

## **FOREWORD**

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Entering graduate school is a change of pace -- whether you come from a job or an undergraduate program. This booklet is to introduce you to the Department of Horticulture and to ease the transition from where you were to where you will be as a graduate student.

Information you will need as a graduate student comes from several sources: the graduate catalog, the Admissions office, your academic advisor, your classmates. We have tried to include information about the most common problems and about policies that may be peculiar to the Department of Horticulture.

Part of the challenge of Graduate School is to get through the maze of paperwork and regulations. This booklet will not instruct you at every turn, but we hope it is helpful at the major crossroads.

- David L. Hensley, Head  
Department of Horticulture

## GUIDELINES FOR STUDENTS SEEKING ADVANCED DEGREES

### I. Master of Science

#### A. Thesis Option

Students seeking the master's degree will normally pursue the thesis option. Graduate assistantships are given only for this option. A "Master's Calendar" and a "Master's Checklist" are included in the Appendices. It is the **joint** responsibility of the student and their advisor to meet the deadlines outlined there. The necessary forms are available in the departmental office.

1. **Committee:** The student will be assigned a major professor based on the area of emphasis the student indicates. During the student's **first** semester, the major professor, in consultation with the student, will establish a graduate advisory committee of at least four members from the graduate faculty, one of which must be from outside the department. A Master's Program Advisory Committee form (see Appendices) must be filled out and turned in to the Graduate School. The student or major professor must contact the committee members to request their service on the student's committee. The graduate committee will serve as an advisory committee to help develop the student's graduate program (and may also serve as the Master's Thesis Committee, see below).
2. **Thesis Proposal and Plan of Study:** During the **first** semester of graduate study, the student will write a thesis research proposal following the format for AES/CRIS projects (see Appendix). After approval by the major professor, the proposal will then be given to the committee members for consideration. An outline of the student's plan of study will also be prepared in time for the initial meeting of the graduate advisory committee during the first semester. Failure to meet this deadline will result in the student being removed from their assistantship appointment (stipend and tuition waiver will be discontinued) until the requirement is met.

At least three months prior to the comprehensive exam/thesis defense, a Master's Thesis Title & Thesis Committee form (see Appendices) needs to be filled out and sent to the Graduate School. This committee can be the same as or different from the advisory committee.

3. **Course Requirements and Deficiency Courses:** A minimum of 30 hours of graduate credit is required, with a minimum of 24 hours of approved graduate courses and 6 thesis hours. Only courses with "4000" or higher designation are acceptable for graduate credit. To maintain continuous enrollment, graduate assistants must enroll for a minimum of 6 hours in Spring and Fall semester and 3 hours during the Summer session.

Entering students are expected to have a background appropriate for the degree or program area that they are seeking. Deficiencies, which are in addition to the coursework requirements for the degree, will be determined by the graduate advisory committee on this basis. These courses need not be completed before admission to the program is granted. However, they must be satisfied before an advanced degree is awarded. Deficiency courses are not included in calculating the GPA.

The Graduate School will place students on probation if the cumulative GPA falls below 2.85 on the first 12 hours of coursework. The student will be dismissed from the degree program if the cumulative GPA is not raised above 3.0 on the next 9 hours of graded courses. The Department is responsible for monitoring graduate student GPA's and their progress toward a degree. Beginning with students entering Fall 2001, grades of D will no longer be accepted for degree credit.

4. **Credit Hours per Semester:** Students not on University appointment (departmental assistantship) may proceed at their own rate but usually do not take more than four academic courses per semester. Graduate students on departmental assistantships (RA) must take a minimum of 6 but not more than 10 hours of regular graduate courses per semester. Tuition for courses that are on the student's (RA) approved plan of study is paid for by the Department. Graduate students may be required by their committee to take a number of undergraduate courses as deficiencies in their undergraduate programs. The tuition for these deficiency courses determined by the student's (RA) committee will also be paid by the Department so long as the student does not exceed the 10 credit hours per semester. The Department will not be responsible for any undergraduate courses that are not determined to be deficiencies by the committee. Students (RA) wishing to take more than 10 credit hours per semester with tuition paid by the Department must receive permission from the Department Head. Payment of all fees is the responsibility of the student and is not part of a departmental assistantship.
5. **First Committee Meeting:** The major professor will call a meeting of the student and Advisory Committee during the **first** semester of graduate study to present a tentative outline of course requirements and to discuss the thesis proposal. The committee and student then agree on a definite plan of study and research. Copies of the accepted plan of study and research proposal should be sent to the department Graduate Coordinator.

The student should seek the help or advice of members of the Advisory and/or Thesis Committee as needed during the course of study. Major changes in the courses taken or the research problem must be done in consultation and with the consent of the committee members.

6. **Annual Progress Report:** Graduate School policy mandates an annual graduate student academic review (see Graduate School Handbook,

<http://www.uark.edu/depts/gradinfo/>). This requires the submission of an annual progress report describing the academic and research progress made during the past year (a copy of this departmental form is located in the Appendices). Copies of this report, listing courses taken and the grade received, completion of required exams, a short synopsis of thesis research progress, and a list of professional activities during the year, will be provided to all members of the graduate student's committee, to the department Graduate Coordinator, and to the Department Head. This report should be completed no later than **June 1** each year. The report will be reviewed by a departmental committee, comprised of the Graduate Coordinator and Department Head, which will then schedule a meeting with each student to discuss their progress. An **Annual Graduate Student Academic Review** form will then be signed by the student and review committee and forwarded to the Graduate School **by June 15**. Failure to provide such a document or to meet with the review committee will be interpreted as a lack of progress toward completion of the degree and will result in loss of assistantship appointment for the following year. If a situation should arise where it is impossible or impractical (must be approved by the Graduate School) for the student to meet with the review committee, the review committee's assessment will be mailed to the student. The student will have one week to respond to the review and return a signed copy of the Graduate School form.

7. **Seminar:** All students are required to register for a minimum of 2 hours of departmental seminar during their graduate program. The first seminar must be on a topic that is not related to their thesis research. The second required seminar will be an exit seminar based on their thesis work and given near the end of their program. Attendance at seminar is expected of all faculty and graduate students, whether registered or not. The purpose of seminar is to broaden the students' horizons, provide experience in professional presentations before a scientific audience, and is viewed by the faculty as a key professional activity.
8. **The Thesis:** The initial draft of the thesis will be distributed to the Thesis Committee in sufficient time for all members of the committee to read and review prior to the defense. Distribution should be made at least three weeks before the oral examination is scheduled.

The thesis may be in a traditional format or presented as a series of journal articles. The traditional thesis format is specified in the "Regulations for Preparing a Thesis or Dissertation" (available in the University of Arkansas bookstore). The basic format is: a) introduction, b) literature review, c) materials and methods, d) results and conclusions, e) summary and f) bibliography.

The alternate journal paper format is the presentation of experiments as a series of papers, written in the style of the journal to which they will be submitted, which are treated as chapters in the thesis. The papers are tied together with a common introduction and conclusion. The thesis committee should approve this format

choice. Certain procedures outlined in "Regulations for Preparing a Thesis or Dissertation" relating to the binding of the thesis; such as margin width, page numbering and paper type, must still be met. The advantage of this format is that little rewriting is necessary to get the papers in an acceptable form for journal publication.

9. **Comprehensive Exam/Thesis Defense:** One of the requirements for the MS degree is a comprehensive examination which must be passed at least one week prior to the expected date of graduation. The exam is usually an oral exam but, at the discretion of the committee, may be written and oral. The questions may be on any topic but usually have a direct tie to the student's graduate program and thesis. Once the draft thesis has been read and accepted by the major professor and the committee, it can be defended orally. The oral exam should be scheduled before the anticipated graduation date in accordance with the Graduate School Master's Calendar (see Appendix) and at the convenience of the thesis committee.

Students must receive a passing score on the examination (majority vote of the committee members). Students failing the examination may be retested one additional time at the discretion of the Thesis Committee. Students failing this exam may appeal the decision to the department Graduate Policies and Admissions Committee, chaired by the Graduate Coordinator. In the case of an appeal, a written summary of the exam results and thesis committee's decision will be provided to the Graduate Coordinator by the student's major advisor. Upon successful completion of the comprehensive exam/thesis defense, a Graduate School Record of Progress form (see Appendices) must be completed and submitted to the Graduate School.

The final copy of the thesis must be approved and signed by **all** members of the student's Master's Thesis Committee before submission to the Graduate School. No degree will be conferred until this final requirement is met. At the time of submission to the Graduate School, the thesis must be accompanied by an Intellectual Property Disclosure form (see Appendix).

Students must provide the department with a hardbound copy of the thesis (paid for by the department).

10. **Length of appointment and time limits:** Graduate assistantships for the M.S. are awarded for 24 months or 4 academic semesters and 2 summers. If advisors wish to keep students on appointment beyond the approved period, they will be expected to provide funding from grant sources unless exceptional circumstances can be proven.

The Graduate School has established a 6 year time limit for the completion of a M.S. degree. If the student fails to complete the degree within the time limit, courses taken more than 6 years before will be lost. These courses would then have to be retaken or validated by the professor teaching the course to be included for the

degree.

11. **Termination:** Termination may result from failure to fulfill obligations within the time frame established by the Graduate School or the department. Graduate status may be terminated under circumstances of academic dishonesty, incompetence, inefficiency, neglect of duties, job-related misconduct, financial exigency, or other unforeseen circumstances that severely deter or halt progress in the student's program. If a student feels that they have been terminated unjustly, they may file a grievance following policies of the Office of Affirmative Action.
12. **Graduation:** Students must apply for graduation during their final semester. If students complete all requirements for graduation after they have gone off of appointment by the Department, they must apply for graduation, register for 1 credit hour, and pay the appropriate fees during the semester they plan to receive their diploma.

## B. Non-thesis Option

1. **Program Description:** The non-thesis MS program was developed for continued and advanced education in horticulture management. The non-thesis program provides an educational opportunity and enhanced employment opportunity for students who need additional educational training and experience in science-based horticulture technology, but not a self-directed in-depth research program. The proposed non-thesis option is directed toward students who are seeking additional course work and training, continuing their education, changing career paths, or returning for training from a career.
2. **Admission Requirements of Candidates:** Students seeking to pursue the non-thesis option must meet all admission criteria for the UA Graduate School. Applicants should have completed a BS or BA degree, and have had course work in plant sciences, biology, botany, horticulture, or 3 years of experience in a plant science-related career. Additionally, students seeking admission into the program must submit 3 letters of reference regarding academic and professional experiences and potential. No professional examinations are required.
3. **Committee:** The student may choose or will be assigned a major advisor based on the student's area of interest. During the student's **first** semester, the major professor, in consultation with the student, will set up a graduate advisory committee of at least three members, one of which may be from outside the department. A Master's Program Advisory Committee form (see Appendices) must be filled out and turned into the Graduate School. The student or major professor will contact the committee members to request their service on the student's committee.

The advisory committee assesses deficiency courses, helps develop the student's

program of study and special problem, and administers the final exam. The exam can be oral, written, or both. The method must be decided upon when the program proposal is approved to let the student know what to expect.

4. **Program Requirements:** The non-thesis option requires 30 hours of course work as approved by the student's advisory committee and within the requirements prescribed below:
  - A. Horticulture Block. A minimum 20-21 hrs including:
    - 3 hours HORT 503v Special Problems Research
    - 1 hour HORT 5001 Seminar
    - 9 hours HORT Courses
    - BOTY 4304/4300L Plant Physiology
    - AGST 4023 Principles of Experimentation or AGST 5014 Experimental Design
  - B. Plant and Agricultural Science Block. A minimum of 9-10 hours including course work in BIOL, BOTY, AGRN, AGST, ENSC, PLPA, PTSC, ENTO, AGECE, AGME, AGED, FDSC, LARC or HORT.
  - C. Students must pass a written and/or oral examination to be given by their advisory committee upon completion of their course work and submission of a special project.
5. **Time to Completion:** The Graduate School has established a 6-year time limit for the completion of a M.S. degree. If the student fails to complete the degree within the time limit, courses taken more than 6 years before will be lost. These courses would then have to be retaken or validated by the professor teaching the course to be included for the degree.
6. **Assistantships:** Students in the non-thesis program are **not** eligible for graduate assistantships or tuition waivers from the Department.

## II. Doctor of Philosophy in Plant Science

The doctoral program in Plant Science (Ph.D.-PTSC) is an inter-departmental program of the departments of Horticulture (HORT) and Plant Pathology (PLPA). Students should have completed the requirements for a master's degree in Horticulture, Plant Pathology, or a related biological science. Students determine a department (HORT or PLPA) of emphasis as the basis of their academic and research program. A "Doctoral Calendar" and a "Doctoral Checklist" are included in the Appendices. It is the joint responsibility of the student and their advisor to meet the deadlines outlined there.

- A. Each student will be assigned a faculty advisor who will serve as their major professor based on the area of emphasis the student indicates. During the student's **first** semester, the major professor, in consultation with the student, will establish a doctoral program advisory committee. The advisory committee must include at least five members of the graduate faculty. The committee will include a chairman (typically the major professor) from the student's department of emphasis, one other faculty member from the department of emphasis, one faculty member from the other department participating in the Plant Science program, and two other members, at least one of which is a faculty member from outside the Plant Science Program. A *Doctoral Program Advisory Committee* form (see Appendices) must be completed and turned in to the Graduate School. The student or major professor must contact the committee members to request their service on the student's committee. The graduate committee will serve as an advisory committee to help develop the student's graduate program (and may also serve as the Doctoral Dissertation Committee, see below).

### B. Dissertation Proposal and Plan of Study

During the **first** semester of study in the PhD-PTSC program, the student will write a dissertation research proposal following the format for AES/CRIS projects (see Appendix). After approval by the major professor, the proposal will then be submitted to the committee members for consideration. An outline of the student's academic plan of study and program time-line will also be prepared in time for the initial meeting of the graduate advisory committee during the **first** semester. **Failure to meet this deadline will result in the student being removed from their assistantship appointment (stipend and tuition waiver will be discontinued) until the requirement is met.**

At least one year prior to the dissertation defense, *Doctoral Dissertation Title & Doctoral Dissertation Committee* forms (see Appendices) must be completed and sent to the Graduate School. This committee can be the same as or different from the program advisory committee.

### C. Academic Requirements

## 1. Annual Progress Report

Graduate School policy mandates an annual graduate student academic review (see Graduate School Handbook, <http://www.uark.edu/depts/gradinfo/>). This requires the submission of an *annual progress report* describing the academic and research progress made during the past year (a copy of this departmental form is located in the Appendices). Copies of this report, listing completed courses and the grade received, completion of required exams, a short synopsis of dissertation research progress, and a list of professional activities during the year, will be provided to all members of the graduate student's committee, to the department Graduate Coordinator, and to the Department Head. This report should be completed no later than **June 1** each year. The Department Review Committee, comprised of the Department Head and Graduate Coordinator, will review the report and then schedule a program assessment meeting with each student.

An *Annual Graduate Student Academic Review* form will then be signed by the student, the Department Head and/or Graduate Coordinator and forwarded to the Graduate School by **June 15**. **Failure to provide such a document or to meet with the review committee will be interpreted as a lack of progress toward completion of the degree and will result in loss of assistantship appointment for the following year.** If a situation should arise where it is impossible or impractical (must be approved by the Graduate School) for the student to meet with the review committee, the program assessment will be mailed to the student. The student will have one week to respond to the review and return a signed copy of the Graduate School form.

## 2. Course Requirements

- A. Specific course requirements for each degree candidate will be arranged on an individual basis by the faculty advisor, the advisory committee and the candidate. However, the following course requirements must be met: 1) at least 3 graduate course credits in each Ph.D.-PTSC department; 2) at least 6 course credits outside these departments appropriate to the area of dissertation research; 3) two semesters of Plant Science Colloquium, one directed by a member of HORT and one by PLPA; 4) four credits of seminar (discussed further below); and 5) a minimum of 18 hours of dissertation credit. Alternate courses may be selected, at the discretion of the committee, in the event that any of those selected are not offered.
- B. The student should have coursework in plant taxonomy, physiology and anatomy, genetics, chemistry through biochemistry, and statistics.
- C. Students specializing in Horticulture are expected to also have some background in horticultural and supporting agricultural/biological disciplines as represented by the science option of the B.S. in Horticulture at the

University of Arkansas.

- D. Students specializing in Plant Pathology are expected to be well-versed in areas relevant to the discipline and should have coursework in mycology, plant virology, nematology, bacteriology and molecular biology. All candidates in the Department of Plant Pathology are required to take Advanced Plant Pathology, Genetics, and Physiology (PLPA 5303), and Advanced Plant Pathology, Ecology and Epidemiology (PLPA 5313) or must demonstrate previous equivalent coursework.
  - E. Student must maintain the grade point necessary (3.0 minimum) to stay in good standing in the graduate program. Graduate school is a time for intellectual development so students should not be afraid to try some of the challenging courses available.
3. **Grades:** Only grades of A or B in graduate courses will be accepted for graduate credit for departmental requirements. Failure to maintain a cumulative grade point average of at least 3.00, or unsatisfactory research or general academic progress will result in the re-evaluation of the student by his/her Advisory Committee and may result in the student's termination. The decision of the Advisory Committee may be appealed to the Steering Committee and the decision of the Steering Committee may be appealed to the combined faculties of the two departments.
4. **Seminar Requirements:** Seminar is an important part of the training received in graduate school. It forces those making presentations to organize their thoughts and present them in an orderly fashion to their peers. ***Attendance, whether registered or not, is required.***

Students are expected to attend seminars in one or both departments and are **required** to register for and present at least four seminars to include the following:

- 1 A research proposal seminar to be given during the first semester of their program.
- 2 Two seminars on a subject other than the student's research area.
- 3 An exit seminar on their dissertation research.

Additional seminar requirements are at the discretion of the Advisory Committee.

The student may, at the discretion of the Advisory committee, present a seminar in another department, for example, the area of his/her minor, and substitute it for one of the required seminars. The student is strongly encouraged to give one seminar in

a department other than his/her area of emphasis.

5. Research Requirements

1. Each candidate must complete a doctoral dissertation on a research topic in their major field. The dissertation title and a list of the members of the doctoral dissertation committee must be filed with the Dean of the Graduate School at least **ONE YEAR** before the final examination. The specific topic and research problem will be determined by the major advisor, the candidate, and the Advisory Committee in the student's first semester.

2. Candidacy Exam: Each Ph.D.-PTSC student must satisfactorily pass a written and oral candidacy examination, administered by their advisory committee, covering their discipline and supporting areas. This exam must be passed at least **ONE YEAR** before completion of the degree. All faculty members in the Plant Science Program should receive written notice of candidacy exams. All faculty are welcome to attend.

Students must receive a passing score on the examination (majority vote of the committee members). Students failing the examination may be retested one additional time at the discretion of the advisory committee. Students failing this exam may appeal the decision to the Plant Science Steering Committee. In the case of an appeal, a written summary of the exam results and advisory committee's decision will be provided to the Plant Science Chair by the student's major advisor.

3. After the student has passed the candidacy examinations, the student must register for at least one hour of dissertation each semester (including the summer session) until the dissertation is completed, whether the student is in residence or away from campus. For each semester in which a student fails to register without prior approval of the Dean of the Graduate School, a registration of three hours will be required before the degree is granted.

4. The research program should be the focal point of a Ph.D.-PTSC degree program. The student should commit the time resources necessary to do an excellent and thorough job on the project. Because the stay in the Ph.D. program is limited to 4 years on assistantship and 7 years from the submission of the declaration of intent, it is important that a dissertation project be outlined the first semester so that the work can be begun as soon as possible. Procrastination in the beginning can have a devastating effect on

the finished product.

5. Publishing of Results. It is expected that the dissertation research project will

result in publishable data contributing to the scientific knowledge of the study topic. A dissertation must be written and approved by the graduate advising committee (discussed further below). Official graduate student requirements for the dissertation are spelled out in *Regulations for Preparing Thesis and Dissertations* which is available in the bookstore. It is expected that the dissertation project will be of publishable quality. It is expected that the student will make every effort to have the work prepared in publishable form by the end of, or shortly after, completion of the degree.

6. **Residency Requirements:** After filing a Declaration of Intent to pursue the doctoral degree, a student must fulfill a residence requirement by completing a minimum of two consecutive semesters of full-time graduate study (10 hours or more per semester), either fall-spring, spring-fall, spring and complete 12 weeks summer session, or a complete 12 week summer and fall. This period of residence is independent of, and in addition to, that required for any other graduate degree. During this period of residence, the student must be continually involved on a full-time basis with the on-site academic, scholarly, and research activities of the academic department (or corresponding academic unit) in which the degree program is administered.

A student who does not concurrently hold appointment as a Graduate Assistant must satisfactorily complete a minimum of 10 semester hours, including dissertation credits but exclusive of courses offered through the Division of Continuing Education, during each semester or summer counted in the residence period. For students who hold appointments as Graduate Assistant this requirement is 6 semester hours per semester if the appointment is for 50 percent time and 9 semester hours per semester if the appointment is for 25 percent time. A student not on an assistantship who intends to satisfy one semester of the residence period during the summer must satisfactorily complete a minimum of 5 semester hours of such work during each of the six week summer sessions. For a student holding a concurrent assistantship of 25 or 50 percent time in the summer, this requirement is 3 semester hours per any six-week summer session.

7. **Dissertation Preparation and Defense:** The following timetable must be followed for preparation and defense of the dissertation. The *Guide for Preparing Thesis and Dissertation* is available in the University of Arkansas Bookstore.
  1. **EIGHT WEEKS** before projected graduation date the Dissertation Committee must receive the dissertation for review.
  2. Provisional approval of the dissertation must be given by all members of the Dissertation Committee before scheduling the dissertation defense.
  3. **TWO WEEKS** prior to date of the dissertation defense an announcement of the doctoral candidate's dissertation defense and a copy of the dissertation abstract of not more than 350 words must be submitted to the Graduate

School.

4. **ONE WEEK** before the dissertation defense the Dissertation Committee must receive the dissertation in revised form. All faculty members in the Plant Science Program should receive written notice of the dissertation defense. Any member of the faculty is welcome to attend the dissertation defense.
5. **TWO WEEKS** prior to projected graduation date the student must pass an oral examination in the defense of the dissertation. Students must receive a passing score on the examination (majority vote of the committee members). Students failing the examination may be retested one additional time at the discretion of the Dissertation Committee. Students failing this exam may appeal the decision to the department Graduate Policies Committee, chaired by the Graduate Coordinator. In the case of an appeal, a written summary of the exam results and dissertation committee's decision will be provided to the Graduate Coordinator by the student's major advisor.
6. The final copy of the dissertation must be approved and signed by **all** members of the student's Doctoral Dissertation Committee before submission to the Graduate School. No degree will be conferred until this final requirement is met. At the time of submission to the Graduate School, the dissertation must be accompanied by an *Intellectual Property Disclosure* form (see Appendix).
7. When the dissertation is approved by the committee, two (2) unbound copies, complete with the abstracts and original signatures by the committee on the signature sheets, must be presented to the Dean of the Graduate School. Upon approval of the Dean of the Graduate School, the student then presents the same two (2) copies of the dissertation to Mullins Library at least **ONE WEEK** before the degree is to be conferred. A bound copy of the dissertation is also required by the Department of Horticulture.
8. A student cannot be cleared for graduation until an application for the degree has been filed with the Registrar's Office and the appropriate graduation fee has been paid.
9. The degree application form is obtained from the Graduate School office and filed with the registrar in the semester in which the student expects to receive the degree. If there are any questions with regard to any of the above information, please call the Graduate School Dean's Office, 575-4401.
8. **Professional Growth:** Communication and interaction with one's professional associates is a skill that must be continuously exercised if one is to be effective and

grow professionally. It is important that graduate students avail themselves of every opportunity of meeting with others in their profession. This opportunity comes through meetings such as the Arkansas State Horticultural Society in November of each year, the Southern Region of the American Society for Horticultural Science annual meeting in February and the national ASHS meeting. Attending such meetings and interacting with one's peers is important for professional growth.

#### 4. **Financial Assistance:**

1. **Graduate Assistantships:** Graduate Assistantships are established by the University of Arkansas for encouragement of graduate work and promotion of research. Graduate Assistants are on a 12-month appointment. Graduate Students on assistantship must take a minimum of 6, but not more than 10 hours of regular graduate courses during fall and spring semesters (a minimum of 1, but no more than 3 credit hours for summer semester). The Department pays for tuition for graduate courses that are on the graduate student's approved plan of study. Graduate students may be required by their committee to take a number of courses to fulfill deficiencies. The Department will pay the tuition for these deficiency courses so long as the student does not exceed a total of 10 credit hours per semester (or 3 credit hours for summer semester). The Department will not be responsible for any undergraduate courses that are not determined to be deficiencies by the committee. A graduate assistant must give half-time service to the teaching or research projects of the Department. Students accepted on a conditional or non-degree basis, and those placed on academic probation, are not eligible for assistantship appointments. Payment of all fees is the responsibility of the student and is not part of a departmental assistantship.

2. **Length of appointment and time limits:** Graduate assistantships for the Ph.D. are normally awarded for 36 months and up to 48 months with special permission. If advisors wish to keep students on appointment beyond the 4-year period, they will be expected to provide funding from grant sources unless exceptional circumstances can be proven.

The Graduate School has established a 7 year time limit from the time the *Declaration of Intent* is filed for the completion of a Ph.D. degree. If the student fails to complete the degree within the time limit, courses taken more than 6 years before

will be lost. These courses would then have to be retaken or validated by the professor teaching the course to be included for the degree.

3. **Hourly Employment by the Department:** Occasionally students working toward an advanced degree may be employed by the Department on an hourly basis. Students on hourly employment are responsible for their own tuition and fees. This

option is sometimes used at the end of a student's program after his/her assistantship has ended, depending on availability of funds.

## CLASS REGISTRATION

A graduate program normally begins at the beginning of an academic semester or summer session. The specific starting date will be arranged by mutual agreement of the major professor, the student and the Department Head. The most common times for beginning a program are (1) before the start of summer school which begins in late May, (2) on July 1, which is the beginning of the fiscal year, (3) at the start of the fall semester which is in late August, and (4) early January before the start of the spring semester. Once admitted to the Graduate School and the Department of Horticulture, the next task is to register for classes. A schedule of classes (the racing form) for each semester can be acquired from the Dean's Office, AFLS-E108, or from the Office of the Registrar, HUNT-146, University of Arkansas, Fayetteville, AR 72701. Brief descriptions of courses and prerequisites are found in the Graduate Catalog. Decide on your courses for the semester in consultation with your advisor.

### A. U.S. Citizens

1. **Your First Registration:** When you arrive in Fayetteville to begin graduate school, report to the main office of the Department of Horticulture, 316 Plant Science Building (on Maple Street).
2. **Subsequent Registrations:** After your initial registration, you will preregister in advance for each semester. Each semester you will need to complete applicable forms and comply with deadlines for registration, tuition waivers, and fee payments. Watch for announcements on times and procedures governing preregistration. Graduate Assistants need to inform the Department of Horticulture Office of the credit hours they are taking so that proper fee payment forms can be prepared.

### B International Students

Registration itself is the same for international students as for domestic students, but the procedures to qualify for student status are different. International students should visit the International Student Office in Room 116 of the Arkansas Union (575-5003), before registration to clarify any points related to residence in the U.S. and status as a student.

## ACADEMIC PROBATION POLICY FOR GRADUATE STUDENTS

*Policies in Effect for Students Admitted Prior to Fall 2002:* If a graduate student has less than a 2.85 cumulative grade-point average on 12 or more semester hours of graded course work taken in residence for graduate credit, the student will be placed on academic probation. The student will subsequently be dismissed from the Graduate School if the cumulative GPA is not raised to 2.85 or above on the next nine hours of graded graduate course work.

Graduate assistants must maintain a cumulative grade point average of at least 2.85 on all course work taken for graduate credit. If a student's cumulative GPA falls below 2.85 on 12 or more hours of graduate work, notification will be sent to the student and his/her department. If the CGPA is below 2.85 at the end of the next semester, the department will not be allowed to appoint the student to an assistantship until such time as his/her CGPA has been raised to the required level.

*Policies in Effect for Students Admitted Fall 2002 and After (approved by the Graduate Council on 10/25/01):* Whenever a regularly-admitted graduate student earns a cumulative grade point average below 2.85 on graded course work taken in residence for graduate credit, he/she will be academically dismissed from the Graduate School.

Graduate teaching and research assistants and students on Lever, Doctoral, or Chancellor fellowships must maintain a cumulative grade point average of at least 2.85 on all course work taken for graduate credit. If a student's cumulative GPA falls below 2.85 on 6 or more hours of graduate work (one full-time semester), notification, will be sent to the student and his/her department. If the CGPA is below 2.85 at the end of the next major semester (fall or spring), the department will not be allowed to appoint the student to an assistantship until such time as his/her CGPA has been raised to the required level.

*Related Policies: Eligibility for Financial Aid offered by the Office of Financial Aid (approved by the Graduate Council, 10/25/01 and 2/21/02):* Graduate students are eligible for continuing financial aid if: a) they complete, with grades of C or better, 67% of graduate courses attempted at the University; and b) they have not yet completed more than 150% of the graduate credits required for their degree. Students wishing to continue receiving financial aid who do not meet these requirements will petition the Student Aid Committee.

Course Grades: For students admitted Fall 2001 or after, courses for which students have received a grade of "D" or "F" will not be accepted as meeting degree requirements.

Conditional Admission: Students who have been conditionally admitted must maintain a minimum 2.85 grade point average on the first 12 hours of graded graduate course work taken in residence.

Grade Forgiveness and Repeated Courses: There is no grade forgiveness policy at the graduate level. If a student repeats a course, both the original and repeated course grade will be computed in the cumulative grade point average.

Additional Courses Above Requirements: Students in master's programs may take only 6 hours in

addition to degree requirements in an effort to raise the grade point average necessary to graduate.

GPA Requirement to Receive a Doctoral Degree. Students must obtain a minimum 3.0 cumulative grade point average on all graded graduate course work taken in residence to receive a doctoral degree from the University of Arkansas.

Programs Requirements: Individual degree programs may impose more stringent requirements than the Graduate School.

## **DEPARTMENTAL AND UNIVERSITY PROCEDURES, POLICIES, and HELPFUL ADVICE**

As an incoming graduate student in the Department of Horticulture, there are several things that should be done upon arrival at the university.

**Student I.D. Card** All students should obtain a student I.D. card. This card is used to check out books and other materials from the library. I.D. cards are often used for administrative purposes, such as paying fees or obtaining a transcript. It can also be used as admission to many university sponsored events and to the HPER building (the university gym and recreation center). In addition, students can often receive discounts at restaurants, museums, parks, movie theaters, and performing arts concerts by showing a student I.D. Student I.D. cards are obtained in the I.D. office on the fourth floor of the Arkansas Student Union.

**Keys** Graduate students in the Department of Horticulture are allowed to have keys to the entrance of the Plant Science Building, the graduate office, labs/greenhouses appropriate for their course of study, and if needed, to the Agricultural Experiment Station (Farm). To obtain campus keys you will need the following:

A key card from the Horticulture Office. This card will list all keys that your advisor has approved as appropriate for you and must be signed by your major advisor and the Department Head.

A picture i.d. (Student I.D. or Driver's License preferred).

To go to the University of Arkansas Physical Plant Key Office located off of Razorback Road on Mitchell Street. They will issue to you the keys listed on the key card. Presentation of a picture I.D. is required to obtain these keys and they are yours to keep during the duration of your time here. If your keys are lost or stolen, there is a key replacement fee enforced by Physical Plant and payment of those fees are your responsibility. When you have finished your degree or are no longer enrolled at the university, you must return your campus keys to the key office. Otherwise you will be fined and/or your diploma will be withheld.

**For Alternative Pest Control Building Main Entrance only:** If you need access to the main entrance of the Alternative Pest Control Building, you must have your student i.d. scanned for non-key access to the building. Your key card and I.D. must be presented to the building manager of the Alternative Pest Control Building. The building manager will input your number into the computer system and this will allow you access to the APC main entrance.

**E-mail** All students have an e-mail account assigned to them once they register for classes. To

access your account follow the steps on the University of Arkansas Computing Services Homepage. (www.uark.edu/computing)

**Desk Assignment** A desk will be assigned to you in the Graduate Student Office, Room 326C of the Plant Science Building. Please see the Horticulture office staff for assignment and keys to your desk. These desks are assigned on a first-come first-served basis but priority is given to students on assistantship.

## **Specific Graduate Assistant Responsibilities:**

**Work Responsibilities** The responsibilities of Graduate Assistants (GAs) in the Department of Horticulture vary by project and major professor. Each GA is directly responsible to his or her major professor and it is up to the professor to assign specific duties. Each GA on a 50% appointment is expected to provide the equivalent of 20 hours of work each week for their major professor. For some GA's the work load is uniform throughout the year, for others more work time is required in the summer with a compensatory reduction in the fall or spring semester. The work schedule for GA's is left to the discretion of his/her major professor but should be clearly understood and agreed to at the beginning of the program.

**Individual Research Projects** Each GA will have a thesis or dissertation research project that is directed by a major professor and carried out by the GA. The nature of the project dictates the type of work required. Time spent working on individual projects is not generally included in the 20 hours/week required of GA's on 50% appointment.

**Annual Leave Time** Graduate Assistants do not earn annual leave. Graduate Assistants who need time off should consult with their major professor before planning extended trips. Graduate Assistants receive official paid University holidays each year. A calendar of university holidays may be accessed at <http://hr.uark.edu/employment/holidayschedule.asp> Some student holidays, such as spring break, are not official holidays for university employees and therefore, are not paid holidays for graduate assistants either.

## **Registering for Classes**

In order to register for classes, you must get a copy of the Schedule of Classes. The Schedule of Classes is usually called "the racing form" and they are available for free during the middle of the preceding semester in the college Dean's Office, AFLS E-108. This schedule contains information on which classes will be taught, where and when classes are held, when you can register, and how to register. It also includes a university calendar for the semester.

You should consult with your advisor about which classes to take. Your advisor will then give you your advisement number. If you need to register for thesis or dissertation hours, please report to the Horticulture Office for proper Safari and Section Number. Then, following the instructions in the

racing form, you can call Hogcall and register for classes.

## **Paying Fees**

Graduate assistants receive a tuition waiver, which pays for tuition only. GAs must pay for all other fees (health fees, lab fees, media fees, etc.). Generally, GAs will still receive a bill that includes registration fees, as well as tuition fees. The tuition fees should be ignored, but all others should be paid before the Friday of the first week of classes.

## **Departmental Operations**

**Making Copies** The copier in the Horticulture Department main office requires a 5 digit access code. This code may be obtained from your major advisor. The department copier is to be used for departmental business only, which includes research, teaching, and extension. Graduate students are able to use this copier for research or teaching purposes if their major advisor allows them to use his/her access code.

Some advisors also buy silver copy cards for their students to use in the library or elsewhere for research or teaching purposes. Again, you will need to ask your advisor what his/her policy is concerning this.

You may buy personal copy cards in the library from the copy card machine. You can also add money to a personal copy card at these machines.

**Printing Services** If you need to make large numbers of copies, color copies, or unusual sized copies, you may do so at University Copying Services located in the Union. If these copies are research or teaching related, your major advisor will have a purchase order number for you to use as payment of your bill. Otherwise, you will be responsible for payment.

**Telephone** The university has its own telephone operating system. To dial an off campus number, a '9' must be dialed before the number. When dialing an on campus number, you need only dial '5' and the last four digits of the number. If you need to make a long distance call pertaining to your work, you will need to get a special long distance access code from your major advisor. For calling long distance, dial 9-1-area code-number, wait for the tone, and then enter your long distance access code.

**Sending Faxes** The fax machine in the department main office is to be used for business purposes only. The same long distance access code used for telephoning is also used for sending faxes. Place the articles you wish to fax face down in the top tray of the fax machine. For **local numbers off-campus** dial 9 then the telephone number and press the start button. For **on-campus numbers** dial 5 then the last four digits of the fax number and press start. If you are dialing a **long distance number**, press 9-1-area code-phone number-the pause button-your long distance access code-then

the start button. If you need assistance, please see the office staff.

**Offices and Mailboxes** All graduate students, when possible, will be given desk space in the graduate student office. Priority is given to those students on assistantship. All students also have a mailbox in the department mail room.

**Computers** Several computers are available within the Horticulture Department for graduate students to use. Computers located in the graduate office are for use by all graduate students. Computers located in labs are associated with particular professors and projects. Students working with those professors or projects have use priority on those computers. There is also a computer available in the department media room-Plant Science Building Room 320. This computer has a slide maker, document and slide scanner, and various other programs not found on all department computers. You may schedule time to use the media room by signing up on the board located to the left of the door. We do not issue keys to the media room to graduate students. All personnel in the Horticulture Office have keys and can unlock the door for you.

**State Automobile Use** Several cars and trucks are available to use for work related purposes.

**Reservations:** Reservations can be made through Jimmy Moore at the Horticulture Farm or by calling 575-3399 during regular farm hours, 8:00 a.m. to 4:30 p.m., Monday through Friday. Please be prepared to give your name, times of departure and estimated return time and date when reserving a vehicle.

**Log/Book Policy Statement:** The log book located in the glove box of each vehicle contains credit cards and necessary information concerning checking out the vehicle, returning the vehicle, operation of the vehicle, and emergency procedures. Please read it and become familiar with the departmental policy.

**Please record the vehicle mileage and the date and time you received the vehicle in the log book.**

**Returning the vehicle:** Vehicles should be returned with fuel tanks full and be reasonably clean (inside and outside) and ready for the next user.

Return your vehicle to the Horticulture farm at the end of your trip, regardless of time, day or night. **Enter the odometer reading, date, and time on the log sheet.** Sign the log sheet and also write any pertinent comments concerning performance of the vehicle. Leave the log book locked in the vehicle and put the keys through the slot near the shop door.

**Routine Operations:**

1. Vehicles are for use by University employees on official business and may

not be used for personal business.

2. Responsibility for knowledge of state laws, rules, and regulations governing use of University or state-owned vehicles rests with the driver of such vehicle.
3. Drivers of vehicles are expected to observe all traffic laws. Failure to do so could result in suspension of use privileges. Fines for violations are the responsibility of the individual driver and will not be paid from University funds.
4. Drivers are required to hold a valid driver's license from the State of Arkansas and have a satisfactory driving record with no major traffic offenses. International driver's licenses are not acceptable.
5. University vehicles shall not be driven in excess of legally authorized and posted speeds and shall at all times be driven in a manner conducive to safety, economy, and good public relations.
6. Drivers shall be personally responsible for costs resulting from damage to vehicles while engaged in unauthorized or illegal use of state vehicles.
7. No alterations may be made on vehicles without prior permission from the Department Head. These include, but are not limited to, clamp-on bumper hitches, luggage racks, bumper stickers or decals.
8. Employees' spouses are permitted as passengers with the approval of the department head. Permission will be granted only when the spouse provides a reasonable complement to the purpose of the travel. No children or other family members are permitted.
9. No pets are allowed in the vehicles.
10. No hitchhikers or unauthorized passengers are allowed in the vehicles.
11. Vehicles may not be taken home unless authorized by head of the department.
12. Any individual can be suspended from use of departmental vehicles by the Department Head, when in his/her judgment, such suspension is in the best interest of the University. Causes for suspension may include, but are not limited to:
  - (1) Citations for moving vehicle violations.
  - (2) Physical evidence of alcoholic beverage having been transported or

- consumed in vehicle.
- (3) Evidence of possession or use of unlawful drugs by person operating or riding as a passenger in vehicle.
- (4) Operation of vehicles while under the influence of intoxicants or drugs, whether or not a citation is issued or conviction occurs.
- (5) Damage or excessive soiling of vehicle interior.
- (6) Citizen's complaint of misuse of vehicle.
- (7) Citizen's complaint of vulgar or other unseemly conduct of vehicle occupant.
- (8) Any action detrimental to the function or public image of the University of Arkansas.

**Accidents:**

- 1. Assist any injured; call ambulance if needed.
- 2. Call the police to the scene before the vehicles are moved.
- 3. Do not try to assess blame or discuss the accident with anyone except police authorities or University officials.
- 4. Exchange the following information with the other driver:
  - Name \_\_\_\_\_
  - Address \_\_\_\_\_
  - Driver's license number \_\_\_\_\_
  - Automobile license number \_\_\_\_\_
  - State in which license was issued \_\_\_\_\_
- 5. Complete the U of A Motor vehicle accident report included in the Log Book.

**Mechanical Problems/Emergency Service:** Telephone Jimmy Moore (575-3399, pager 527-3508)--he may be able to offer assistance. If problems develop in the Little Rock area, and you have not been able to contact Jimmy, you may be able to get assistance from the UALR Physical Plant (569-3390). Whenever independent action is required, drivers are expected to work within the limits of their situation and exercise good judgment. In the event that repairs must be made while on a trip, return any broken or replaced parts to Jimmy, unless they are too large to be transported in the vehicle.

**Laboratory Use** Departmental laboratory space and equipment will be required for most graduate research. Before starting any laboratory based research, you should consult with the designated lab coordinator. The lab coordinators are:

PTSC 322  
PTSC 323  
PTSC 324B  
PTSC 326A  
PTSC 326B

Dr. Murphy  
Drs. Richardson/Karcher  
Dr. Lindstrom  
Drs. Rom/Clark  
Drs. Evans/Morelock

Before using any lab equipment, have the researcher responsible for the equipment demonstrate correct usage. Should routine laboratory supplies be depleted during the course of the laboratory project, see that the appropriate person is notified and additional supplies ordered. If equipment malfunctions, notify the person in charge of the lab space. Cleanup time must be allotted when planning a research project. Each lab may have particular labware cleaning procedures. Clean up thoroughly after completing the research project. Because space is very limited, do not store research samples in the lab space once the research procedure is complete.

## **Purchasing**

Purchasing supplies for your research can be very time consuming. For this reason and for budgeting reasons, it is a good idea to try to make a list of all the supplies that you know you will need, where you can purchase them, and their cost before you begin your project. Many supplies ordered from catalogs can take several weeks to receive and requisitions can take weeks to process, so plan ahead!

**Blanket Accounts** Many professors have blanket accounts at local stores from which they often purchase supplies. When purchasing something on a blanket account, you will need to inform your advisor what you plan to purchase and then get the purchase order number from the department accountant. You can then go to the specified store, get your supplies, and simply give the checker your PO number. After making your purchase, you will need to have your receipt signed by your advisor and then give it to the accountant. **It is very important that you turn in blanket account receipts to the department accountant within two days of the purchase.**

**On Campus Purchases** Purchasing things on campus is very similar to using blanket accounts. When you need supplies or services from the University Bookstore, Scientific Supply, Research Services, the Physical Plant, or Printing Services, you will need to get a purchase order number from your advisor or the department accountant. Your advisor has his own purchase order number at each of the above mentioned places. **It is very important that you turn in receipts to the department accountant within two days of the purchase.**

**Requisitions** When purchasing things from catalogs or from places where your advisor does not have a blanket account, you will need to fill out a *Requisition Form*. This form is located in the department office in the forms drawer. Make sure to fill out the form completely including the

company's name, address, phone number, and fax number. Once the form is complete, turn it into

the department accountant. Your requisition request will be processed on a first-come, first-served basis and it generally takes about two weeks for the item(s) to be delivered.

**Receiving** When your ordered item(s) arrive, check each item against the packing list. Make any notes on the packing list regarding returns, damaged items, or missing items and turn it in to the department accountant.

## **Travel**

Sometimes a student may need to travel somewhere for research purposes or to attend a professional meeting.

**Travel Requests** Before going on a trip, you will need to fill out a travel request form which states where you are going and which account will pay for the trip. This form can be obtained in the Horticulture main office. The earlier you turn in your request for travel to the Horticulture office the better. The office staff recommend that they receive the form a minimum of two weeks prior to your travel.

**Cash Advances** You may wish to get a cash advance before leaving on a trip rather than waiting to be reimbursed later. You are only allowed an advance for 80% of the expected cost of the trip. If you anticipate needing a cash advance for any trip you are taking, please see the staff in the Horticulture main office **at least 2 weeks** before the beginning of the trip.

**Spending Limits** Spending limits vary depending upon which state and even which city you are visiting. You will not be reimbursed for any amount above the spending limits. You will not be reimbursed for tips either. Before leaving on a trip, check with the Horticulture office staff to see what the spending limits are for the place you are going.

**Reimbursement** Upon returning from a trip, you are required to fill out a Statement of Travel Expense. You need to keep all hotel, transportation, and registration fee receipts if you wish to be reimbursed for them. If you are being reimbursed from a Foundation Account, you must turn in meal receipts also. If you are not sure if you are being reimbursed from a Foundation account, please ask the office staff or your advisor. It generally takes four to six weeks to be reimbursed for travel.

**Travel Grants** The Graduate School gives travel grants in the amount of \$100 to selected graduate students. To apply for a grant from the Graduate School, call 575-7762. Other grants for travel may be available through professional societies and student organizations.

## **Farm Operations**

**Vehicles** Several vehicles are available for use solely on the farm. These vehicles are not licensed

for road use. These vehicles may be checked out in the same way that road use vehicles are checked out. Be sure to sign them out and in at the Horticulture Shop.

**Greenhouses** Greenhouse space at the Horticulture Farm is assigned to specific faculty members. Students requiring greenhouse space should consult with their major professor. Additional greenhouse space is available in the Rosen Alternative Pest Control Building. This greenhouse space is often leased by faculty in the Department of Horticulture. Space is available on a first-come first-served basis. Students requiring space in this facility should consult with their major professor.

**Coolers** There are three walk-in coolers at the farm. The north cooler is for research samples. The middle cooler is for plant material only and no fruit should be put in this cooler. The south cooler is used by Dr. Morelock for seed storage. **Do not take anything from the coolers without permission.** Occasionally, fresh produce and plants are available for Horticulture students and faculty to take home. It is extremely important that you always get permission before you take anything!

**Land Allocation** To obtain land on which to conduct your research, you must fill out a *Horticulture Department Land Use Request/Work Plan* located in the forms drawer in the office. If you need land for spring or summer tests, the form must be turned in by March 1. If you need land for fall or winter tests the form must be turned in by August 1.

**Work Requests** If you need the help of the farm crew, you must fill out a work request form available at the Horticulture Field Lab office or in the forms drawer in the main office. It is important to submit work requests as early as possible. The farm crew can modify or refuse to perform a work request if they feel that it is inappropriate. In general, it is a good idea to consult with the Horticulture Farm Manager about a work request before submitting it.

**Hazardous Materials** Hazardous materials, including pesticides and laboratory chemicals, are often used at the farm. The University requires that all graduate students attend a one day course on hazardous materials use and safety which is offered several times every semester. The Horticulture Department also strongly recommends that all graduate students attend a pesticide applicators training course and obtain a pesticide applicators license. The pesticide applicators training course is offered once in Little Rock in the fall semester and once in Fayetteville in the spring semester.

**Waste Disposal** Hazardous materials used at the farm must be disposed of properly. Consult with the farm crew about disposing of hazardous materials. There are also special places at the farm to dispose of soil and plant material that is generated at the farm. Ask the farm crew about disposal areas.

## **Rosen Alternative Pest Control (APC) Greenhouses**

This greenhouse range is located on campus and is available for graduate students to use for their

research.

**Greenhouse Allocation** Space in the APC greenhouses is rented on a weekly or monthly basis to research programs approved by the APC Management Committee. A Request for Research Space form (available in APC main office) must be submitted by your advisor. The APC Management Committee can either approve or refuse the request. If the request is approved, a Greenhouse Management Guide must be completed indicating the environmental conditions needed in the greenhouse.

**Pesticide Application** Regulations for pesticide application in the APC greenhouses are very strict. You should obtain a list of these regulations when your request for space is approved.

**Waste Disposal** All soil and plant material generated in the APC greenhouses should be disposed of in the appropriate bin. Ask the APC Manager about proper disposal.

## **Campus Facilities**

**Computer Labs** Several computer labs are scattered throughout campus for students to use. Locations and operating hours are listed at <http://www.uark.edu/staff/complabs/>. The College of Agriculture operates a lab on the second floor of the Agricultural Annex specifically for use by agriculture students.

**Library** There are six libraries on campus. The Mullins Library is the main library. Information about library resources and use can be found at <http://www.uark.edu/campus-resources/libinfo/>. It is suggested that all graduate students attend a library use course to learn how to use inter-library loan, Super Service, and the various databases. Contact the library at 575-8418 to arrange to attend a course.

**HPER** The HPER (pronounced "hyper") building is a gym containing a swimming pool, indoor track, racquetball courts, a fitness room, and other activity areas. Use of the HPER is free for any student who has paid the HPER fee at the beginning of the semester. You must show your student ID to enter. Several intramural activities and classes are offered for a fee as well.

## **Other Facilities and Services**

**Health Care** As a student, you are eligible for treatment at the campus health clinic. A fee is charged for laboratory tests and medication, but the office visit is free if you have paid the health fee at the beginning of the semester. Spouses and children, unless they are students, are not eligible for health care on campus unless you purchase student health insurance. Student health insurance may be purchased on a semester or annual basis. The cost of this plan varies depending on number of people enrolled. For more information about this insurance plan call 479-575-4451.

**Credit Union** If you hold an assistantship, you are an employee of the University of Arkansas and as such, are eligible for membership in the UARK Federal Credit Union. For information call the UARK Federal Credit Union at 479-575-2958.

**On-Campus Housing** Student family housing consisting of a 2-bedroom unfurnished apartment at Carlson Terrace is available on a first come-first served basis. Dormitory rooms are also available to graduate students. Contact Residence Life and Dining Services for more information (479-575-3951). Student housing is limited, so apply early.

**Parking** Everyone is required to have a parking permit in order to park in a campus parking lot. A parking permit can be purchased from the Transit and Parking Department, Administrative Services Building, 155 Razorback Rd., Monday through Friday, 7am-5pm.

**Shuttle System** A shuttle bus leaves on the hour and the half-hour from the parking lot west of the Plant Science Building to facilities located on the farm. Return trips can be obtained by listening for the horn at designated stops as the shuttle van makes its route. This service is from 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Transit System** A transit system of university buses circuits the campus and a wide area of the city adjacent to the campus. Route maps and schedules can be obtained at the Transit and Parking Office, 155 Razorback Road or at newspaper stands in the Student Union.

## CODE OF ETHICS

### **Preamble: General Principles**

A code of ethics is a personal statement of belief. It therefore seems appropriate that it should be written in first person singular, which makes it a personal code and also makes it voluntary rather than a set of rules imposed by an institution on its members. The latter is certainly appropriate for an employing institution such as a company or a university.

The following code addresses matters involving the relationships of each horticulturist in the American Society for Horticultural Science to colleagues, to the Society, to students, to the employer, to the public, to the creatures and materials of the environment, but perhaps most important, to the person within. For the Society, it represents a suggestion to its Members of matters to be considered. It should not in itself be considered to be coercive. However, the Society must reserve the right to consider removing from its rolls persons who have committed fraud or other grievous actions.

### **The Code of Ethics**

As a professional horticulturist, I resolve to be guided by the following principles, which I believe to be important for mutual respect in relationships with my colleagues, other professional associates, students, employer, employees, and the public and which, above all, is vital to my personal integrity, dignity, and self-worth.

I will be honest in my work, and will not lie or deceive about my results or accomplishments.

I will maintain confidentiality of information to which I am privileged.

I will refrain from conflicts of interest.

I will respect the confidences of others and be honorable in competition.

I will be impartial in all dealings with colleagues, students, and other associates, irrespective of race, creed, color, sex, age, sexual orientation, physical or medical handicaps, marital or family status, and ancestry.

I will point out error and expose fraud and dishonesty.

I will be honorable in dealing with my employer and in relationships with clients, suppliers, and others in the business world and other professions.

I will be fair in dealing with others' opportunities for advancement, respecting their privacy,

giving credit for accomplishment, maintaining discipline, and ensuring freedom from coercion.

Finally, I will strive to be constantly aware of the effects my activities will have on the public and the environment in which we all live, and to minimize possible harmful effects of those activities.

NOTE: Adopted by the membership of the American Society of Horticultural Science, Tucson, AZ, November 1990.

## THE FACULTY AND THEIR RESEARCH AREAS

Department of Horticulture, University of Arkansas

**Hensley, David L.** (Ph.D., Purdue University) Department Head and Professor. Research in ornamental and landscape horticulture. [dhensley@uark.edu](mailto:dhensley@uark.edu)

**Andersen, Craig R.** (Ph.D., University of Minnesota) Extension Specialist and Associate Professor for Vegetable Crops. Vegetable culture and physiology, especially cole crops, cucurbits and onions. [crander@uark.edu](mailto:crander@uark.edu)

**Carson, Janet B.** (M.S., University of Arkansas). Extension Specialist, Little Rock. Consumer horticulture and Master Gardener program. [jcarson@uaex.edu](mailto:jcarson@uaex.edu)

**Clark, John R.** (Ph.D., University of Arkansas) Professor. Teaching and research in fruit production and fruit breeding and genetics. [jreclark@uark.edu](mailto:jreclark@uark.edu)

**Cole, James T.** (Ph.D., Oklahoma State University) Assistant Professor. Teaching and research in landscape horticulture. [jtcole@uark.edu](mailto:jtcole@uark.edu)

**Evans, Michael R.** (Ph.D. University of Minnesota) Associate Professor. Teaching and research related to controlled environments, greenhouse crop production and floriculture. [mrevans@uark.edu](mailto:mrevans@uark.edu)

**Karcher, Douglas E.** (Ph.D., Michigan State University) Assistant Professor. Research in soil physics, fertility and management of turfgrass. [karcher@uark.edu](mailto:karcher@uark.edu)

**Klingaman, Gerald L.** (Ph.D., University of Maryland) Professor and Extension Specialist for Ornamental Horticulture. Teaching ornamental horticulture; research in ornamental horticulture and herbaceous and perennial plant production. [gklinga@uark.edu](mailto:gklinga@uark.edu)

**Lindstrom, Jon T.** (Ph.D., University of Illinois). Assistant Professor. Teaching woody ornamental plants; research in selection and development of woody ornamentals and use of native plants in the landscape. [tranell@uark.edu](mailto:tranell@uark.edu)

**Morelock, Teddy E.** (Ph.D., University of Wisconsin) Professor. Teaching vegetable crops and genetic techniques; research in vegetable breeding and genetics. [morelock@uark.edu](mailto:morelock@uark.edu)

**Murphy, J. Brad** (Ph.D., Yale University) Professor and Graduate Coordinator. Teaching seed physiology, plant biotechnology and laboratory instrumentation; research in seed physiology and plant biochemistry and molecular biology. [jbmurph@uark.edu](mailto:jbmurph@uark.edu)

**Richardson, Michael D.** (Ph.D., University of Georgia) Associate Professor. Research and teaching in turfgrass physiology and management. [mricha@uark.edu](mailto:mricha@uark.edu)

**Robbins, James A.** (Ph.D., University of California-Davis) Extension Specialist, Little Rock.

Research and extension in ornamental nursery production. [jrobbins@uaex.edu](mailto:jrobbins@uaex.edu)

**Rom, Curt R.** (Ph.D., Ohio State University) Associate Professor. Teaching in pomology, horticulture, and plant science; research in fruit physiology, culture and management, and cooperation in fruit breeding; emphasis on tree fruits. [crom@uark.edu](mailto:crom@uark.edu)

**Striegler, R. Keith** (Ph.D., Michigan State University) Associate Professor and Extension Specialist for Fruit Crops. Research in culture of fruit crops. [kstrig@uark.edu](mailto:kstrig@uark.edu)

### EMERITUS FACULTY

**Bradley, G. A.** (PhD., Cornell University) Professor Emeritus - Physiology and culture, especially nutrition, of vegetables.

**Einert, A. E.** (PhD., Mississippi State University) Professor Emeritus - Physiology and culture of ornamental crops. Specialty is in the area of landscape design.

**Huang, F. H.** (PhD., West Virginia) Professor Emeritus- Genetics, biochemical genetics, tissue culture, genetic engineering of forest and agricultural plants. [fhuang@uark.edu](mailto:fhuang@uark.edu)

**King, John** (Ph.D., Michigan State University) Associate Professor Emeritus. Turfgrass Culture. [jking@uark.edu](mailto:jking@uark.edu)

**Martin, L.W.** (PhD, Michigan State University) Professor Emeritus. Department Administration. [scamperd@aol.com](mailto:scamperd@aol.com)

**McFerran, J.** (PhD, Cornell University) Professor Emeritus. Vegetable breeding - tomatoes, okra.

**Moore, J. N.** (PhD., Rutgers University) Distinguished Professor Emeritus- Genetics, breeding and culture of small fruits and tree fruits, especially grapes, blueberries, blackberries, & strawberries. [jnmoor@uark.edu](mailto:jnmoor@uark.edu)

**Rom, R. C.** (PhD., Wisconsin) University Professor Emeritus - Tree fruit physiology, culture and breeding including rootstock development, especially peaches and apples. [rcrom@uark.edu](mailto:rcrom@uark.edu)

**Wheeler, G. L.** (PhD., North Carolina State) Associate Professor - Forest ecology, biomathematical modeling, silviculture. [glwheel@uark.edu](mailto:glwheel@uark.edu)

### STAFF

**Office Staff:**

**Cindy Kuhns** - Administrative Support Supervisor (575-7016)

**Nanci Murray** - Department Accountant (575-6679)

**Ani Pecoraro** - Accounting Technician II (575-6680)

**Jo Salazar** - Cooperative Extension and Department Secretary (575-2604)

**Shirl St. Clair** - Department Secretary (575-2603)

**Farm Personnel (Main Station):** (575-3399)

**Jason Collins** - Agriculture Farm Technician

**Brian Hamilton** - Farm Maintenance Mechanic

**Jimmy Moore** - Farm Foreman

**EXPERIMENT STATION PERSONNEL**

**Fruit Substation, Clarksville** (479-754-2406)

**Dan Chapman** - Resident Director - responsible for coordinating the work of the station with departments on campus.

**Serenity Guedel** - Administrative Assistant.

**Kenda Woodburn** - Research Specialist - responsible for culture and physiology of small fruits and for assistance with the breeding program.

**Southwest Research and Extension Center, Hope, AR** (501-777-9702)

**Mike Phillips** - Director of the Station - responsible for coordinating the work of the station with departments on campus.

**Manjula Carter** - Research Specialist - responsible for horticulture work.

**Vegetable Research Station, Kibler, AR** (479-474-0475)

**Dennis Motes** - Director of the Station - responsible for coordinating station work with the departments on campus.

**Paula Crabtree** - Administrative Assistant.

**Steve Eaton** - Research Specialist - responsible for vegetable research on the station.

**Larry W. Martin** - Research Specialist - responsible for vegetable research on station.

**COOPERATIVE EXTENSION SERVICE (OFF CAMPUS)**

**Janet Carson** - Extension Horticulture Specialist, Master Gardener Program (501-671-2174)

**Dr. Jim Robbins** - Extension Specialist - Ornamentals (501-671-2307)

**Sallie Robert** - Research Assistant (501-671-2231)

# APPENDIX

**UNIVERSITY OF ARKANSAS GRADUATE SCHOOL  
MASTER'S CALENDAR FOR ACADEMIC YEAR, 2002-2003**

**MASTER'S PROGRAM ADVISORY COMMITTEE**

The Master's Advisory Committee form, consisting of a major adviser and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School immediately following or at the time of admission to the program of study.

**MASTER'S THESIS COMMITTEE**

The Master's Thesis Committee form, consisting of a thesis director and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School as soon as the committee has been selected but no later than three months prior to the date of the comprehensive examination.

**MASTER'S THESIS TITLE**

The Master's Thesis Title form, consisting of the title of the thesis and approved by the thesis director, should be submitted (in duplicate) to the Graduate School as soon as the thesis topic has been established but no later than three months prior to the date of the comprehensive examination.

**THESIS REGISTRATION**

Those presenting a master's thesis as a part of the requirements for the master's degree must register for a minimum of six semester hours of master's thesis. Registration beyond six hours carries no degree credit. Consult your thesis director concerning registration for thesis. NOTE: The mark of "R" is the only acceptable mark reported when a thesis is in progress. A grade or mark may be assigned to the thesis when it has been accepted by the committee. Any grade assigned by the committee for thesis is to be recorded on the Record of Progress for the Master's Degree.

**INTELLECTUAL PROPERTY DISCLOSURE**

The Intellectual Property Disclosure form is required for **ALL** master's students submitting a master's thesis. This form must be submitted to the Graduate School by the time that the final copies of the thesis are submitted for deposit in the University Libraries.

**PRELIMINARY COPIES**

The thesis, after its acceptance by the thesis director, should be submitted for approval to each thesis committee member. The committee must receive the thesis at least three (3) weeks before the degree is to be conferred. You must obtain and follow the "Guide for Preparing Theses and Dissertations" that is available at our web site [www.uark.edu/depts/gradinfo](http://www.uark.edu/depts/gradinfo) or at the Union Bookstore.

**FINAL COPIES**

Two (2) unbound typewritten copies of the thesis in prescribed form should be submitted to the Graduate School at least **ONE WEEK BEFORE GRADUATION** (**August 2, 2002**, for the August 2002 diploma; **December 11, 2002**, for the December 2002 diploma; and **May 2, 2003**, for the May 2003 diploma).

**MASTER'S EXAMINATION**

The master's comprehensive examination should be scheduled at least **ONE (1) WEEK BEFORE GRADUATION** (prior to **August 2, 2002**, for the August 2002 diploma; **December 11, 2002**, for the December 2002 diploma; and **May 2, 2003**, for the May 2003 diploma).

**APPLICATION FOR THE DEGREE**

A student cannot be cleared for graduation until an application for the degree has been filed with the Registrar's Office and the appropriate graduation fee has been paid.

**The degree application is obtained from the Graduate School Office and filed with the Registrar in the semester in which the student expects to receive the degree.**

You must apply for the degree with the Registrar by:

- August 9, 2002** for an August 2002 diploma;
- December 18, 2002** for a December 2002 diploma;
- May 9, 2003\*** for a May 2003 diploma.

**\*To participate in the 2003 All-University Commencement, you should apply by February 21, 2003.**

If there are any questions with regard to any of the above information, please contact the Graduate School at 575-4401.

## MASTER'S CHECKLIST

Date of appointment \_\_\_\_\_

### First Semester: Spring/Fall 200\_\_

- Select Advisory Committee (at least 4 members, one from outside department). Submit Master's Program Advisory Committee form to Graduate School. **Date Completed:** \_\_\_\_\_

Committee: \_\_\_\_\_  
\_\_\_\_\_

- Prepare thesis proposal (submit for approval by Advisory Committee). **Date Completed:** \_\_\_\_\_
- Prepare schedule of proposed coursework (submit for approval by Advisory Committee).  
**Date Completed:** \_\_\_\_\_
- Schedule meeting of Advisory Committee to approve thesis proposal and coursework.  
**Date Completed:** \_\_\_\_\_

**Failure to meet these deadlines will result in loss of departmental assistantship until all requirements are completed!**

### Second (and fourth) Semester:

- Submit departmental Record of Progress form by **June 1**. (For students starting in January, this will be following their first [and third] semester). The form is available at [www.uark.edu/ArkHort/](http://www.uark.edu/ArkHort/).  
**Date Completed:** 2<sup>nd</sup> sem. \_\_\_\_\_ 4<sup>th</sup> sem. \_\_\_\_\_

**Failure to submit the Record of Progress by the deadline will result in loss of assistantship appointment until the requirement is completed!**

### Final Semester: Graduation and Thesis Completion Checklist

- Apply for graduation (see current Master's Calendar). **Date Completed:** \_\_\_\_\_
- Submit Master's Thesis Title and Master's Thesis Committee forms at least three months prior to date of the comprehensive exam. (The Thesis Committee must contain at least four members, one from outside the department). **Date Completed:** \_\_\_\_\_

Title: \_\_\_\_\_

Committee: \_\_\_\_\_  
\_\_\_\_\_

- Submit thesis to Thesis Committee at least three weeks prior to comprehensive exam/thesis defense.  
**Date Completed:** \_\_\_\_\_
- Schedule comprehensive exam/thesis defense at least one week prior to graduation (see current Master's Calendar). **Date Completed:** \_\_\_\_\_
- Submit approved and signed thesis (two unbound copies) to Graduate School at least one week before graduation (see current Master's Calendar). **Date Completed:** \_\_\_\_\_
- Thesis must be accompanied by an Intellectual Property Disclosure form. **Date Completed:** \_\_\_\_\_
- Provide department with hardbound copy of thesis (paid for by department). **Date Completed:** \_\_\_\_\_

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Revised September 6, 2002

RECORD OF PROGRESS—HORTICULTURE MASTER'S DEGREE PROGRAM

(To be submitted each spring by **June 1**)

At the end of the spring semester each year, MS candidates in the Horticulture Department are required to submit a progress report to **each member of their Advisory Committee, the Graduate Coordinator, and the Department Head** of the Department of Horticulture. Please update this page at the end of each spring semester:

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Date of initiation of MS program \_\_\_\_\_

Expected date of graduation \_\_\_\_\_

1. Advisory Committee Members: \_\_\_\_\_ (Advisor)

( form must be filed with the Graduate School

by end of the first semester)

Date filed \_\_\_\_\_

2. Date of first Advisory Committee meeting (**must** be by end of first semester) \_\_\_\_\_

3. Dates seminars given: Topic 1 \_\_\_\_\_ Exit \_\_\_\_\_

4. Thesis Title (the Thesis Title & Committee form must be submitted to the Graduate School at least three months before the defense of the thesis)

Date Thesis Title form submitted to Graduate School \_\_\_\_\_

Thesis Title \_\_\_\_\_

5. Comprehensive Examination (the student must pass a comprehensive examination at least two weeks prior to conferral of the degree). All faculty members in the Department of Horticulture should receive written notice of the exam.

Date Comprehensive Examination passed \_\_\_\_\_

6. Date of final acceptance of thesis by the Thesis Committee \_\_\_\_\_

7. Date thesis and abstract accepted by the library \_\_\_\_\_

8. Date Application for Degree form filed with Registrar's office and fee paid \_\_\_\_\_

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Spring Semester \_\_\_\_\_ (year) Please fill out a new page 2 for each year the report is submitted.

10. Coursework completed since last spring semester:

Course number	Course name	Grade received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Report of progress on research project (additional pages may be attached):

C. Professional activities, meetings attended, papers presented:

D. Comments by advisor:

Student (signature)\_\_\_\_\_

Advisor(signature)\_\_\_\_\_

**UNIVERSITY OF ARKANSAS GRADUATE SCHOOL  
DOCTORAL CALENDAR FOR ACADEMIC YEAR, 2002-2003**

**DECLARATION OF INTENT**

Prospective doctoral candidates must file a statement of intention to become a candidate for the doctoral degree with the Dean of the Graduate School after registering for the first semester of graduate work beyond the master's degree. No requirements for the doctoral degree can be fulfilled until the Declaration of Intent form has been filed with the Graduate Dean.

**DOCTORAL PROGRAM ADVISORY COMMITTEE**

The Doctoral Program Advisory Committee form, consisting of a major adviser and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School immediately after or at the time of the submission of the Declaration of Intent.

**CANDIDACY EXAMINATIONS**

Candidacy examinations must be passed at least ONE YEAR before completing all other requirements for the degree. When the student has passed candidacy, the Graduate School must be notified in writing from the major adviser or department head.

**DISSERTATION REGISTRATION**

Each doctoral candidate must register for a minimum of 18 hours of doctoral dissertation. After passing candidacy examinations, the student must register for at least one hour of dissertation each semester (including summer) until the degree is completed.

**DOCTORAL DISSERTATION COMMITTEE**

The Doctoral Dissertation Committee form, consisting of a dissertation director and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School at least ONE YEAR before the defense of the dissertation.

**DOCTORAL DISSERTATION TITLE**

The Doctoral Dissertation Title form, consisting of the title of the dissertation and approval by the dissertation director, should be submitted (in duplicate) to the Graduate School at least ONE YEAR before the defense of the dissertation.

**INTELLECTUAL PROPERTY DISCLOSURE**

The Intellectual Property Disclosure form is required for all doctoral students. This form must be submitted to the Graduate School by the time that the final copies of the dissertation are submitted for deposit in the University Libraries.

**PRELIMINARY COPIES**

Three copies of the dissertation should be to the dissertation committee at least six (6) weeks prior to the conferral of the degree. You must follow the "Guide for Preparing Theses and Dissertations" that is available at our web site [www.uark.edu/depts/gradinfo](http://www.uark.edu/depts/gradinfo) or at the Union Bookstore.

**ANNOUNCEMENT OF DISSERTATION DEFENSE**

Announcement of a doctoral candidate's dissertation defense must be submitted to the Graduate School at least TWO WEEKS prior to the date of the defense.

**FINAL COPIES**

When the dissertation is approved by the committee, two (2) unbound copies, complete with the abstracts and original signatures by the committee on the signature sheets, must be submitted to the Graduate School at least ONE WEEK before the degree is to be conferred (**August 2, 2002**, for the August 2002 diploma; **December 11, 2002**, for the December 2002 diploma; and **May 2, 2003**, for the May 2003 diploma).

**APPLICATION FOR THE DEGREE**

A student cannot be cleared for graduation until an application for the degree has been filed with the Registrar's Office and the appropriate graduation fee has been paid.

**The degree application is obtained from the Graduate School Office and filed with the Registrar in the semester in which the student expects to receive the degree.**

You must apply for the degree with the Registrar by:

**August 9, 2002** for an August 2002 diploma;

**December 18, 2002** for a December 2002 diploma;

**May 9, 2003\*** for a May 2003 diploma.

**\*To participate in the 2003 All-University Commencement, you should apply by February 21, 2003.**

If there are any questions with regard to any of the above information, please call the Graduate School at 575-4401.

## DOCTORAL CHECKLIST

Date of appointment \_\_\_\_\_

**First Semester: Spring/Fall 200** \_\_\_\_

- Select Advisory Committee (at least 5 members, see requirements). Submit Doctoral Program Advisory Committee form to Graduate School. **Date Completed:** \_\_\_\_\_

Committee: \_\_\_\_\_  
\_\_\_\_\_

- Prepare dissertation proposal (submit for approval by Advisory Committee). **Date Completed:** \_\_\_\_\_
- Prepare schedule of proposed coursework (submit for approval by Advisory Committee).  
**Date Completed:** \_\_\_\_\_
- Schedule meeting of Advisory Committee to approve dissertation proposal and coursework.  
**Date Completed:** \_\_\_\_\_

**Failure to meet these deadlines will result in loss of departmental assistantship until all requirements are completed!**

**Second ( & fourth & sixth) Semester:**

- Submit departmental Record of Progress form by **June 1**. (For students starting in January, this will be following their first, third, a & fifth] semester). The form is available at [www.uark.edu/ArkHort/](http://www.uark.edu/ArkHort/).  
**Date Completed:** 2<sup>nd</sup> sem. \_\_\_\_\_ 4<sup>th</sup> sem. \_\_\_\_\_ 6<sup>th</sup> sem. \_\_\_\_\_

**Failure to submit the Record of Progress by the deadline will result in loss of assistantship appointment until the requirement is completed!**

**Final Year: Candidacy, Graduation, and Dissertation Completion Checklist**

- Candidacy (qualifying) exams must be passed at least one year before completion of the degree.
- Submit Doctoral Dissertation Title and Doctoral Dissertation Committee forms at least one year prior to date of the dissertation defense. (The Dissertation Committee must contain at least five members, see requirements).  
**Date Completed:** \_\_\_\_\_

Title: \_\_\_\_\_

Committee: \_\_\_\_\_

- Submit dissertation to Dissertation Committee at least eight weeks prior to dissertation defense.  
**Date Completed:** \_\_\_\_\_
- Schedule dissertation defense at least four weeks prior to graduation. **Date Completed:** \_\_\_\_\_
- Submit defense announcement to Graduate School at least two weeks prior to the date of the defense.
- Submit approved and signed dissertation (two unbound copies) to Graduate School at least one week before graduation (see current Doctoral Calendar). **Date Completed:** \_\_\_\_\_
- Apply for graduation (see current Doctoral Calendar). **Date Completed:** \_\_\_\_\_
- Dissertation must be accompanied by an Intellectual Property Disclosure form. **Date Completed:** \_\_\_\_\_
- Provide department with hardbound copy of dissertation (paid for by dept). **Date Completed:** \_\_\_\_\_

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**RECORD OF PROGRESS---PLANT SCIENCE DOCTORAL PROGRAM**

(To be submitted each spring by **June 1**)

At the end of the spring semester each year, PTSC candidates (Horticulture concentration) are required to submit a progress report to **each member of their Advisory Committee, the Graduate Coordinator, and the Department Head** of the Department of Horticulture. Please update this page at the end of each spring semester:

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Date of Initiation of PhD Program \_\_\_\_\_ Expected date of graduation: \_\_\_\_\_

1. Declaration of Intent filed (must be filed upon registering for the first semester in the PhD Program): Date \_\_\_\_\_

2. Advisory Committee Members: \_\_\_\_\_ (Advisor)  
(must be filed with the Graduate School immediately after or at the time of the Declaration of Intent)

Date filed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date of first Advisory Committee meeting: \_\_\_\_\_

4. Candidacy examinations (written and oral) must be passed at least one year before completing all other requirements for the degree. The Graduate School must be notified when the student has passed candidacy.

Date when student passed the candidacy examination: Written \_\_\_\_\_ Oral \_\_\_\_\_

5. Colloquium Requirement (The student is required to take two semesters of Plant Science Colloquium, one directed by a member of each department).

Semester Colloquium taken: Semester 1 \_\_\_\_\_ Semester 2 \_\_\_\_\_

6. Dates seminars given: Research proposal \_\_\_\_\_ Topic 1 \_\_\_\_\_ Topic 2 \_\_\_\_\_ Exit (required) \_\_\_\_\_

7. Doctoral Dissertation Title and Dissertation Committee (A form with the Doctoral Dissertation Title and Dissertation Committee, the latter consisting of a dissertation director and at least four other members of the graduate faculty, must be submitted to the Graduate School at least one year before the defense of the dissertation.)

Date Doctoral Dissertation Title and Dissertation Committee form submitted to Graduate School \_\_\_\_\_

Dissertation Title \_\_\_\_\_

8. Date residency requirement satisfied \_\_\_\_\_

9. Final Oral Examination (The student must pass an oral examination in defense of the dissertation at least four weeks prior to conferral of the degree. All faculty members in the Plant Science Program should receive written notice of the exam. Announcement of a doctoral candidate's dissertation defense and a copy of the dissertation abstract must be submitted to the Graduate School at least two weeks prior to the date of the defense.)

Date Final Oral Examination passed: \_\_\_\_\_

10. Date of final approval of candidate's program and acceptance of dissertation by the Doctoral Committee \_\_\_\_\_

11. Date dissertation and abstract accepted by the library \_\_\_\_\_

12. Date Application for Degree form filed with Registrar's office and fee paid \_\_\_\_\_

Spring Semester \_\_\_\_\_ (year) Please fill out a new page 2 for each year the report is submitted.

A. Coursework completed since last spring semester:

Course number	Course name	Grade received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Report of progress on research project (additional pages may be attached):

C. Professional activities, meetings attended, papers presented:

D. Comments by advisor:

Student (signature) \_\_\_\_\_

Advisor (signature) \_\_\_\_\_