HANDBOOK

for

GRADUATE STUDENTS

In the

DEPARTMENT OF

PLANT PATHOLOGY

Dale Bumpers College of Agricultural, Food and Life Sciences
Agricultural Experiment Station
Fayetteville, Arkansas

Revised: October 2011-CKM
An Open Letter to Our New Graduate Students

Dear New Graduate Student:

Welcome to the University of Arkansas and to the Department of Plant Pathology. As a graduate student, you are expected to undergo a significant philosophical change, from being just a student to being a knowledgeable scientist. Although grades in academic work will remain important, emphasis will be directed to using scientific knowledge in original research and reporting this research in a thesis or dissertation and scientific publications. As part of this process, you will develop strong personal and professional relationships with the faculty and other graduate students that will be maintained for the rest of your life.

Our mission in the Department is two-fold. First, to help you develop to your fullest potential as a person; and second, to contribute to the body of scientific knowledge. This manual contributes to these objectives by presenting the policies with which you should be familiar as you progress through your program.

While I encourage you to be familiar with all the items in this document, pay special attention to the duties and responsibilities of a Graduate Assistant and the Departmental policies regarding graduate committees. Your advisor will be primary source of information; any concerns or problems should be directed to him or her first, and then to me if a resolution cannot be obtained.

While there are certain requirements determined by the Graduate School and Department, there is much flexibility in how one progresses. Each advisor will direct a graduate student differently. This variability is a reflection of personal philosophy, the discipline involved, and resources available to the professor and student. This flexibility is one of the strengths of a graduate program. It allows the student to develop to his or her fullest potential and it places that responsibility of pursuing knowledge upon the student.

I have an open door policy at all times, I welcome your comments and suggestions, as well as visits on how you are doing. Again, welcome to the Department of Plant Pathology at the University of Arkansas.

Sincerely,

A. Rick Bennett
Professor and Department Head
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to New Students</td>
<td>2</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>Faculty in Plant Pathology</td>
<td>6</td>
</tr>
<tr>
<td>List of Courses</td>
<td>8</td>
</tr>
<tr>
<td>Requirements for Graduate Standing</td>
<td>9</td>
</tr>
<tr>
<td>Responsibilities of the Graduate Programs</td>
<td>12</td>
</tr>
<tr>
<td>Responsibilities of the Graduate Students</td>
<td>13</td>
</tr>
<tr>
<td>Guidelines for Master of Science in Plant Pathology</td>
<td>14</td>
</tr>
<tr>
<td>Guidelines for the Doctor of Philosophy in Plant Science</td>
<td>18</td>
</tr>
<tr>
<td>Cell and Molecular Biology Program</td>
<td>24</td>
</tr>
<tr>
<td>Plant Pathology Seminar and Other Requirements</td>
<td>29</td>
</tr>
<tr>
<td>Summary of Procedures for Masters Degrees</td>
<td>32</td>
</tr>
<tr>
<td>Summary of Procedures for Doctoral Degrees</td>
<td>34</td>
</tr>
<tr>
<td>University Services and Programs</td>
<td>36</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

DEPARTMENT OF PLANT PATHOLOGY
UNIVERSITY OF ARKANSAS
FAYETTEVILLE

Plant pathologists strive to understand disease causing agents, the nature of disease, and develop methods and approaches to minimize the impact of disease on food, fiber and ornamental plants. Because most plant diseases result from the interactions of a host with a pathogen in a particular environment, plant pathologists must be broadly educated and experienced in disciplines including biochemistry, botany, genetics, molecular biology, microbiology, mycology, nematology, virology, and bacteriology.

The mission of the Department of Plant Pathology at the University of Arkansas is to conduct basic and problem-oriented research that generates, disseminates and applies the knowledge of plant diseases and their causal agents. This is done in order to minimize crop losses, ensure sustainable agricultural productivity and enhance the stewardship of our natural resources and the environment.

The Department of Plant Pathology at the University of Arkansas was founded in 1909 and has a strong tradition in plant pathology research and education. The Department offers programs leading to the Master of Science and Doctor of Philosophy degrees. The M.S. and Ph.D. programs offer intensive, research-oriented education and training in both the applied and fundamental aspects of the science of plant pathology. The faculty pursue discipline-oriented research programs emphasizing bacteriology, mycology, nematology and virology; as well as crop-oriented research aimed at solving specific disease problems. Research topics range from molecular aspects of disease and pathogens to applied research on disease control methods for major food and fiber crops.

Graduate Programs: Graduate programs in the Department of Plant Pathology provide professional education and training leading to an M.S. in Plant Pathology or Cell and Molecular Biology, or a Ph.D. in Plant Science or Cell and Molecular Biology. All programs are accredited by the North Central Association of Colleges and Secondary Schools. The department also participates in the AFLS master’s program. Students can enter the graduate programs in the department from many areas of undergraduate emphasis, however, a background in biological sciences is very desirable. Previous course work in plant pathology is helpful, but not necessary. Original research that culminates in a thesis or dissertation is required of all graduate students. Although the
degrees are research oriented, the rigorous graduate programs prepare students for careers in research, teaching and public service. Previous graduates are employed by industry, governmental agencies, educational institutions, and foundations. The only graduate program in Plant Pathology in Arkansas is at the University of Arkansas.

The Department of Plant Pathology is housed in the Plant Sciences Building and the Rosen Alternative Pest Control Center located on the University of Arkansas campus. Both facilities contain modern laboratories and offices, and the Rosen Center is equipped with state-of-the-art greenhouses and plant growth chambers. The Cralley-Warren Laboratory, located two miles from campus on the Experiment Station Farm in Fayetteville houses the Nematology program. In addition, faculty are located at several locations statewide. The Plant Diagnostic Laboratory is also located at the Experiment Station Farm. Field research can be conducted at the Fayetteville Station, at one of the four Research and Extension Centers or at one of the numerous research stations located throughout Arkansas. At present, the faculty in Plant Pathology numbers 17 with 12 located on the Fayetteville campus, 5 at off-campus locations.
Faculty of the Department of Plant Pathology

A. Rick Bennett  (Ph.D., West Virginia University) Professor and Department Head, Plant Pathology.

Burton H. Bluhm  (Ph.D., Purdue University) Molecular plant pathology; Corn Pathology - conducts research on the molecular basis of mycotoxin biosynthesis by ear rot pathogens, identifying kernel properties; and Soybean Pathology – identifying resistance to C. sojina and soybean Sudden Death Syndrome (SDS) by characterizing genes in the pathogen required for virulence.

Clifford Coker  Extension Plant Pathologist - Soybean, Tomato, Cotton, Vegetable Crops

James C. Correll  (Ph.D., University of California, Berkeley) Vegetable Diseases; conducts research on vegetable diseases and their control with emphasis on diseases of cucurbits and spinach; and population structures of plant pathogenic fungi.

Terrence L. Kirkpatrick  (Ph.D., North Carolina State University) Field Crop Diseases; SWREC, conducts research on diseases of field crops and their control with emphasis on nematodes of cotton, soybeans, and vegetables.

K.L. Korth  (Ph.D., North Carolina State University) Molecular interactions of plants and pests; conducts research on plant responses to herbivory and insect-derived factors.

Eugene A. Milus  (Ph.D., Washington State University) Small Grain Diseases; conducts research on diseases of small grains and their control with emphasis on diseases of wheat.

Robert T. Robbins  (Ph.D., North Carolina State University) Plant Nematology; innovative and comprehensive basic and applied research on the systematics, biology, ecology and management of plant parasitic nematodes.

Craig S. Rothrock  (Ph.D., University of Illinois) Soilborne Diseases and Soil Ecology; conducts research on diseases caused by soilborne plant pathogens and their control using cultural, chemical and alternative strategies.

John C. Rupe  (Ph.D., University of Kentucky) Soybean Diseases, conducts research on the epidemiology of plant pathogens with emphasis on soybean diseases and their control, especially sudden death syndrome and charcoal rot.
Ples Spradley  Extension Pesticide Specialist. Coordinates the Pesticide Safety Education Program.

Ronald J. Sayler  (Ph.D., University of California – Davis) Molecular Biology and Bacterial Pathogens; conducts research on the panicle rice mite.

David O. TeBeest  (Ph.D., University of Wisconsin, Madison) Corn and Sorghum Pathology; conducts research on the molecular ecology and epidemiology of rice blast, corn and sorghum diseases and mycoherbicides.

Ioannis E. Tzanetakis  (Ph.D., Oregon State University) Plant Virology; conducts research on the epidemiology of small fruit crops, ornamentals and soybean and gene function of RNA viruses.

Stephen R. Vann  (Ph.D., Texas A & M University) Extension Urban Plant Pathology and Master Gardener; identifies all plant diseases on urban agriculture in Arkansas.

Michael E. Vayda  (Ph.D., Princeton University) Dean of the Dale Bumpers College of Agricultural Food and Life Sciences

# Courses Offered by the Department of Plant Pathology

Dale Bumpers College of Agricultural Food and Life Sciences
University of Arkansas, Fayetteville

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title / Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLPA 3004</td>
<td>Principles of Plant Pathology / Rothrock</td>
</tr>
<tr>
<td>PLPA 4223</td>
<td>Plant Disease Control / TeBeest</td>
</tr>
<tr>
<td>PLPA 4304</td>
<td>Applied Plant Disease Management / Correll</td>
</tr>
<tr>
<td>PLPA 4333</td>
<td>Biotechnology in Agriculture / Korth</td>
</tr>
<tr>
<td>PLPA 5001</td>
<td>Seminar/ Rotating Faculty Members</td>
</tr>
<tr>
<td>PLPA 504V</td>
<td>Special Topics / the Faculty</td>
</tr>
<tr>
<td>PLPA 5303</td>
<td>Advanced Plant Pathology: Genetics and Physiology/ Milus and Korth</td>
</tr>
<tr>
<td>PLPA 5313</td>
<td>Advanced Plant Pathology: Ecology and Epidemiology/ TeBeest, Rothrock, and Rupe</td>
</tr>
<tr>
<td>PLPA 5404</td>
<td>Diseases of Economic Crops / Milus, Correll, Kirkpatrick, Rothrock, Rupe, TeBeest and Vann</td>
</tr>
<tr>
<td>PLPA 5603</td>
<td>Plant Pathogenic Fungi / Bluhm and Correll</td>
</tr>
<tr>
<td>PLPA 6203</td>
<td>Plant Virology / Tzanetakis</td>
</tr>
<tr>
<td>PLPA 6303</td>
<td>Plant Nematology / Kirkpatrick and Robbins</td>
</tr>
<tr>
<td>PLPA 6503</td>
<td>Plant Bacteriology</td>
</tr>
<tr>
<td>PTSC 6101</td>
<td>Colloquium in Plant Sciences/ Rotating Faculty Members</td>
</tr>
</tbody>
</table>
REQUIREMENTS FOR GRADUATE STANDING

Graduate students must comply with all policies, procedures and standards described by both the Graduate School and the Department of Plant Pathology in order to maintain graduate student standing in the Department of Plant Pathology. The student is responsible for adhering to regulations outlined by the Graduate School Catalog and those stated in all Department policies.

APPOINTMENTS

Assistantships

Acceptance of an assistantship constitutes a contractual agreement with the University of Arkansas:

The Department of Plant Pathology requirement for an assistantship is a cumulative GPA of 3.0. A student may be removed from a halftime appointment and placed on probation if their GPA falls below 2.85. If the student raises the cumulative GPA to 3.0, an appointment may be reinstated. Termination of graduate assistantships is automatic upon graduation or upon the reaching the maximum number of semesters permitted for each degree program. No provisions are made to employ an assistant beyond the date of the semester in which the student completes his or her degree.

Research assistants are considered employees and their appointments extend to the end of their annual contracts.

Other Financial Aid

Domestic graduate students are eligible for various kinds of support through federally funded programs. Occasionally, other scholarships or grants are made available that may be awarded to graduate students. Funds for such grants fluctuate with contributors. Minority scholarships or fellowships are often available. Applications may be secured from and any questions directed to Financial Aid Office, Rm. 104 Hunt Hall, Fayetteville, AR 72701 or from the Graduate School. The Departmental office also has a file on scholarships available.

Registration

A schedule of classes for each semester can be acquired online at http://isis.uark.edu/. Brief descriptions of courses and prerequisites are found in the Graduate Catalog.
Half-time Graduate Research Assistants are required to register for classes as follows:

Spring and Fall Semester; 6 hours (maximum is 10 hours) Additional 2 credits may be taken at students expense.
Summer session: 3 hours (maximum of 4) enrollment may be for any summer session. If appointment is made during any of the summer sessions, registration is required for any remaining sessions.

Out-of-State Tuition.

Out-of-state tuition is waived for students on half-time graduate research assistant appointments. In-state tuition fees are paid for these students from the same account from which their stipend is paid.

Maximum Allowable Time to be Appointed to a Graduate Assistantship

The MS and PhD degree is expected to be completed in two years and four or five years, respectively, by graduate research assistants enrolled in degree programs. The following time limits do not include summer sessions but do include the semester in which an assistantship begins even if it begins in mid-session. Assistantships will be withdrawn after completion of the final semester.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.S.</td>
<td>4 semesters (beyond the Bachelors)</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>8 semesters (beyond the Masters)</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>10 semesters (beyond the Bachelors)</td>
</tr>
</tbody>
</table>

Employment Responsibilities

Graduate Research assistants are expected to be available for work each working day unless on approved leave. See section on "Responsibilities of the Graduate Student."

Probation or Termination

If a Plant Pathology graduate student's cumulative GPA on graduate course work falls below a 2.85, the student will be placed on academic probation. The student will be subsequently dismissed from the program if the cumulative GPA is not raised to 2.85 after taking up to 6 more course credits.
The Graduate School has adopted general policies for graduate research assistantships that govern the appointments and obligations of the University, the Graduate School and graduate assistants. Plant Pathology Department regulations follow these Graduate School policies. For the most up to date policy, please see: http://grad.uark.edu/dean/GRADUATE_STUDENT_HANDBOOK.pdf
RESPONSIBILITIES OF THE GRADUATE PROGRAM

Responsibilities of the Department Head

The Department Head is the chief executive for the major professor, the advisory committee, and the student. He serves as an ex-officio member of all committees and may advise any committee member, the major professor, or the student in regard to quality of the student's performance.

Recent legislation requires each department to have an educational assessment plan for the evaluation of students as they finish their advanced degrees. In plant pathology, this plan includes an oral exit interview with the department head in addition to the oral defense normally required for the degree.

Responsibilities of the Major Professor

The major professor assists the student in choosing his or her graduate research project and provides advice throughout the student's graduate program. The method and philosophy of developing and carrying out a graduate program should rest with the major professor in consultation with the student's advisory committee. The major professor should approve all course work and review the progress of the student regularly. The advisor should approve the student's thesis/dissertation before it is submitted to the advisory committee and should examine the final copy of the thesis/dissertation that is submitted to the Graduate School before affixing his/her signature to denote approval of the quality of the research and the mechanical and literary quality of the document.

Responsibilities of the Advisory Committee

Members of the advisory committee, appointed by the major professor and the department head, are an advisory board to both the major professor and the graduate student. They also conduct examinations and approve the thesis/dissertation. Supervision of the performance of the graduate student is the responsibility of the major professor, but members of the committee may suggest course work, research techniques, or other needs that will promote success of the student's program. A member of the advisory committee may serve to advise the student in a special area of expertise and can coordinate portions of the student's research in agreement with the major professor. The signature of a member of the advisory committee on the student's thesis/dissertation indicates that the committee member believes the quality of both the research and the thesis/dissertation merits approval.
RESPONSIBILITIES OF THE GRADUATE STUDENT

To the Graduate School

It is the responsibility of each graduate student to comply with regulations governing the University of Arkansas and the graduate program as outlined in the Graduate School Catalog http://grad.uark.edu/dean/GRADUATE_STUDENT_HANDBOOK.pdf. Important deadlines can be met only if the student is familiar with criteria in the catalog and with notifications that are published periodically, particularly during registration procedures.

To the Department

The department considers it the obligation of the graduate student, and not of the major advisor, to initiate all actions required for fulfilling the requirements for the degree.

The graduate student who holds an assistantship of any kind should consider that position a professional obligation and fulfill responsibilities with full regard for professional ethics. Problems that arise should be discussed first with your major professor. If your major professor cannot deal with a problem, you may wish to see the department head.

As a graduate student involved in research, you may sometimes be responsible for negotiating with other institutions, industries, or private individuals in relation to funds, supplies, or services. Your communications with such individuals should be conducted with full understanding of university policies and regulations.

To the Advisory Committee

The student's committee serves both as an advisory committee for his or her graduate program and as a thesis/dissertation and written/oral examining committee. The student should seek the help of any member of the committee whenever it becomes desirable during the course of study. Any major changes in the course work or research will be done in consultation with the committee members.
GUIDELINES FOR MASTER OF SCIENCE IN PLANT PATHOLOGY

Admission

After admission to the Graduate School and the MS program in the Plant Pathology Department, the student will be assigned to a major professor. Applicants are given equal consideration regardless of their economic or social status, handicaps, race, color, sex or creed. The major professor, in consultation with the student and with the approval of the Head of the Department, will form a graduate advisory committee consisting of at least three members (including the major professor) at the first practical opportunity. The committee will consist of graduate faculty members representing the department and at least one member from a relevant field outside the Department. The Graduate School requires a minimum of three members with Group II graduate faculty status or higher. The composition of the student's graduate committee may be changed with the written approval of the Department Head and the Dean of the Graduate School. It is expected that this will be completed in the first semester of a graduate student's program.

Advisory Committee Form, submit to Grad School:
http://grad.uark.edu/forms/student/masters-adv-comm.pdf

The Head of the Department will be an ex-officio (by virtue of office) member of all committees. The student or major professor must contact the prospective committee members to determine whether those faculty are willing to serve on the student's committee.

The student's graduate committee will serve as an advisory committee for the student's graduate program and as the thesis and oral examining committee. The committee will be informed, at the conclusion of each semester, of the progress being made. Major changes in the study course or research must be done in consultation with the committee members.

Thesis Committee Form, submit to Graduate School:

The major professor will, at the earliest opportunity, call a meeting of the student and committee. The student should present a tentative outline of the course work (minimum of 24 course hours and six thesis hours) and a research proposal on the objectives and procedures involved in the thesis. The committee will establish a definite plan of study and research at this time or, if necessary, in a second such meeting.
An outline of the student's plan of study (i.e. Memorandum of Courses) will be completed by the student and major professor, and copies should be forwarded to the Head of the Plant Pathology Department, and members of the graduate committee for their files.

**Advisory Committee**

Students accepted into the program but who have several deficiencies or have not designated a strong research interest in a sub-discipline or major professor, will be advised by a Program of Study Committee appointed by the Department Head until a major advisor is selected.
Academic Requirements for the Master of Science in Plant Pathology

The basic course requirements for each degree candidate in the MS program will be arranged on an individual basis by the student and their Advisory Committee and must include courses listed below. A minimum of 24 graduate level hours in course work (15 in Plant Pathology) plus 6 hours of thesis credit is required. If a student has not taken an introductory course in plant pathology prior to being accepted in the program, the student must take PLPA 502V Special Problems – Plant Pathology Principles for two credits.

No more than 3 hours of Seminar and 6 hours of Special Problems may be included in the 30 hours.

Minimum course work requirements for completion of the Master of Science Program in Plant Pathology:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course work</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3)</td>
<td>Concept Courses</td>
</tr>
<tr>
<td>(3)</td>
<td>Seminar</td>
</tr>
<tr>
<td>(3)</td>
<td>Discipline Courses</td>
</tr>
<tr>
<td>(6)</td>
<td>Plant Pathology electives</td>
</tr>
<tr>
<td>(9)</td>
<td>Electives</td>
</tr>
<tr>
<td>(6)</td>
<td>Thesis</td>
</tr>
<tr>
<td>30</td>
<td>Total</td>
</tr>
</tbody>
</table>

* Concept Courses include PLPA 5303, Host Pathogen Genetics/Physiology and PLPA 5313, Ecology and Epidemiology.
* Seminar, proposal, topic, and exit seminars.
* Discipline Courses include Plant Pathogenic Fungi, Plant Nematology, Plant Virology, and Plant Bacteriology.
* Plant Pathology electives include Plant Disease Control, Diseases of Economic Crops, Plant Disease Management, the concept courses, and discipline courses.
* Electives may include any graduate level course in subject matter related to MS program completion.

Only grades of A or B in graduate courses are considered acceptable for demonstrating minimal competency for departmental requirements. For grades below a B, the student may be required to complete assignments, coursework or repeat the course as determined by their advisor and advisory committee. If the cumulative GPA falls below 3.0 or research or academic progress is unsatisfactory, the student will be evaluated by their Advisory Committee. The decision of the Advisory Committee may be appealed to
the faculty of the Department of Plant Pathology.

Masters Thesis Title Form, submit to Graduate School:

A thesis is required. Only 6 hours of thesis (research) credit may be applied toward the 30-hour degree requirement although additional thesis credits may be earned. The thesis title must be submitted to the Dean of the Graduate School at least 3 months before the comprehensive examination. A thesis draft for Advisory Committee must be submitted at least 3 weeks before the examination. Final copies of the thesis must be submitted to the Advisory Committee at least 1 week before the examination. The examination must be held at least 1 week before the degree is to be conferred. The thesis, in final form, must be deposited with the Graduate School at least 1 week before the degree is to be conferred.

Masters Record of Progress Form, submit to Graduate School:
http://grad.uark.edu/forms/student/progress-record.pdf

Intellectual Property Disclosure Form, submit to Graduate School:
http://grad.uark.edu/forms/student/intellpropdisclose.pdf

NOTE: A student cannot be cleared for degree conferral until an application for the degree has been filed with the Registrar's Office and the graduation fee paid. A comprehensive oral examination is required of all degree candidates. A written examination may be requested by the Advisory Committee. The examinations will be given by the Advisory Committee.

Guide to Preparing Masters Thesis and Dissertation:
http://grad.uark.edu/dean/thesisguide.php
GUIDELINES FOR THE DOCTOR OF PHILOSOPHY IN PLANT SCIENCE

Graduate School Admission Policy

The Plant Science Ph.D. Program is jointly offered by the Departments of Horticulture and Plant Pathology. The Plant Science Ph.D. Steering Committee, composed of three Category I graduate faculty members from each department, will serve as the admissions committee and as a coordinating body for the program. Applicants are given equal consideration regardless of their economic or social status, handicaps, race, color, sex or creed.

Doctoral candidates must file a Declaration of Intent Form with the Dean of the Graduate School before registering for the first semester in the Ph.D. program.

Graduate Advisory Committee

Upon initiation of their Ph.D. studies, students in the Department of Plant Pathology who have not selected a major professor will be advised by the Department Head and a Program of Study Committee until an academic advisor is selected.

The Graduate Advisory Committee must include at least five members of the graduate faculty. The committee will include a Faculty Advisor 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. This committee shall be chosen by the major professor and the candidate and approved by the Dean of the Graduate School. The department heads are ex-officio members of each Graduate Advisory Committee in their department.

The major professor will, at the earliest opportunity, call a meeting of the student and committee. The student should present a tentative outline of the course work (minimum of 24 course hours and six thesis hours) and a research proposal on the objectives and procedures involved in the thesis. The committee will establish a definite plan of study and research at this time or, if necessary, in a second such meeting.

An outline of the student’s plan of study (i.e. Memorandum of Courses) will be completed by the student and major professor, and copies should be forwarded to the Head of the Plant Pathology Department, and members of the graduate committee for their files.
Advisory Committee Form, submit to the Graduate School:  
http://grad.uark.edu/forms/student/doctoral-comm.pdf

The student will inform the Graduate Advisory Committee by written report of his/her academic and research progress at the conclusion of each Spring semester. A copy of this report will be forwarded to the Steering Committee Chairman.

Dissertation Committee Form, submit to Graduate School:  
http://grad.uark.edu/forms/student/doctoral-diss-comm.pdf

Academic requirements

General course requirements for each degree candidate will be arranged on an individual basis by the Faculty Advisor, the Advisory Committee and the candidate. A list of courses should be approved by the Graduate Advisory Committee. Alternate courses may be selected, at the discretion of the committee, in the event that any of those selected are not offered.

Course requirements and recommendations

Course requirements are determined by the Graduate Advisory Committee. However, the following course requirements must be met: at least 3 graduate course credits in each participating department and at least 6 graduate course credits outside these departments, appropriate to the area of dissertation research, and a minimum of 18 hours of dissertation credit. If a student has not taken an introductory course in plant pathology prior to being accepted in the program, the student must take PLPA 502V Special Problems – Plant pathology principles for two credits

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

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>Colloquium&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>(3)</td>
<td>Horticulture: a Plant Science requirement&lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>(4)</td>
<td>Seminar&lt;sup&gt;c&lt;/sup&gt;</td>
</tr>
<tr>
<td>(6)</td>
<td>Electives Graduate Courses (4000 level and above)</td>
</tr>
<tr>
<td>(18)</td>
<td>Dissertation</td>
</tr>
</tbody>
</table>
All candidates in the Doctoral Program in Plant Science in the Department of Plant Pathology are also required to complete the following courses or must demonstrate previous equivalent course work (credit hours):

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>(6)</td>
<td>Plant Pathology Concept courses $^d$</td>
</tr>
<tr>
<td>(3)</td>
<td>Plant Disease Control or Plant Disease Management</td>
</tr>
<tr>
<td>(4)</td>
<td>Diseases of Economic Crops</td>
</tr>
<tr>
<td>(9)</td>
<td>Discipline Courses $^e$</td>
</tr>
</tbody>
</table>

The student should have course work in plant taxonomy, physiology and anatomy, genetics, chemistry through biochemistry, and statistics.

Students in the Plant Science Program specializing in Plant Pathology are expected to be well-versed in areas relevant to the discipline and should have course work in mycology, plant virology, nematology, bacteriology and molecular biology.

Forty Two credits beyond a Masters Degree are required or 72 credits beyond a Bachelors Degree.

$^a$ Plant Science requirements include two credits in colloquium, one directed by faculty from the Department of Horticulture and one directed by faculty from the Department of Plant Pathology.

$^b$ Any course offered by Horticulture at the graduate level may fulfill this requirement.

$^c$ Seminars must include a dissertation proposal seminar, two topic seminars and an exit seminar. CSES 5103 Scientific Presentations may be substituted for one topic seminar.

$^d$ Concept courses are PLPA 5303, Host Pathogen Genetics/Physiology and PLPA 5313, Ecology/Epidemiology.

$^e$ Discipline courses include Plant Pathogenic Fungi, Plant Nematology, Plant Virology and Plant Bacteriology.
Grades

Only grades of A or B in graduate courses are considered acceptable for demonstrating minimal competency for departmental requirements. For grades below a B, the student may be required to complete assignments, coursework or repeat the course as determined by their advisor and advisory committee.

Failure to maintain a cumulative grade point average of at least 3.0, or unsatisfactory research or general academic progress will result in the re-evaluation of the student by his/her Graduate Advisory Committee and may result in the student's termination. The decision of the Graduate 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.

Teaching Requirements

Students in the Plant Science Ph.D. program will be expected to gain teaching experience by assisting in the teaching of a plant pathology course for one semester. Students with teaching experience can appeal to the Graduate Admissions Committee to waive this requirement.

Candidacy Examinations

Students must satisfactorily pass written and oral candidacy examinations covering his/her discipline and supporting areas. **The exam must be taken approximately 2 years after starting the Ph.D. program and no later than one year before completion of the degree program.**

The Graduate School must be notified of exam results within 2 weeks [http://grad.uark.edu/forms/student/CandidacyExamNotify.pdf](http://grad.uark.edu/forms/student/CandidacyExamNotify.pdf)

After the student has passed the candidacy examinations, the student must register for at least one hour of dissertation each semester and one hour during the summer session until the dissertation is completed, whether the student is in residence or off 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.

Dissertation topic

Each candidate must complete a doctoral dissertation on some topic in the major field.
The topic selection shall be made and a title filed with the Dean of the Graduate School at least one year before the final examination. The specific problem and subject of the dissertation will be determined by the faculty advisor, the candidate, and the Graduate Advisory Committee.

Dissertation Title Form to Graduate School in Duplicate:  
http://grad.uark.edu/forms/student/doctoral-title.pdf

Dissertation preparation and defense guidelines

Please see: http://grad.uark.edu/dean/thesisguide.php for a “Guide for Preparing Theses and Dissertations”

The following timetable must be followed for preparation and defense of the dissertation.

Six weeks before conferral of Degree: Graduate Advisory Committee receives the draft of the dissertation. Provisional approval of the dissertation must be given by all members of the Graduate Advisory before the dissertation defense.

Two weeks prior to the date of the dissertation defense: An announcement of the doctoral candidate's dissertation defense must be submitted to the Graduate School.

Doctoral Record of Progress: The Doctoral Record of Progress form will be sent to the major adviser when the Graduate School receives notice of the final defense. Announcement of a doctoral candidate's defense must be submitted to the Graduate School at least TWO WEEKS prior to the date of the defense. Please include your full name, defense title, defense date, time, location and major adviser.

Submit announcements to Terri Fisher (tfisher@uark.edu).

One week prior to conferral of the degree, the dissertation and an abstract of not more than 350 words must be deposited with the Graduate School, and copy of the dissertation shall be presented to the candidate's department of emphasis.

Intellectual Property Disclosure Form to the Graduate School:  
http://grad.uark.edu/forms/student/intellpropdisclose.pdf
A student cannot be approved for conferral of a degree until an application for the degree has been filed with the Registrar's Office and the fee paid.
Cell and Molecular Biology Program

The Department also has students in the Cell and Molecular Biology program. Below are specific requirements for this program. For more information about the program, see: [http://cemb.uark.edu/](http://cemb.uark.edu/)

**Graduate Advising Committee**
- All students in the program must formulate a Graduate Advising Committee
- Each committee must contain Cell and Molecular Biology faculty representing a minimum of two different academic departments, and if possible two different colleges.
- M.S. Candidates
  - The committee will consist of a minimum of 3 Cell and Molecular Biology faculty.
- Ph. D. Candidates
  - The committee will consist of a minimum of 4 Cell and Molecular Biology faculty for Ph.D. candidates.

**Program of Study**
- Course Requirements
  - All candidates for a degree in this program are required to complete CHEM 5813 and CHEM 5843, or their equivalent.
  - All candidates must enroll every fall and spring semester in the Cell and Molecular Biology designated seminar course (CEMB 5911) or a CEMB approved seminar course.
    - CEMB approved seminar courses are BIOL 5001 Cell Society, and CHEM 6011 Biochemistry Seminar
    - Upon successful petition from the students Graduate Advisory Committee to the Director, PAC, and Graduate School, a PhD candidate may register for only one hour of either CEMB 700V or a CEMB approved seminar.
  - Cell and Molecular Biology approved courses
    - AGST 4011 SAS Programming for Agricultural Sciences
    - AGST 4023 Principles of Experimentation
    - AGST 5014/5010L Experimental Design and Laboratory
    - ANSC 5743 Advanced Analytical Methods in Animal Sciences
    - ANSC 6833 Reproduction in Domestic Animals
    - BENG 5233 Tissue and Cell Engineering
    - BENG 5263 Biomedical Engineering Principles
    - BIOL 4304/4300L Plant Physiology and Laboratory
    - BIOL 4424 Mycology
    - BIOL 4443 Molecular Virology
    - CEMB Policies and Procedures:December 6, 2007 page: 4 of 7
    - BIOL 4703 Mechanisms of Pathogenesis
    - BIOL 4713/4711L Basic Immunology and Laboratory
    - BIOL 4724/4720L Protistology
• BIOL 4753 General Virology
• BIOL 5233 Genomics and Bioinformatics
• BIOL 5263 Cellular Physiology
• BIOL 5313 Molecular Cell Biology
• BIOL 5334/5330L Biochemical Genetics and Laboratory
• BIOL 5343 Advanced Immunology
• BIOL 5352L Immunology In The Laboratory
• BIOL 5404 Comparative Botany
• BIOL 5524/5520L Developmental Biology and Laboratory
• BIOL 5544/5540L Comparative Vertebrate Embryology and Laboratory
• CHEG 5513 Biochemical Engineering Fundamentals
• CHEM 5513 Biochemical Evolution
• CHEM 5813 Biochemistry I
• CHEM 5843 Biochemistry II
• CHEM 6823 Physical Biochemistry
• CHEM 6863 Enzymes
• CHEM 6873 Molecular Biochemistry
• CHEM 6883 Bioenergetics and Biomembranes
• CSES 5124/5120D Crop Molecular and Physiological Genetics and Discussion
• CSES 5233 Plant Genetic Engineering
• CSES 5264/5260L Soil Microbiology and Laboratory
• ENTO 5133 Applied Molecular Genetics
• ENTO 6113 Insect Physiology
• FDSC 4124/4120L Food Microbiology and Laboratory
• HORT 5343 Seed Physiology
• HORT 6033 Genetic Techniques in Plant Breeding
• PLPA 4333 Biotechnology in Agriculture
• PLPA 6193 Identification of Plant Pathogenic Fungi
• PLPA 6203 Plant Virology
• PLPA 6503/6500L Bacterial and Mycoplasmal Plant Pathogens and Laboratory
• POSC 5313 Domestic Animal Bacteriology
• POSC 5243 Avian Physiology
• POSC 5873 Molecular Analysis of Foodborne Pathogens
• POSC 5922 Neuroscience
• POSC 5932 Cardiovascular Physiology of Domestic Animals
• POSC 5933 Environmental Physiology of Domestic Animals
• POSC 5942 Endocrine Physiology of Domestic Animals
• POSC 5952 Respiratory Physiology of Domestic Animals
• POSC 5962 Gastrointestinal/Digestive Physiology of Domestic Animals
• POSC 5972 Renal Physiology of Domestic Animals
• PTSC 6203/6200L Laboratory Instrumentation in Plant Science and Laboratory
• STAT 4001L Statistics Laboratory
• STAT 4003 Statistical Methods

• Grade Requirement
  o Students must maintain a minimum graduate Grade Point Average of 3.0 on all graduate course work.
  o Any students receiving more than two C grades (regardless of GPA) in graduate courses of 2 hours credit or more may not continue studies to complete a Ph.D. in the program, but may elect to finish the M.S. degree. For grade accounting purposes, grades of D in a graduate course of 2 hours credit or more are equivalent to two (2) C grades.
  o Any student who receives an F grade in any graduate course is automatically removed from the program.

• Annual Student Progress Reports
  o Graduate students will submit progress reports to the to his/her Graduate Advising Committee
  o Graduate students will meet annually with the Department Head to discuss progress.
  o Graduate students will have annual meetings with their Graduate Advising Committee meeting where the committee will assess progress and determine whether support for the student is recommended for an additional year.

• MS students
  o Complete a minimum of 24 hours post-baccalaureate course work. Graduate Seminar courses do not count towards the 24 hours.
  o At least 18 credit hours are to be taken from the CEMB approved list of courses. Up to 6 credit hours can be taken from other courses. All course work must be approved by the student’s Graduate Advising Committee.
  o Complete a minimum of 6 hours of thesis research credits.

• Ph.D. students
  o Complete a minimum of 24 hours post-baccalaureate course work. Graduate Seminar courses do not count towards the 24 hours.
  o At least 18 credit hours are to be taken from the CEMB approved list of courses. Up to 6 credit hours can be taken from other courses. All course work must be approved by the student’s Graduate Advising Committee.
  o Complete a minimum of 18 hours of dissertation research credits.
  o Complete the Candidacy Examination
  o The Candidacy Examination will consist of the writing of an original research proposal using the guidelines for a federally funded post-doctoral fellowship (e.g., NIH, NSF, USDA) and an oral examination over the proposal, related subjects, and general knowledge.
  o Selection of the topic for the research proposal
Students will submit three abstracts outlining possible research project topics within the first year in the program. Proposal topics are to be within the field of Cell and Molecular Biology but on subjects distinct from the student’s Ph.D. research.

The student’s Graduate Advising Committee will review these three abstracts and, in consultation with the student, select the topic and format for the research proposal. The written and oral portions of the candidacy examination must be completed within the Ph.D. candidate’s first two calendar years in this program.

The written proposal is submitted to the student’s Graduate Advising Committee for evaluation and approval or rejection. Students may submit the proposal to their committee a maximum of three times. Students may use outside assistance but not from their major professor or members of their Graduate Advising Committee.

Upon completion of an approved proposal the candidate must then pass an oral examination by the student’s Graduate Advising Committee covering the proposal, and general knowledge relevant to research in Cell and Molecular Biology.

Only upon satisfactory completion of the proposal and oral examination, as judged by the student’s Graduate Advising Committee, does a student become a candidate for the Ph.D.

Students who fail to complete the candidacy examination in the allotted time will be removed from the Ph.D. program but may choose to become candidates for the M.S. degree.

**Thesis/Dissertation Requirement**

- **M.S. Requirements**
  - Complete a thesis based on their research.
  - Pass a comprehensive oral examination based on the thesis. Examination over and approval of the thesis is by the student’s Graduate Advising Committee.
  - Give a public seminar on their thesis work prior to their final defense.

- **Ph.D. Requirements**
  - Complete an original research-based dissertation which represents a significant contribution to the field of Cell and Molecular Biology.
  - The Ph.D. is granted not only for fulfillment of technical requirements but also for development and possession of critical and creative thought abilities in the areas of Cell and Molecular Biology. Evidence of these abilities is given through the completion of a dissertation.
  - Pass a comprehensive oral examination based on the dissertation. The student’s Graduate Advising Committee will evaluate the dissertation and conduct an oral Final Examination of the candidate over the dissertation and any other subject matter deemed appropriate by the committee.
  - Give a public seminar on their dissertation work prior to their final defense.

**Exceptions to Program of Study**

- Exceptions are petitioned to the Program Director
Exceptions require detailed justification and must be recommended by the student’s major professor and Graduate Advising Committee.

Exceptions must be approved by the Program Director, and the Program Advisory Committee.

Some exceptions may also require approval of the Graduate School or Graduate.
Plant Pathology Seminar

The guidelines for seminar are given below. Most students will participate in a minimum of three or four seminars while enrolled in a degree program. The specific seminar requirements will be determined by each student’s advisory committee.

Three types of student seminars currently exist within the seminar program; research proposal, topic and an exit seminar. The research proposal seminar describes the work being proposed as thesis or dissertation research by each student. The topic seminars provide students the experience of presenting information on varied, current topics of interest in plant pathology. The exit seminar presents the results of research conducted by the student for partial fulfillment of his degree requirements. **All students are expected to attend seminar regardless of whether they are registered for the class or not.**

A seminar presentation to another department may satisfy part of this requirement if approved by the student’s Graduate Advisory Committee and the departmental Graduate Committee.

Change of Objectives, Status, or Termination of Admission

Students who wish to alter specific objectives as set forth for their admission, registration, or assistantship status must, along with their advisors, process whatever actions or papers are needed for that change. These changes may include modifications in status such as conditional admission to regular admission, degree status to non-degree status, a research assistantship to a graduate assistantship; simple changes in registration from audit to credit or dropping and adding a course; or numerous other changes in status. Any such modification in your status must be recorded in the Graduate School office, with your program director and the Departmental office, not just with your advisor. Be certain that the process of change is complete and recorded before you operate under a new status.

Graduate student status will be terminated on failure to maintain academic standards required by the Graduate School and the Department. Termination may also result when a student fails to fulfill obligations within the time frame established by the Graduate School and the Department. Graduate status may be terminated before expiration of specified time under circumstances of academic dishonesty, incompetence, inefficiency, or neglect of duties; job-related misconduct; moral turpitude; financial exigency; or other unforeseen circumstances that severely deter or halt progress in the student's program.
Annual Progress Review Policy

It is the policy of the Graduate School that annual graduate student reviews are conducted by each Degree Program and the Department of Plant Pathology supports that policy as applied to its MS and PhD programs. The policy requires the submission of an annual progress report describing the academic and research progress made during the past year. The report lists courses taken and the grade received, completion of required examinations toward the advanced degree, a short synopsis of the thesis research progress and a list of professional activities during the year. The report must be submitted to the members of the Advisory Committee and to the Department Head no later than May 31 of each year.

The report will be reviewed by the Department Head and a meeting will be held with each student in the Department. An Annual Graduate Student Academic Review Form will then be signed by each student and the Department Head for a Plant Pathology MS or the Program Coordinator for AFLS Masters, Plant Science PhD or Cell and Molecular Biology and forwarded to the Graduate School no later than June 15 of each year. In the event of any circumstances which may arise that prevent a meeting with the review committee directly, the assessment will be mailed to the student for signature and return to the committee.

Failure to provide documentation or failing to meet with the review committee will be interpreted as lack of progress toward completion of a degree and may result in termination of an assistantship appointment for the following year.

Professionalism

One way to show interest in the profession of Plant Pathology is to participate in the professional societies affiliated with Plant Pathology. Many of the societies are interested in having students as members so there are special rates for students. The American Phytopathological Society is one such organization for Plant Pathology. Students are expected to attend annual meetings of the different societies and participate by presenting papers and posters at these annual meetings.

The Department adheres to the Academic Integrity Policy of the University. See: http://provost.uark.edu/245.php

Residency

If you are not on an assistantship and are not an Arkansas resident, you must establish in-state residency to qualify for in-state tuition and fees. To be eligible for in-state tuition you will need to show proof of residency for at least 6 months prior to that semester’s registration. Registering your car, obtaining an Arkansas driver’s license, and registering to vote before your first semester here may be very important.
Waiver of Registration Fees and Non-Resident Tuition for Graduate Assistantships

Registration Fee

Any graduate student appointed to the position of Graduate Assistant whose appointment is equal to or greater than fifty percent (50%) will receive a tuition waiver in addition to the stipend.

Non-resident Tuition

Any graduate student appointed to the position of Graduate Assistant whose percent appointment is equal to or greater than twenty-five percent (25%) shall, in addition to any stipend, be classified as an in-state student for tuition and fee purposes. (These students should apply for residency to avoid possible further charges.)

Graduate Student Association

The graduate students in Plant Pathology have formed an internal graduate student organization. Through this organization graduate students can participate in local activities on campus and off.
### Summary of Procedures for Masters Degrees

All forms available at the Grad School website: www.uark.edu/grad

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsible Party</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formation of Program Advisory Committee and Submission of Program</td>
<td>Major Advisor/Department Chair/Head</td>
<td>Immediately following admission to degree program for those programs that use and advisory committee</td>
</tr>
<tr>
<td>Advisory Committee Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in program advisory committee by memorandum</td>
<td>Major advisor/member leaving committee</td>
<td>As soon as change occurs</td>
</tr>
<tr>
<td>Request transfer of credit by submitting Request for Transfer of Graduate Credit Form</td>
<td>Major Advisor</td>
<td>Before Graduation</td>
</tr>
<tr>
<td>Graduate Application Card</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Inclusion of name for commencement exercises, regalia and announcement</td>
<td>Student</td>
<td>Deadline indicated in “instructions to Graduates”</td>
</tr>
<tr>
<td>orders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removal of incompletes Change of Grade Form</td>
<td>Student/Instructor</td>
<td>When course requirements have been met</td>
</tr>
<tr>
<td>To avoid an incomplete becoming “F”</td>
<td>Student/Instructor</td>
<td>Change of grade form must be submitted twelve weeks into the next major semester of enrollment</td>
</tr>
<tr>
<td>Final comprehensive examination. Certified by submission of Record of</td>
<td>Advisory committee</td>
<td>Must be completed by graduation</td>
</tr>
<tr>
<td>Progress Form with original signatures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selection of Thesis title and formation of Thesis committee and submission</td>
<td>Thesis Director/Department Head/Chair</td>
<td>At least three months prior to date of the defense</td>
</tr>
<tr>
<td>of Masters Thesis Title Form and Thesis Committee Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain Guide for Preparing Thesis and Dissertations from the Web</td>
<td>Student</td>
<td>Before first draft of Thesis is typed</td>
</tr>
<tr>
<td>Defense of Thesis. Certified by submission of Record of Progress Form</td>
<td>Thesis Committee</td>
<td>At least two weeks before thesis are due to the Graduate School</td>
</tr>
<tr>
<td>with original signatures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration for at least 6 hours of Thesis</td>
<td>Student</td>
<td>Before graduation</td>
</tr>
<tr>
<td>Submission of preliminary copies to each Thesis committee member</td>
<td>Student</td>
<td>At least three weeks before graduation</td>
</tr>
<tr>
<td>Preliminary editorial check of Thesis</td>
<td>Student</td>
<td>At least two weeks prior to graduation date</td>
</tr>
<tr>
<td>Final copies of Thesis to Graduate School</td>
<td>Student submits to Graduate School;</td>
<td>No later than one week before graduation (specific grad dates are available at the Grad School.)</td>
</tr>
<tr>
<td></td>
<td>Graduate School submits to Library</td>
<td></td>
</tr>
</tbody>
</table>
# Summary of Procedures for Doctoral Degrees

All forms are available at the Grad School website: www.uark.edu/grad

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsible Party</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formation of Program Advisory Committee and Submission of <em>Doctoral Program Advisory Committee Form</em></td>
<td>Major Advisor/Department Chair/Head</td>
<td>Immediately following admission to degree program for those programs that use and advisory committee</td>
</tr>
<tr>
<td>Changes in program advisory committee by memorandum</td>
<td>Major advisor/member leaving committee</td>
<td>As soon as change occurs</td>
</tr>
<tr>
<td>Candidacy Exam</td>
<td>Advisory Committee</td>
<td>At least 1 year prior to graduation</td>
</tr>
<tr>
<td>Enrollment in at least one hour of graded graduate course work or dissertation credit following passing of candidacy exams</td>
<td>Student</td>
<td>Each semester (including summer) until graduation</td>
</tr>
<tr>
<td>Selection of dissertation title and formation of dissertation committee and submission of <em>Doctoral Dissertation Title Form</em> and <em>Dissertation Committee Form</em></td>
<td>Dissertation Director</td>
<td>At least three months prior to the date of defense</td>
</tr>
<tr>
<td>Registration of at least 18 hours of dissertation</td>
<td>Student</td>
<td>Before graduation</td>
</tr>
<tr>
<td>Graduate Application Card</td>
<td>Student</td>
<td>By the following deadlines for semester in which the degree is to be awarded: Fall-October 1; Spring-March 1; Summer-July 1</td>
</tr>
<tr>
<td>Inclusion of name for commencement exercises, regalia and announcement orders</td>
<td>Student</td>
<td>Deadline indicated in “instructions to Graduates”</td>
</tr>
<tr>
<td>Removal of incompletes</td>
<td>Student/Instructor</td>
<td>When course requirements have been met</td>
</tr>
<tr>
<td><em>Change of Grade Form</em></td>
<td>Student/Instructor</td>
<td><em>Change of grade form must be submitted twelve weeks into the next major semester of enrollment</em></td>
</tr>
<tr>
<td>To avoid an incomplete becoming “F”</td>
<td>Student/Instructor</td>
<td>Before first draft of Thesis is typed</td>
</tr>
<tr>
<td>Obtain <em>Guide for Preparing Thesis and Dissertations from the Web</em></td>
<td>Student</td>
<td>Before first draft of Thesis is typed</td>
</tr>
<tr>
<td>Submission of Announcement of Defense by memorandum</td>
<td>Dissertation Director</td>
<td>At least two weeks before defense</td>
</tr>
<tr>
<td>Submission of preliminary copies to each Dissertation committee member</td>
<td>Student</td>
<td>At least six weeks before final defense of dissertation</td>
</tr>
<tr>
<td>Defense of dissertation. Certified by submission of <em>Record of Progress</em> with original signatures</td>
<td>Dissertation Committee (form sent to major advisor from Grad School)</td>
<td>Preferably at least two weeks before dissertations are due to the graduate school</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Preliminary editorial check of Thesis</td>
<td>Student</td>
<td>At least two weeks prior to graduation date</td>
</tr>
<tr>
<td>Final copies of Thesis to Graduate School</td>
<td>Student submits to Graduate School; Graduate School submits to Library</td>
<td>No later than one week before graduation (specific graduation dates are available at the Grad School).</td>
</tr>
</tbody>
</table>
UNIVERSITY SERVICES AND PROGRAMS

The Credit Union

If you hold an assistantship, you are an employee of the University of Arkansas, and as such, you are eligible for membership in the UARK Federal Credit Union. You can obtain further information from the UARK Federal Credit Union, 1025 N. Garland Ave, Fayetteville, AR 72701. For more information: http://www.arkansasalumni.org/perks/uarkcreditunion.php

Housing

Most graduate students have acquired housing off campus in Fayetteville. Further information can be obtained from the Director, Housing Office, 9th Floor Hotz Hall, University of Arkansas, Fayetteville AR 72701. For More information: http://housing.uark.edu/

Transportation

During the spring and fall semesters, a transit system of University buses circuits a wide area of the city. Route maps and schedules can be obtained at the transit office. For more information: http://parking.uark.edu/26.php

Parking

Parking for private vehicles is limited both on the campus and near the campus. A parking permit may be obtained from the Parking Office. For more information: http://parking.uark.edu/20.php

Use of University Vehicles

State vehicles are operated by the Department of Plant Pathology for official business only. To qualify as a driver for state vehicles you must possess a current and valid Arkansas driver's license.

Students must complete a "Request for Travel Authorization" for all trips, as driver or passenger. Repeated in-state travel may be covered with one request. Request forms are available from the Plant Pathology Department or online at: http://plantpathology.uark.edu/Travel_Authorization_Form%281%29.pdf

A "Statement of Traveling Expenses" form must be completed to obtain reimbursement of costs
associated with trips on official business. This request allows you to claim only travel, registration, food and lodging expenses. Provisions may be made for travel authorization and expense claims for using a private vehicle with the travel request. Departmental forms are available at: http://plantpathology.uark.edu/2252.htm

University of Arkansas Vehicle Safety Policy

1. Operators of University of Arkansas vehicles, rental vehicles, personal vehicles, or any vehicle for University business purposes must have a valid driver's license to operate the type of vehicle being driven.

2. Employees who regularly operate vehicles as a condition of employment must complete an Authorization to Operate form, which is a release to permit the University to check an employee’s driving record initially and on a continuous basis via the Arkansas State Vehicle Safety System Information Network. Applicants being considered for employment to positions requiring operation of vehicles for University business purposes on a regular basis must also complete this form. Examples of regular operators would be those positions with duties which include driving a vehicle on a daily or weekly basis; and positions that require travel regularly as an essential part of their employment, i.e., recruiters, etc.

3. Driving records will be evaluated according to the point system established by the Arkansas State Office of Driver Services. Drivers who accumulate 10 points or more according to the Office of Driver Services Chart will be considered on probation for driving privileges. Drivers with an accumulation of 14 points or more may be subject to driving restrictions. Assessed points remain on a driver's record for three (3) years. Records will be checked on a weekly basis and the Office of Risk Management will issue a notice of restriction or probation to the employee and department. Drivers shall not be permitted to operate a vehicle for University business purposes while their license is suspended.

4. University vehicles must be maintained in safe operating condition at all times. The manufacturer’s suggested preventative maintenance schedules can be used as guidelines in establishing maintenance policy and preventative practices. Vehicles shall be used only in the manner and for the purposes designed by manufacturer.

5. Drivers should read and adhere to the Driving Safety Tips provided as part of the Arkansas State Vehicle Safety Program.

Office Policy

The staff is here to assist you with your needs related to your employment and research. Office needs related to your coursework or personal needs are the student’s responsibility.

The secretaries in the Department of Plant Pathology do not prepare theses and dissertations. Computers and printers are available for use by graduate students at various computer labs located on campus and in the Department. Students are responsible for making all copies of their thesis or
dissertation. Students should consult University guidelines and policies in preparing final drafts of their thesis or dissertation. Students will be expected to prepare a final copy for deposit in the University library, a bound copy for deposit in the Departmental Office, and a copy for their advisor. It is expected that students will prepare an additional copy for their own use.

Communications

You will be assigned a mailbox in the Departmental mail room in the Plant Science Building. Personal letters or packages should not be mailed with or without postage nor should personal mail be received using the University mailing services.

Use of Faxes, Telephones and Cell Phones

You will have access to a telephone in or near your office and laboratory. Please limit personal use of the phones for local calls to keep lines available for business and professional calls. Long-distance personal calls are strictly prohibited. Faxes can be sent and received in the Department of Plant Pathology for official business only.