filed by the instructor. If a policy is not present in the syllabus, consult with your instructor before use of any GenAI tools for course assignments or examinations.

Use in data analysis, written materials, and oral presentations. GenAI use in your thesis or dissertation research may be permitted following full disclosure of the planned uses to your Major Professor and Committee members. Discuss all proposed uses of GenAI with your Major Professor and Committee members prior to undertaking the work for which the tools will be used (including, but not limited to, proposals, manuscripts, analysis of data sets, thesis, dissertation, presentations, and posters). Any conditional or open use of GenAI for your academic work must be approved by your Major Professor and Committee members. Faculty are encouraged to establish a framework for reviewing and documenting these approvals to avoid miscommunications. The student remains completely responsible for the originality and accuracy of all submitted work. If a student is found to have used GenAI for academic work without disclosure to the Major Professor or Committee, this may constitute [academic misconduct](#) depending on the circumstances. Open communication and disclosure will help avoid escalation of GenAI misuse to this level.

Qualifying Examinations. The purpose of the qualifying exam is to test the student's knowledge and understanding of their chosen field of study. Therefore, qualifying exams are closed (i.e., GenAI is prohibited). If a student is found to have used GenAI on a written qualifying exam, the student will receive a failing grade, and a report of [academic misconduct](#) will be filed by the committee chair. Similarly, during written exams, communication with anyone other than the qualifying exam chair or the person administering the exam is prohibited. Per departmental policy, students will have one opportunity to retake a failed exam; subsequent failure (or a second GenAI offense) will result in dismissal from the program.

Other recommended practices:

1. **Disclosure on the use of AI-generated visual content:** When AI-generated images, figures, or visual material are used in presentations, lectures, or academic documents, including a clear disclosure is recommended (e.g., "This slide contains AI-generated images"). Such transparency promotes scholarly integrity and enables audiences to appropriately contextualize and interpret the material.
2. **Including clickable DOIs for all cited references:** Including a clickable Digital Object Identifier (DOIs) for each reference whenever available, irrespective of citation style, is recommended. This could apply to all academic material shared, including slides, syllabi, manuscripts, proposals, etc. This practice would strengthen reproducibility while facilitating direct access to primary sources.

3. **Ensuring transparency and consent in use of AI meeting tools:** When AI-powered tools are used in online meetings for transcription, note-taking, or summarization, hosts could explicitly disclose their use at the outset and when appropriate, seek participant consent (similar to the standard practice of informing participants before recording a meeting). This approach will safeguard participant autonomy, be respectful of varying comfort levels with AI technologies, and foster an inclusivity.

The department is committed to preparing graduate students to engage responsibly with emerging technologies. Responsible and transparent use of generative AI is considered part of professional development within evolving academic and research environments.