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The position of graduate chair is of critical importance in the administration of a graduate program. This manual is intended to be a general guide to your duties from the perspective of the Graduate Division and the generic responsibilities of your program. (The term “program” is used due to the fact that some graduate degrees are awarded outside of departments or within departments with multiple degree programs.) Some facets of your duties will be specific to your program and you should consult the past chair, the clerical staff, or printed program documents.

**PART I**

**RESOURCES**

1. **Graduate Division Main Website:** [http://manoa.hawaii.edu/graduate/](http://manoa.hawaii.edu/graduate/)

   This is the single most important resource for graduate chairs. Of special value at this site is the page with required Graduate Division forms, most of which are form fillable. All policies, including those for admission, graduate faculty membership, and thesis/dissertation committee rules and eligibility as well as degree regulations and requirements can be found here. The academic calendar, showing important deadlines for graduate students, may be accessed from this site. Here, too, can be found a listing of the entire graduate faculty for any program, showing whether they can chair a dissertation committee, serve as university representative, etc. You should also be able to access the website below from here.

2. **Graduate Division Admissions Information:** [http://manoa.hawaii.edu/graduate/content/prospective-students](http://manoa.hawaii.edu/graduate/content/prospective-students)

   This site can now be accessed through the main site above. This is the site which provides all of the admission information and forms for interested students and acts as a central hub from which prospective graduate students can be linked to graduate programs at UH Mānoa. Each program has its own page on this site with a standard appearance and set of information. It is important that this information stay current, so we need to be kept up to date on any changes in your program’s information. In addition, this site provides a link to each program’s website, so please let us know if your URL changes.


   This is a resource web-site (CMS) for graduate chairs and their designees only. This guide, for example, is on that site and other important resources and data can be found there as well. It can only be accessed via your UH user ID and password. For assistance in accessing this site, please contact your liaison in the Graduate Student Services Office. It is not recommended that you allow anyone else to have access to this site unless they are familiar with Family Education Rights and Privacy Act (FERPA) regulations and have the full delegation of your responsibilities.

4. **Facebook:** The Graduate Division has a Facebook page on which we will post important announcements, such as funding opportunities, deadlines, etc. It is primarily intended for graduate students, but graduate chairs might find it useful.
5. Contact Information:

Graduate Student Services Office* 956-8544  
Dean 956-7541  
Associate Dean 956-8950  
Fax 956-4261  

*For those who are familiar with the distinction between the Graduate Records and Graduate Admissions Offices, please note that they were merged into the Graduate Student Services Office effective summer 2011.

PART 2
QUALIFICATIONS FOR THE POSITION

Graduate chairs are nominated by their department chair and appointed by the Graduate Dean. It is not unusual for the Department Chair to assume this responsibility. Graduate chairs must be members of the Graduate Faculty and it is preferred that they be tenured with full graduate faculty status.

Duty Period

Graduate chairs must be available on an annual basis, as actions affecting graduate students occur during the summer as well as fall and spring semesters. In the event that a graduate chair will not be available during the summer, either the department chair assumes the graduate chair responsibilities or the Chair appoints a suitable interim chair for the summer. If the graduate chairs must be away from the office for a period of more than two or three days, they should notify the Graduate Division as to who will be acting graduate chair for that period. This may be done either by formal memo or via e-mail.

Appendix A shows a sample of a calendar developed by an experienced graduate chair to assist in tracking the various tasks that need to be done over the academic year. There is also a “perpetual calendar” of important deadlines.

Term of Office

The Graduate Division provides for no formal minimum or maximum for the term of office. It is highly recommended that graduate chairs serve for at least three years, because of the need for administrative continuity. Programs should establish a formal term of office as agreed upon by the graduate faculty, so that graduate chairs have a clear understanding of their term of office.

Classification of Faculty and Graduate Faculty Review

All faculty with terminal degrees are eligible to be graduate faculty, but others may also qualify. The three types of graduate faculty (regular, cooperating, and affiliate) and the two levels (full and associate) are defined on the Graduate Division web site, specifically the following page: on types and levels of graduate faculty: http://manoa.hawaii.edu/graduate/content/types-levels
The appointment of cooperating and affiliate graduate faculty is initiated by the graduate chair in a memorandum to the Associate Dean of the Graduate Division. The memo should be accompanied by a copy of the appointee’s curriculum vitae along with a statement that the request has been approved by the program’s graduate faculty. Since a faculty member will be moved from associate to full graduate faculty status when tenure is awarded, the Graduate Division should be informed of these actions.

Also, new assistant professors in departments with graduate programs will be automatically appointed at the associate level if the Graduate Division is notified of their appointment. Graduate chairs should, therefore, notify Graduate Division regarding new hires.

The Graduate Council reviews all graduate faculty concomitant with program review. This review ensures that the faculty continue to be qualified to serve on graduate student committees. For purposes of this review, the graduate or department chair will be asked to provide up-to-date curriculum vitae of all graduate faculty located in the department. For more information on this review, see: http://manoa.hawaii.edu/graduate/content/appointment-review-changes

PART 3
DUTIES OF THE GRADUATE CHAIR

In general, the specific duties of the graduate chair are shaped by program needs, staffing, and history. This section is an outline of the duties in relation to the Graduate Division.

Liaison with the Graduate Division
The graduate chair serves as liaison between the program, Graduate Division, other campus offices and any other such administrative units with oversight of graduate programs. The graduate chair is the only faculty member given the authority to review and approve graduate student forms, sign petitions for exceptions to policies and procedures, certify degrees and receive official communications from the Graduate Division, although some of these duties may be delegated to administrative staff formally recognized by the Graduate Division. For all forms requiring an “adviser’s signature” for graduate registration purposes, the University will only recognize the signature of the graduate chair or the formally appointed designee.

The graduate chair is the faculty member who is in the best position to contact any of the offices of the Graduate Division with questions about rules, policies or procedures. The Graduate Division welcomes any feedback from graduate chairs on policies and procedures.

A critical responsibility of the graduate chair is to be well versed in the policies and procedures of the Graduate Division. Please see the web site referenced on page 3 as well as Part 5 below. It is in the best interests of the program, the graduate chair should make a strong effort to educate the other graduate faculty about basic policies, procedures and resources, especially new or junior faculty who are not familiar with the University of Hawai‘i at Mānoa.
Petitions and Exceptions
Exceptions may be allowed for most policies but the request must come from or via the graduate chair. Please see Part 5 for some of the more common issues. These can be requested via formal memo or, if they are not actions affecting the student’s status as a classified student, can be requested via e-mail. Only those policies or procedures promulgated by the Graduate Division need be petitioned for exception. Exceptions to any policy or procedure that is entirely within the program can be approved for a specific student by the graduate chair with notification to the Graduate Student Services Office.

For example, the Graduate Student Services Office monitors second language requirements and should be notified in cases where the requirement is waived. For exceptions affecting the student’s standing as a classified student, i.e., probation or dismissal, any petitions to reverse a decision should include a full justification, notably the presence of extenuating circumstances, and offer a proposed remedy to assure that the student will be able to complete the degree. Any petitions for exception or other actions coming directly from students or other faculty will be referred back to the graduate chair.

Admissions
Involvement with the admission of new graduate students is a key function of the graduate chair. Although all programs administer the process of graduate admissions differently, in all cases, the Graduate Division requires that the graduate chair be the major contact person for admissions matters and serve as signatory on all official admissions decisions for the program. The following are important elements of the admissions process common to all programs.

Processing: The Graduate Division processes all applications for graduate study, receiving the basic documents common for all applicants. All applications and supporting documentation are submitted electronically. This includes the application form and fee, official transcripts, test scores if required and (for foreign students only) financial information and English language proficiency scores. Permanent residents (noncitizens) also may be required to provide such scores. Materials specific to the program (e.g., supplemental applications, portfolios) should be sent directly to the program. The processing involves inputting the application and assembling all of the documents, then screening each applicant for admissibility. For all advanced degree programs, students must have completed a bachelor’s degree or equivalent at a regionally accredited institution of higher learning or its equivalent with a grade point average of at least 3.0 (or last 60 credits completed over a 3.0). For those who like flow charts, Appendix B is provided.

Programs are strongly encouraged to make offers to outstanding applicants as early as possible even before the deadline. The following statement is posted on the admissions website: “Admission deadlines: Individual graduate programs may have priority consideration deadlines. Applicants are advised to contact the graduate programs for such dates. Any available funding support is limited and often awarded well in advance of the application deadlines. Applicants who apply after the application deadlines MUST consult with the graduate programs before submitting an application. Application fees are non-refundable and may not be used for an application submitted at a later date.”
**Application Deadlines:** There is no uniform Graduate Division deadline. Since the Graduate Division posts application deadlines on its web site and will enforce these deadlines as it processes applications, any change in application deadlines must be requested of the Director of Graduate Admissions. Programs may set their own internal deadlines; however, deadlines for international students should be the same as for domestic students. The Graduate Division will not post a separate deadline for international students.

**Spring Admissions:** Programs are discouraged from admitting students into spring semesters, but any program desiring to begin or end spring admissions should request the change at least one year in advance. Spring admission is an expensive option which does not yield many students. It is better to admit for spring on an *ad hoc* basis via exception. Programs wishing to add or drop spring admissions should contact the Director of Graduate Admissions.

**Summer Admissions:** Summer admissions are limited to cohorts and select graduate programs which have been pre-approved by the Graduate Division Dean.

**Admissions Calendar:** The Graduate Admissions Office sends all graduate chairs a calendar of important dates and deadlines each semester.

**Admissions Files:** When files are ready for the program to review, they are placed in the graduate program’s mailbox located in the Graduate Admissions Office or sent via campus mail, based upon the preference of the graduate program. The file contains the application, all important transcripts, and an evaluation sheet. The evaluation sheet shows the pertinent degrees and grade point averages and has a line for the graduate chair to sign for acceptance or denial.

**Status Report:** At any time during the admissions cycle, the graduate chair can view a status report on the resource website referenced on page 3. This site lists information (grade point average, test scores, etc.) for all applicants as well as the status of their applications. A key to this report is included and can also be found in Appendix C of this document. The graduate chair should check this report carefully against the files that are sent and verify that all required documentation has been received.

**Waiver of test scores:** The Graduate Division does not normally require test scores (GRE, GMAT, etc) for admission. It does administer receipt of such scores, but will not “screen” scores in any way for meeting threshold levels for admission nor does it check to see if the test score is required for admission. The Graduate Division will require the GRE only for students who have a high number of non-traditionally graded courses.

**Admission by Exception:** Any student with an undergraduate GPA of less than 3.0 but higher than a 2.7 (as calculated by the Graduate Admissions Specialist) is eligible for admission by exception. Students with a bachelor’s degree but with other deficiencies may also be admitted by exception. The evaluation sheet provides a means for the program to admit the student “by exception” if the student fails to meet some program criteria, but the faculty wish to admit him or her anyway.

Advanced degrees require a high level of scholarship. A student in advanced standing must maintain a minimum grade point average of a 3.0 to remain enrolled. The capacity of a
student to attain this level of scholarship requires that the student be a college graduate. Any exception to the policy that an applicant has a baccalaureate degree or its equivalent requires the specific approval of the Graduate Dean. Such approval is only rarely given. For graduates of colleges that do not have regional accreditation, there must be strongly compelling evidence from an authoritative and objective source that clearly states that the institution is equivalent to a regionally accredited college.

In rare cases, a program might wish to admit a student with a GPA of less than 2.7 (as identified in the status report). In these cases, a special petition must be made to admit the applicant with justification as to why the program thinks he or she will succeed as a graduate student. It is also possible for a student to pursue post-baccalaureate study as an unclassified student and thus demonstrate the required ability to succeed at the graduate level.

Admission Categories: The status report shows several categories revealing applicants’ status. Most of these are self-explanatory, but in addition to Appendix C the following may warrant some definition:

Admitted Provisionally - Applicants may be admitted provisionally, meaning that the applicants must provide critical documents or their admissions will not be finalized (admission letter will not be issued, or visa documents will not be issued for international students).

Admitted Lacking Funds – Applies only to international students who must show the ability to support themselves to be issued a visa. Lacking sufficient funds, they may be admitted but not sent a visa form (I-20).

No Action Taken – The program has not taken any action on the applicant. This is not a desirable category as it leaves the applicant with no information as to any decision.

Incomplete File Review: For fall and spring admission, the Graduate Admissions Office allows programs to review incomplete files. If the program identifies promising applicants, the office will hold the files while the programs assist the applicant to complete the file. If the file is completed within ten days it will be sent to the program, otherwise it will be closed. Graduate chairs should check the Admissions Calendar for the dates when the files will be available and then call the Graduate Admissions Office for an appointment so the files can be prepared for your review.

Letters of Admission: The Graduate Admissions Office sends the official letter of admission to the applicant. In no case should the program send an official letter of acceptance to any admitted applicant. Programs are welcome to send informal notice of acceptance as long as such notice is accompanied by a sentence such as “Please consider this a tentative offer pending official notification of your admission by the Graduate Division of the University of Hawai‘i at Mānoa.”

Test of English as Foreign Language (TOEFL) for International Students: Applicants from nations where English is not the language of instruction at the tertiary level or where such instruction is known not to occur at a consistently high level of proficiency are required to submit official records of TOEFL scores. Official scores are required due to justifiable
concerns over forgeries. The scores must be no more than two years old to ensure that the measure is based on the applicant’s current level of proficiency. Students must obtain a minimum score to be admitted, although “borderline” students can be admitted contingent upon their completion of English Language Institute (ELI) course work.

Exceptions to this policy will be granted if there is strong, authoritative and objective evidence in support of an applicant’s English proficiency indicating that the TOEFL is not an accurate measure of that proficiency. There are, however, no standard exceptions to the requirement for official TOEFL scores. We will defer receipt if we have an unofficial report, but the official scores must be provided before the student can register. The IELTS may be used in place of the TOEFL and high scores on the GRE verbal can be used as evidence of current English proficiency where the TOEFL is out of date.

Minimum scores for admission may be set by each program but the Graduate Division minimums are as follows:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Based (PBT)</td>
<td>500</td>
</tr>
<tr>
<td>Internet Based (IBT)</td>
<td>61</td>
</tr>
<tr>
<td>IELTS</td>
<td>5.00</td>
</tr>
</tbody>
</table>

Incoming graduate students receiving a TOEFL score of less than 600 (PBT) or 100 (IBT) respectively or an IELTS Score of less than 7.00 must sit for the ELI Placement test. A GRE verbal score of 460 or higher (151 or higher in new GRE [Arslan]) will exempt them from this.

A minimum TOEFL score of 600 (PBT) or 100 (IBT) is required for graduate assistants. Greater proficiency in English is required for teaching assistants to ensure effective communication with undergraduates. Graduate Assistants who will not be communicating with undergraduate students may be exempted from the 600 minimum TOEFL score by petition to the Dean.

Some Good Advice: The decision to admit a graduate student is the most important one that a degree program makes. Below are some points of advice based on lengthy experience with some questionable decisions:

- It is always a good idea to consider the ability of the applicant to work with the faculty. In addition to the published objective criteria, attention should be paid to interpersonal factors as well. This includes the personal experiences of anyone who has worked with the applicant before. Some departments have a norm that a student is not admitted at the doctoral level unless there are at least two faculty members who a priori are willing to chair the student’s committee. It is a good idea for the departmental admissions committee to consider the “fit” of any prospective student. In order to make competitive offers, timeliness is critical. Programs that wait for all files to be received before making decisions risk losing top applicants to other campuses.

- A “rolling” admission process is very practical. What works best is to make early offers to the top applicants, and then wait to see how many of them decide to accept the offer. If the “yield” from this first group is low, a second round of offers can then be made to a second tier of candidates.
• Avoid focusing on one objective criterion in evaluating applicants. While it is true that grades are a good predictor, multiple criteria provide a broader basis for the evaluation of the applicant. If you have any questions or problems with the admission process, please do not hesitate to contact the Graduate Student Services Office to ask the question or express your concerns.

• A common complaint of newly-arriving graduate students is that they received almost no contact from their department or program after they accepted the offer of admission. Regular contact with admitted students prior to their arrival aids in a smooth transition into the program. Useful information that can be conveyed during this period includes:
  o The URL to your student handbook
  o the makeup of the entering graduate student cohort
  o post-graduation plans of students who recently completed the program
  o campus news that may affect new students
  o campus resources and events that may be of value or interest

Forms for Monitoring Student Progress
Forms I through IV are used for both master’s and doctoral students. Form I is intended to assist programs in tracking their students in the pre-candidacy phase of their program. This form does not advance a student to candidacy. Passage of qualifying or general exams are used by some departments to advance students to what is often called “candidacy,” but candidacy is officially recognized only when the student has submitted Form II. Form I may be used, however, to notify the Graduate Division when students have passed or failed their qualifying or general exams, made up deficiencies, completed language requirements or found an interim adviser. Please note that the Graduate Division does not require that Form I be submitted unless it is to inform the Graduate Dean of a failure on the part of a student to complete an important requirement early in his or her studies.

In addition to Form I noted above, three more forms are critical for master’s thesis and doctoral students. Form II is to be used to advance a student to candidacy and, for doctoral students, to indicate passage of the comprehensive examination. Form III certifies that the student has passed the thesis or dissertation defense. Form IV supersedes the old signature page for the thesis or dissertation since the Graduate Division now requires that all dissertations be submitted electronically. All forms must be signed by the graduate chair. Please note that these forms are available on-line at:
http://manoa.hawaii.edu/graduate/content/forms.

After Form II is approved, the student is eligible to enroll in thesis (700) or dissertation (800) courses. If the proposed research involves human or animal subjects, diving, or use of hazardous materials, approval is contingent on receipt of the required additional documentation. Only after a thesis student has completed 6 credits of 700 and all other requirements except the thesis, is she or he eligible to take 700F and be classified as a full time student while taking only one credit. Registration in 700F is controlled by the Graduate Division.

The Graduate Division has no specific procedures established for comprehensive and oral exams and dissertation or proposal defenses.
Each Graduate program should conduct an annual progress review of doctoral students. The Graduate Chair or departmental graduate work committee should initiate the review. The adviser and student confer and complete a form (either provided by Graduate Division or devised by the graduate program) which would be reviewed by the graduate work committee and/or the graduate chair. The structure of the review is left up to the program, however, please ensure that all students are being monitored on a regular basis, both providing ongoing feedback to them beyond course completion and allowing students to provide critical feedback on the effectiveness of their programs.

**Thesis and Dissertation Credit**

Plan A Master’s students must complete a minimum of 6 credits of 700. PhD students must complete at least one credit of 800. These students must be registered for 700 or 800 during the term in which they finish their degree. One credit of 800 is considered full time for all purposes except for the awarding of achievement scholarships. Similarly, 700F may be taken for one credit and considered full time if a master’s student has completed the required 6 credits and needs more time to complete the thesis.

Students are eligible for 700 or 800 credits only after they have advanced to candidacy and filed progress Form II. The Graduate Student Services Office will enter the code that allows them to register for such credits. The Department, usually the graduate chair, must request CRNs from the Registrar (68010) for each faculty member who will be eligible to supervise a master’s or doctoral student prior to the registration periods. The one exception to this is for the 700F course which is handled by the Graduate Student Services Office.

**Graduate Student Financial Aid and Awards**

There are a variety of funded awards for which graduate students may be eligible. Graduate chairs should be familiar with the on-line software available on the “Giving Tree” site (https://www.star.hawaii.edu:10011/givingtree/GeneralPageMain.jsp, secured access is required, please call 956-4036 for information) that facilitates the process of administering many of these awards. It is the graduate chair’s responsibility to let graduate students know of these awards.

A major source of funding is graduate assistantship (GAs) for which there is a semi-monthly stipend and an automatic tuition waiver. More information about GAs is available through the Graduate Division.

In addition to the availability of GAs, both research and teaching based, other awards include:

- Achievement Scholarships – These are tuition scholarships your program may award, via the Giving Tree, to any graduate student in good standing. The total funds awarded are limited to the program’s allocation of dollars. The graduate chair administers the procedure by which the program makes all such awards.

The following are special awards administered by the Graduate Division:
- Francis Davis Award for Excellence in Undergraduate Teaching for teaching assistants.
• Dai Ho Chun Travel awards- competitive awards to cover the cost of presentations at conferences.
• RCUH Dissertation/Thesis completion awards.

These and other awards are posted on the STAR Giving Tree site.

Managing Student Grievances and Misconduct

The best solution to problems with students is to address them directly and immediately. They rarely “just go away” and usually get worse. Graduate students often have a sense of powerlessness that may exacerbate feelings of persecution. Having someone perceived as neutral, such as the graduate chair, can be very helpful to them in resolving issues before they reach the formal grievance stage.

Grade or Course Grievances: In the event that a graduate student chooses to grieve any grades received in classes, the matter is handled through the Office of the Vice Chancellor for Students. The graduate chair is normally involved in this process, which is explained fully at: [http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/](http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/)

Procedural Grievance: Beyond course grades, if graduate students have conducted themselves responsibly, but have reason to believe that the program or faculty have failed to follow procedures in such areas as comprehensive or qualifying exams, committee actions or thesis/dissertation defenses, the grievance goes through the Graduate Division. The procedures are explained at: [http://manoa.hawaii.edu/graduate/content/academic-grievance](http://manoa.hawaii.edu/graduate/content/academic-grievance)

Academic Misconduct: Instances of cheating and charges of misconduct also are routed through the graduate chair. The procedures are explained in the Student Code at: [http://www.manoa.hawaii.edu/students/conduct/](http://www.manoa.hawaii.edu/students/conduct/)

We do not ask graduate chairs to be policemen, but a helpful web site for detecting plagiarism is: [http://turnitin.com/static/index.html](http://turnitin.com/static/index.html)

Graduate chairs should be aware of the various laws and University policies and services regarding protected categories of students, such as students with disabilities under the ADA (see [http://www.hawaii.edu/kokua/faculty.htm](http://www.hawaii.edu/kokua/faculty.htm)), privacy laws under the Federal Educational Rights and Privacy Act (see [http://manoa.hawaii.edu/records/pdf/FERPA_notice.pdf](http://manoa.hawaii.edu/records/pdf/FERPA_notice.pdf)), civil rights laws, etc. For example, did you know that under FERPA, e-mail about a student is considered an academic record? The Associate Dean of the Graduate Division is a good source for referral to those laws and policies, but also refers to the list of phone numbers below. For students with personal problems, there is a Counseling Center on campus.

Students with Disabilities: Kōkua Program 6-7511
Privacy laws: Registrar 6-8010
Counseling Center 6-7927
Minority issues: SEED 6-4642
Sexual Harassment: Gender Equity Office 6-9977
Final Degree Checks
*Note on grades and graduation requirements. (See also Part 5, Sections III and IV below.) Graduate students must maintain a 3.0 GPA to remain in good standing, but a grade as low as a C- is sufficient for applying a course toward a degree requirement. Programs can set higher criteria for passing a specific course. For the purpose of determining standing and meeting graduation requirements (but not for the official grade point average of the University), the latter grade for any course otherwise non-repeatable that is repeated by consent of the instructor will be used to determine a student’s GPA. For example, a student in jeopardy for dismissal due only to a C grade in one course may repeat that course and, if a grade of B is earned, the Graduate Student Services Office will not dismiss the student if the use of the latter grade places the student’s GPA at or above a 3.0.

Many graduating students fail to observe the deadline for filing for graduation. For that reason, we ask graduate chairs to take the initiative in letting students know that the deadline is early, by the end of the third week of the term. This allows us to clarify any issues with the degree completion and avoid late notification to students that they will not graduate. It also avoids the problem of requiring graduate chairs to do degree checks well after the semester is over. Students applying to graduate well after the deadline must have their forms signed by the graduate chair.

Graduate chairs have responsibility for checking that all master’s and PhD students have completed all requirements for their degrees. The specific process occurs at the end of each semester, including summer. The main component of this process is the STAR on-line degree audit system and the manual for its use can be obtained from the Graduate Student Services Office.

As graduate chair, you need to have security access to Banner, the student data base system, which may be obtained by contacting the Office of the Registrar at 956-8010.

The steps involved in the certification of degrees are:

1. Students apply for graduation. The Graduate Student Services Office sends graduate chairs a list of students who have applied to graduate around the fifth week of the semester. Check the STAR on-line degree audit record for each student to make sure that each has met the requirements.
2. No later than one month prior to the end of the semester, graduate chairs return the list to the Graduate Student Services Office identifying which students have met all degree requirements. The Graduate Student Services Office checks to see if all Graduate Division requirements have been met and sends a “Certification Form for Degree Award” for each student.
   a. For PhD and master’s Plan A candidates, if all requirements have indeed been met, the graduate chair signs the form and returns it to the Graduate Student Services Office.
   b. For master’s Plan B candidates, if all requirements have indeed been met, the graduate chair gives a brief description of the Plan B project, signs the form and returns it to the Graduate Student Services Office.
   c. In some cases, there will be discrepancies between STAR and what the graduate chair believes to be the completed requirements and this will be indicated on the
form. These need to be resolved before the Graduate Division will certify the degree.

STAR degree checks involve only those courses required for all students within a given degree program. Specific course or program requirements for specializations or tracks within a degree need to be checked via mechanisms internal to the program.

**PART 4**

**GRADUATE CHAIR’S PROGRAM DUTIES**

The following is a list of some of the activities specific to the role of the graduate chair within the program. The Graduate Division encourages, but neither mandates nor monitors, these activities. Aside from those specific responsibilities needed for work with the Graduate Division, these duties may vary by program.

**Responding to routine requests for program information and applications**

The Graduate Division lacks the expertise and the resources to conduct extensive recruiting of graduate students. The graduate chair is a critical element in attracting top graduate students to the programs. While all graduate faculty should be involved in recruitment efforts, the graduate chair usually serves in a coordinating or organizing capacity.

**Maintaining files for each graduate student**

It is critical to keep track of each graduate student’s progress toward the degree and to have a repository for both regular forms, internal and external to the program, and any special actions or memoranda documenting exceptional circumstances. The responsibility for maintaining such files, whether on paper or electronically falls to the graduate chair and his/her staff.

**Graduate Student Handbook**

All graduate programs should have a handbook, ideally on-line, for graduate students. A template for such a handbook is posted on the Graduate Division’s Resource site for Graduate Chairs. This is created and kept current by the graduate chair. The handbook provides detailed information about the program, degree requirements, department procedures, program resources, and other helpful information. Such handbooks are likely to aid in retention and program completion. They also protect the program against potential complaints from students that a policy was not “in writing” and threaten action as a result of the consequences of those policies. Graduate faculty will find this kind of handbook of practical use as well to inform them of departmental policies.

**New Student Orientation**

It is strongly advised that new students be given an orientation to the program within the first week before or after the start of the semester. The graduate chair can be the major organizer, initiator, or facilitator of this event. The Graduate Student Organization (GSO) and the Graduate Division co-sponsor a major orientation for all new graduate students in the fall semester and this orientation gives students information about campus-wide services, offices, activities and facilities. The GSO web site is: http://gso.hawaii.edu/page/. Since this is held on the Thursday morning the week before the fall semester starts, it is best if program level
orientations are held that afternoon or at some other time that does not conflict with this important event.

A program-based orientation can provide new students with:
- A sense of being welcomed into an academic community
- An introduction to the program faculty and staff
- An opportunity to meet fellow students, both new and returning
- Resources for jobs or financial assistance
- Information about the program’s requirements, handbook, and facilities
- An introduction to the means of communication within the program
- A sense of the program’s goals and mission with respect to both education and research.

Scheduling Graduate Faculty Meetings
Graduate faculty meetings should be held to discuss problems, changes, and issues involving the graduate curriculum, structure, and procedures that will affect the entire program. They may also be called to discuss matters involving specific students, faculty issues, course scheduling, or resources. It is recommended that such meetings be held a minimum of once a year so that the graduate faculty as a whole remain informed and in contact with their colleagues. The graduate chair should conduct these meetings and provide for some record of them.

In smaller programs, or where the vast majority of the faculty is graduate faculty, general department meetings can be used for these purposes. For large programs a graduate program committee is helpful in addressing specific issues arising in the program.

Organizing Graduate Student Events
Many graduate chairs take responsibility for activities designed to supplement the intellectual life for both their colleagues and graduate students by creating opportunities for hearing stimulating presentations, sharing research, or building community.

Appointment and Supervision of Graduate Assistants
The appointment of graduate assistants is important for recruiting and retaining good students. Programs have developed a myriad of procedures; however, most involve the graduate chair in some capacity. Graduate assistants should be referred to the web-site:
http://manoa.hawaii.edu/graduate/content/graduate-assistants

Program and Curriculum Changes
One of the responsibilities of the graduate chair is to oversee changes in degree requirements, program procedures, and additions to the graduate program curriculum. Any changes in the “core” requirements for all students (i.e. courses, exams, or other activities required across all program tracks or specialization) must be approved by the Graduate Division. The Associate Dean may be consulted on matters involving program change and, for minor changes can approve them. Major changes will require the approval of the Graduate Council.
Materials such as program descriptions, departmental guidelines (for graduate programs), etc., are often prepared by graduate chairs. If not, they minimally should be vetted by the graduate chair. All such materials which are either published or distributed to graduate students should first be reviewed by Graduate Division.

New courses or modifications to old courses must be approved by the Graduate Division as well as by the Chancellor’s Office. While the Department Chair signs the proposals for new or revised courses, the graduate chair should be consulted on any graduate curriculum matters, which might involve 300 or 400 level courses. For adding a new graduate course, please use form UHM-1, which can be found at: http://www.manoa.hawaii.edu/ovcaa/academics/planning_approval/pdf/UHM-1_form.pdf
For modifications or deletions of existing courses, please use form UHM-2, which can be found at: http://www.manoa.hawaii.edu/ovcaa/academics/planning_approval/pdf/UHM-2_form.pdf. In both cases, please note that there are specific guidelines for graduate courses which can be found at: http://manoa.hawaii.edu/ovcaa/planning_approval/pdf/SubmittingGuidelinesUHMForms.pdf
New course proposals that do not address all of these guidelines will be returned for correction. The Graduate Council’s course committee will review all new courses.

Graduate Council
The Graduate Council advises the Graduate Dean on matters of policy and procedure. It is not necessary for graduate chairs to represent their programs at Council meetings. You are, however, welcome to attend and you will be provided with the agenda and minutes of the Council.
PART 5
MAJOR GRADUATE DIVISION MATTERS OF POLICY AND
PROCEDURE

The following items comprise only those policies which most frequently result in problems for students and result in some kind of critical communication between the graduate chair and the Graduate Division. To view all policies, please go to the Graduate Division web site at: http://manoa.hawaii.edu/graduate/content/current-students.

Seven-Year Limit for Advanced Degrees

Policy
At both the master’s and doctoral levels, students must complete the degree within seven years of matriculation or they will be placed on probation.

Principle
Most graduate students complete course work and other substantive learning within the first two years of matriculation. Their knowledge and skills are likely to be forgotten or become out of date after a long period of time, bringing into question the students’ ability to integrate their learning into the kind of culminating product most likely represented by a dissertation or thesis. Additionally, the odds of successful completion of these requirements are likely to decrease over time.

Practice
Master’s students: For students enrolled prior to Spring 2007, the basic policy remains the same: Master’s students are required to complete all degree requirements within seven years. Students who have not requested an extension will be placed on probation once they pass seven years. (E.g., a student who began the program in fall 2004 and has not graduated by summer 2011 will be placed on probation.) By the new policy effective fall 2011, failure to complete the degree within five years will result in the student being placed on probation. (E.g., a student who began the program in spring 2007 and has not graduated by fall 2011 will be placed on probation.) The probation notice will be rescinded if the student completes the degree within seven years. Students who do not complete the degree within seven years are subject to dismissal. Approved leaves of absence do not count toward these time limits.

By this new policy, if at the end of year seven more time is needed for completion of the Master’s degree due to circumstances beyond the student’s control, and the student has completed all of the degree requirements except the thesis or capstone experience, an extension may be requested. To request an extension, the student’s graduate chair submits a petition to the Graduate Student Services Office. If the program does not file for an extension, the student will be dismissed.

Doctoral students: For students enrolled prior to Spring 2007, the basic policy remains the same: doctoral students are required to complete all degree requirements within seven years. Students who have not requested an extension may be placed on probation once they pass seven years. (E.g., a student who began the program in fall 2004 and has not graduated by summer 2011 could be subject to probation.) Students who have requested an extension will be placed on probation once they pass ten years. Effective fall 2011, any doctoral students
who have not completed their degree after seven years will be placed on probation; no extension is necessary. The probation notice will be rescinded if the student completes the degree within ten years. Students who do not complete the degree within ten years are subject to dismissal. Also effective fall 2011, a doctoral student who has not advanced to candidacy after five years will be placed on probation. (E.g., a student who began the program in spring 2007 and has not filed Form 2 by fall 2011 will be placed on probation.) The probation notice will be rescinded if the student advances to candidacy prior to seven years. If the student has not filed Form 2 within seven years the student shall be dismissed. Approved leaves of absence do not count toward these time limits.

If at the end of year ten more time is needed for completion of the doctoral degree due to circumstances beyond the student’s control, and the student has completed all degree requirements except the dissertation, an extension may be requested. Similarly, if more time is needed for advancement to candidacy due to circumstances beyond the student’s control, an extension may be requested. To request an extension, the student’s graduate chair submits a petition to the Graduate Student Services Office. If the program does not file for an extension, the student will be dismissed.

The extension request should provide a timeline for completion that includes the expected graduation date and the reason(s) necessitating the extension.

A Note about Summer and Leaves: While students can graduate during the summer, for purposes of tracking progress the Graduate Division does not “count” summer as a term, thus a student who fails to finish a degree during a spring term, can use summer as a grace period for completing a degree without sanction. Similarly, a student who is on probation or facing dismissal for fall may use the summer to improve his or her grade point average if permitted by the program. A leave of absence (see below) “stops the clock” on the seven year limit, but no leaves will be granted once the student has passed seven years simply to avoid probation. Time away from the program is counted toward all time limits unless an official leave has been granted.

### Seven-Year Limit for Courses

#### Policy
At both the master’s and doctoral levels, courses taken more than seven years prior to a graduation cannot be used toward the degree requirements.

#### Principle
The principle here is the same as and follows from the overall policy of degree completion within seven years. The seven year rule is also intended to protect the department against unreasonable claims by students that out-of-date courses should count toward their degrees. It is a legitimate concern that the field has advanced far enough to justify requiring the student to repeat it after a span of seven or more years.

#### Practice
Problems in this area are usually brought to light only in the context of requests for extensions of the seven-year limit for the degrees, during graduation checks, or when students are readmitted after an extended absence. In the first two contexts, any concerns about the currency of the courses must be addressed by the program in a request to the Graduate
Division. Evidence must be provided as to the currency of any required courses or whether the student retains the knowledge and skills learned in the course. If there is no such evidence, the department is justified in asking the student to repeat the course or pursue some other form of review of the course’s content. If the student has to take a comprehensive exam and passes it, that is sufficient evidence of retention and currency. Similarly, if the student can prepare a satisfactory thesis or dissertation proposal that is acceptable evidence of the currency of their knowledge.

Grade Conversions
Policy
Any grade change for a graduate level course must be done within two semesters, excluding summer, of the end of the course in which the original grade was assigned. This applies to the conversion of the incomplete grade as well.

Principle
As the gap between the time that the actual course was taught and the time a grade is converted, there is deceasing certainty as to how well a faculty member can accurately assess the student's performance in the context of the original course, especially where the grade is based on a standard relative to overall class performance. An exception to this is Directed Reading (699) courses. For regular courses, there is also a concern over fairness to students who completed the course in the required 15 weeks. Students should receive the benefit of additional time only where they were subjected to mitigating circumstances and should not be allowed to exploit the generosity of the faculty beyond reasonable limits.

Practice
Most requests for conversion will be accepted if the request is within two years of the end of the original course. Exceptions to the policy involving longer periods of time are only granted when the student, as certified by the instructor, can demonstrate the means by which a grade can be validly assigned or the lack of need for continuity between the original course and the conversion of the grade. The Graduate Division provides a form for this purpose.

Academic Probation and Dismissal
Policy
A student who fails to maintain a grade point average (GPA) of at least 3.0 in courses potentially applicable to the degree will be placed on academic probation. This does not include grades for courses required to remedy deficiencies or transfer courses, including credits “transferred” from Outreach College. During their first semester graduate students who have attempted eight or more credits may be placed on probation. Following the first semester a student may be placed on probation after any term during which their GPA falls below 3.0. This decision is made unilaterally by the Graduate Division at the end of the semester when the criterion grade point average can be calculated for completed courses.

Any term following probation (not only the immediate semester following) during which the student’s GPA falls below the criterion of 3.0 will result in the student’s dismissal, even if the student had a period during which he or she was not on probation.

Principle
The criterion for being awarded an advanced degree is that a student must have a GPA of 3.0 or higher for all required courses. Note that the policy refers to all “potentially applicable” credits, to include credits that will not necessarily be used for the degree. Since all courses numbered from 300 to 499 and 600 to 799 may be used for a degree requirement and the Graduate Division may not be certain as to which of these courses will finally apply to the degree, the actual calculation of a grade point average for purposes of probation uses all graded courses qualifying for graduate credit.

**Practice**
Students may appeal being placed on probation if the appeal is based on a grading error or dispute. If the appeal is upheld, the probationary status will be removed and the student returned to good standing. A graduate program may also appeal the probationary status of a student or a student’s dismissal by providing either a sound academic reason for the appeal or justifying it on the basis of an error made by the program in advising the student. In cases where students are placed on probation due to a grade for a course that will genuinely not be used toward their degree, probation will be rescinded if departmental support is given, but the decision is irreversible, i.e., the student cannot later request that the course be used, even if it is repeated. There is no appeal for the use of non-UH Mānoa or lower division courses for the purposes of grade point calculations.

It is not automatic that a student who continues to have a GPA below 3.0 will be dismissed following a semester on probation. If there are indications that the student’s work is improving or their GPA is, say, 2.93, the Associate Dean may allow the student to continue on probation. In some cases, this may be the result of consultations with the graduate chair.

**Continuous Enrollment/Registration in the Semester of Graduation**

**Policy**
Students must be enrolled continuously unless a leave of absence is requested. Students who are not enrolled in a given semester (not counting summer) must re-apply through the Graduate Student Services Office. Students who plan to graduate within a given semester must be registered for at least one credit in that same semester.

**Principle**
The pursuit of an advanced degree presumes that continuous study is necessary to provide the depth and breadth of knowledge required, i.e. that the period of time devoted to such study is focused within a coherent span of time. This policy ensures that the student maintains such a focused study and is awarded a degree soon after the conclusion of the student’s course of study.

The principles behind the requirement that a student be registered in their semester of graduation are (1) that it is important to document the faculty and staff time and (2) tuition funds are used to defray the cost of faculty and staff time.

**Practice**
Students on enrollment hiatus are required to re-apply to their programs; the programs determine whether they can be readmitted. The decisions of the program are usually upheld by the Graduate Division as long as there is no violation of the seven-year rules for courses or for the overall period of study. Students may be required to repeat courses or examinations to demonstrate that they retain current knowledge in the field. Problems related to breaks in
enrollment have been alleviated to a great extent by the Graduate Division’s posting of a list of continuing students who are not registered so that the departments are aware of them.

As to the need to be registered in the term in which the degree is awarded, doctoral students and master’s Plan A students are generally present and active in their final semester. A major concern for this policy, however, involves Plan B students who may be completing papers or projects without being registered. The requirement applies to them and the 500 course is the credit vehicle intended for this purpose.

The Graduate Division may waive the requirement to be registered in the semester of graduation, including summer. This occurs only with the support of the graduate chair and only for students who have completed all requirements, but may have missed the deadline for filing the thesis or dissertation during the semester. A special petition to the Associate Dean is required. If the petition is approved, the student will receive the degree in the following semester (See below). For periods longer than one semester, this requirement is only waived with the support of the program and under very exceptional circumstances as the tuition revenue should not be lost without compelling reasons.

**Leaves of Absence**

**Policy**
If a graduate student has knowledge in advance of a need to be absent for one or two semesters, the student should request a leave of absence. These leaves are granted only once and for a maximum of one full year or two semesters. New students must have completed at least one term before being granted a leave. Terms for which students are on leave do not count against the seven year time limit.

**Principle**
The leave of absence is the only official exception to the continuous enrollment policy. It should be granted only in the case of circumstances beyond the student’s control or in the case of an unusual educational opportunity that will not allow the student to be registered.

**Practice**
Standard leaves of absence are approved by the staff of the Graduate Student Services Office. A second leave of absence or a leave lasting longer than one year will only be approved in the case of a major medical problem, a family emergency, or an outstanding educational opportunity. The judgment as to whether a case qualifies will be made by the Associate Dean. In no case will a third leave or a leave of more than two years be approved. In such cases, students must break from enrollment and hope that the program will allow them to re-enter. Summer is not counted as a semester for any purposes of leave.

**Thesis and Dissertation Committees**

**Policy**
The composition of thesis and dissertation committees is explained in detail on the Graduate Division’s web-page: [http://manoa.hawaii.edu/graduate/content/committee-composition-potential-members](http://manoa.hawaii.edu/graduate/content/committee-composition-potential-members). A majority of the members of the committee must be physically present for the final defense, which must be open to the public. Doctoral defenses must be publicly announced.
Principle
The use of a committee to approve the level of work required for advanced degrees is a time honored method to ensure that a broad selection of qualified faculty judges the student’s work. For dissertations, the presence of the University Representative (formerly known as the Outside Member) further ensures that the Graduate Division’s policies and standards are maintained.

Practice
Occasionally problems will arise in the creation or maintaining of the committee. Many graduate students fail to understand the role of the University Representative, thinking that the person must complement or supplement the expertise of the committee in some way. While a person who can provide a contribution to the dissertation is useful, it is not essential. The major requirement is that the University Representative be tenured and have full graduate faculty status. If there are problems in procedure the university representative can provide the Graduate Dean with an unbiased report. To fulfill this role, the protection of tenure is critical.

If a committee member cannot be present for the defense of the dissertation it is possible to request the remote participation of up to two members. Rules and a form for this can be found under: http://manoa.hawaii.edu/graduate/content/forms. The form needs to be filed with the Graduate Division. Only in very rare cases should the chair or the University Representative participate in the defense remotely. In such cases, the reasons must be extremely compelling and it requires assurances as to the quality of the defense before it can gain approval from the Graduate Dean or Associate Dean. In no case may the student be remote. In cases of last minute absences jeopardizing the student’s defense and no sanctioned options are possible, it is best to contact the Graduate Division.

Deadlines for Graduation, Oral Defenses and Submitting Theses and Dissertations
Policy
See Appendix A for the complete list of deadlines.

Principle
The Graduate Student Services Office requires time to process graduation applications as well as the theses and dissertations prior to the end of the semester. Submission of the thesis or dissertation is also the final requirement for degree completion for most students, so it signals the need for a degree audit which also requires processing time. The oral defense deadline has been dropped.

Practice
Students should be told about the early deadline for applying for graduation so that an accurate list of prospective graduates can be sent to graduate programs as soon as possible for degree audit purposes. Students who miss the deadline late in the term will be required to get their forms signed by the graduate chairs. A thesis/dissertation defense deadline may be set by any graduate program or left up to individual committees. The deadline should be set early enough to give the student adequate time to revise the thesis/dissertation by the Graduate Division’s submission deadline. In no case will a thesis or dissertation be accepted for a student for graduation within a given semester after the last day of that semester. The student will be awarded the degree the following semester, but may be required to register. Special
circumstances may govern this decision for international students affected by SEVIS rules. A student who is allowed to submit a thesis or dissertation beyond their “final” semester is considered to be a student up to the date of submission, after which they have 60 days to remain in the country.

Transfer of Credit, Course Substitutions and Waivers of Degree Requirements

Policy
Master’s students must take a minimum of 16 credits or a majority of the credits required for the degree in residence to earn a University of Hawai`i at Mānoa degree. Any number of credits beyond that may be transferred as long as the request is made in the first semester and the credits are from an accredited school, are at the upper division or graduate level, a grade of B- or higher has been earned, and the course was not used for a previous degree. Grades do not transfer with the credits.

Doctoral students do not need to have credits transferred, since there is no minimum credit requirement for the PhD, however, doctoral students must be enrolled in a minimum of three semesters full-time or the equivalent.

Principle
The graduate residency requirement for master’s is for two full semesters and 16 credits to assure that the degree is taken with a significant number of credits at the University of Hawai`i at Mānoa. Any credits beyond that minimum may be transferred. Since the standard for graduation is a 3.0 GPA and the transfer grades are not used, the student must have earned a grade of no less than a B-. Credits must be transferred within the first semester to protect the students. Students should not have to take courses that they may have already taken unless they were used for a degree. The transferred credit cannot have been used for a previous degree because a degree is awarded in recognition of specific learning that occurred within the context of that degree and should not involve courses applied to a different degree.

Practice
It is important to note that courses taken while the student was enrolled in the UH Outreach College are treated as transfer credits, even though the student might have taken a regularly offered graduate course from a member of the graduate faculty. These credits are subject to the same restrictions as if the student had taken them at another campus. There is no appeal for the use of non-UH Mānoa courses for the purposes of grade point calculations. As it is usually the fault of the programs in failing to request a transfer of credit in the first semester, petitions to transfer credit after the first semester are usually granted. Appeals for use of credits already applied to a previous degree must demonstrate that the credits were an integral part of the second degree even though the second degree is significantly different in level and area of study from the first degree.
## Appendix A  GRAD CHAIR CALENDAR

<table>
<thead>
<tr>
<th>FALL Semester, Aug - Dec</th>
<th>SPRING Semester, Jan-May</th>
<th>SUMMER, May - Aug</th>
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<tbody>
<tr>
<td><strong>Admissions</strong></td>
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<tr>
<td>Reply to Inquiries - tip sheet</td>
<td>Prepare files for faculty review</td>
<td>Reply to inquiries</td>
</tr>
<tr>
<td>Assist applicants re materials</td>
<td>Guide Admissions Committee</td>
<td>Update Web Material</td>
</tr>
<tr>
<td>Receive, organize applications</td>
<td>Return decisions, answer applicants</td>
<td>Add incoming students to listserv</td>
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<tr>
<td>Merit rankings for awards</td>
<td>Schedule fall orientation mid Aug</td>
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<tr>
<td>Assist w/ other awards</td>
<td>Prelim Conf w incoming students</td>
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<td><strong>Student Progress</strong></td>
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<td>Regular Form I, II, III help</td>
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<td>Regular Form I, II, III help</td>
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<td>Over 7-yr extensions</td>
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<td>Over 7-yr extensions</td>
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<td>Spring Degree check</td>
<td>Summer Degree check</td>
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<td>Update documents &amp; web</td>
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<td>Nominate Grad Faculty, Affiliates</td>
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<tr>
<td>Educate new/old faculty</td>
<td>Educate new/old faculty</td>
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</tbody>
</table>
**Fall/Spring Semester Calendar**  
*(Summer is slightly different)*

Some dates are approximate and all are subject to change

Classes begin: Week 1  
- Last day to drop a course without a W is exactly one week after classes begin.  
- Last day to add is one day after last day to drop.

Deadline for 100% tuition refund: mid-way through Week 2

Deadline for applying for graduation: Friday of Week 3

Deadline for 50% tuition refund: start of Week 4

Degree Certification forms sent to Graduate Chairs: No later than the end of Week 8

Last day to drop with W: End of Week 9

Deadline for final defense of theses and dissertations has been removed. Students should be advised to schedule the defense so that they will have enough time for revisions prior to the submission deadline.

Deadline to submit theses and dissertations: End of Week 11 (Not counting spring break)

Degree Certification forms need to be returned to Graduate Division: End of Week 12 (Not counting spring break)

Deadline for conversion/removal of I grades:  
- Fall = April 1 of following spring  
- Spring = November 1 of following fall
APPENDIX B: ADMISSIONS FLOW-CHART

Application received by Graduate Admissions & entered into Banner *(3 - 7 working days)

- Days in parentheses are approximate.
- Applications and supporting docs are archived for 2 years, however applicants must submit a new application and application fee to be considered for admissions for a later term.

International

Domestic or International applicant?

Official Transcripts & TOEFL/IELTS scores received?

No

Official Transcripts received?

No

Application received by Admissions Specialist deemed either Admissible or Inadmissible *(4 - 10 working days)

Application filed until documents received

Yes

Documents Received

Yes

Application reviewed by Admissions Specialist deemed either Admissible or Inadmissible *(4 - 10 working days)

Application sent to graduate program for review

Admissible

Admitted by Grad Admissions?

Yes

Banner record updated & denial letter sent

Petition approved by Grad Dean?

Yes

File is sent back to program for Graduate Chair’s signature

No

Inadmissible

Application must be sent by Grad Chair, along with a petition for admission, to be approved by the Graduate Dean.

Application is filed until SIR is received

Has student submitted their SIR?

Yes

Accepted admissions?

Yes

Banner record is updated & applicant is prepped to register for term *(7 - 10 working days)

No

*Application archived for 2 years

No

Banner record updated, admit letter & VISA documents sent

Financial documents received

Yes

Lack Letter is sent and application is filed until financial docs are received *(5 - 7 working days)

No

Banner record is updated & admit letter sent *(5 - 7 working days)

Applied for domestic program?

Yes

Domestic

Banner record updated & admit letter sent

International

Is student funded?

Yes

Domestic or International?

No

Accepted admissions?

Yes

Admitted by Grad Admissions?

Yes

Banner record updated & denial letter sent

No

Banner record updated & admit letter sent

Petition approved by Grad Dean?

Yes

File is sent back to program for Graduate Chair’s signature

No

Inadmissible

Application must be sent by Grad Chair, along with a petition for admission, to be approved by the Graduate Dean.

Application is filed until SIR is received

Has student submitted their SIR?

Yes

Accepted admissions?

Yes

Banner record is updated & applicant is prepped to register for term *(7 - 10 working days)

No

*Application archived for 2 years

No

Banner record updated, admit letter & VISA documents sent

Financial documents received

Yes

Lack Letter is sent and application is filed until financial docs are received *(5 - 7 working days)

No

Banner record is updated & admit letter sent

Application filed until documents received

Yes

Does Grad Admission deem Admissible or Inadmissible

Admissible

Application sent back to grad admissions w/ program recommendation

No

Admitted by Grad Admissions?

Yes

Banner record updated & denial letter sent

Petition approved by Grad Dean?

Yes

File is sent back to program for Graduate Chair’s signature

No

Inadmissible

Application must be sent by Grad Chair, along with a petition for admission, to be approved by the Graduate Dean.

Application is filed until SIR is received

Has student submitted their SIR?

Yes

Accepted admissions?

Yes

Banner record is updated & applicant is prepped to register for term *(7 - 10 working days)

No

*Application archived for 2 years

No

Banner record updated, admit letter & VISA documents sent

Financial documents received

Yes

Lack Letter is sent and application is filed until financial docs are received *(5 - 7 working days)

No

Banner record is updated & admit letter sent

Application filed until documents received

Yes

Does Grad Admission deem Admissible or Inadmissible

Admissible

Application sent back to grad admissions w/ program recommendation

No

Admitted by Grad Admissions?

Yes

Banner record updated & denial letter sent

Petition approved by Grad Dean?

Yes

File is sent back to program for Graduate Chair’s signature

No

Inadmissible

Application must be sent by Grad Chair, along with a petition for admission, to be approved by the Graduate Dean.

Application is filed until SIR is received

Has student submitted their SIR?

Yes

Accepted admissions?

Yes

Banner record is updated & applicant is prepped to register for term *(7 - 10 working days)

No

*Application archived for 2 years

No

Banner record updated, admit letter & VISA documents sent

Financial documents received

Yes

Lack Letter is sent and application is filed until financial docs are received *(5 - 7 working days)

No

Banner record is updated & admit letter sent

Application filed until documents received

Yes

Does Grad Admission deem Admissible or Inadmissible

Admissible

Application sent back to grad admissions w/ program recommendation

No

Admitted by Grad Admissions?

Yes

Banner record updated & denial letter sent

Petition approved by Grad Dean?

Yes

File is sent back to program for Graduate Chair’s signature

No

Inadmissible

Application must be sent by Grad Chair, along with a petition for admission, to be approved by the Graduate Dean.

Application is filed until SIR is received

Has student submitted their SIR?

Yes

Accepted admissions?

Yes

Banner record is updated & applicant is prepped to register for term *(7 - 10 working days)

No

*Application archived for 2 years

No

Banner record updated, admit letter & VISA documents sent

Financial documents received

Yes

Lack Letter is sent and application is filed until financial docs are received *(5 - 7 working days)
## Appendix C: Graduate Division Application Status Report Definition Table

<table>
<thead>
<tr>
<th>Header</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Id</td>
<td>UH ID – Please have applicant’s ID available when calling for assistance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>Application is missing items required by Graduate Admissions.</td>
</tr>
<tr>
<td>Complete, Ready for Review</td>
<td>All required items now received by Graduate Admissions to determine minimum admissions eligibility: File in process.</td>
</tr>
<tr>
<td>To Dept</td>
<td>Evaluation sheet, applications and supporting documents forwarded to graduate program for review.</td>
</tr>
<tr>
<td>2nd Review</td>
<td>Applicant inadmissible by Grad Division. If program has petitioned to admit, providing justification, petition under review.</td>
</tr>
<tr>
<td>From Dept</td>
<td>File has been returned from graduate program with a decision.</td>
</tr>
<tr>
<td>Admitted Lacking Funds</td>
<td>International applicants who have been recommended for admission without sufficient funds from University or elsewhere.</td>
</tr>
<tr>
<td>File Closed Incomplete</td>
<td>Grad Admissions required items not received, file closed.</td>
</tr>
<tr>
<td>- Admitted Regular</td>
<td>- Admitted-Not coming</td>
</tr>
<tr>
<td>- Admitted Conditional</td>
<td>- Admitted Pending EWC grant</td>
</tr>
<tr>
<td>- Denied by Program</td>
<td>- No action taken by dept</td>
</tr>
<tr>
<td>- Denied by Grad Div</td>
<td>- Cancelled by applicant</td>
</tr>
<tr>
<td>- Admitted-Coming</td>
<td></td>
</tr>
</tbody>
</table>

| Application Fee | AEW, ADB, AADB and McNair applicants are processed without the fee. |

<table>
<thead>
<tr>
<th>Geog</th>
<th>(Geographic location of applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>- Local applicants</td>
</tr>
<tr>
<td>M</td>
<td>- Mainland applicants</td>
</tr>
<tr>
<td>I</td>
<td>- International Applicants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Support</th>
<th>(for international applicants only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>- financial documentation not received.</td>
</tr>
<tr>
<td>Has funding</td>
<td>- applicant has submitted financial documentation with personal, family or third party sponsorship</td>
</tr>
<tr>
<td>Need funding</td>
<td>- no financial documentation received or applicant funding documentation shows insufficient funds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EWC</th>
<th>(Codes for East West Center and ADB applicants)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEW</td>
<td>- Applicant requesting EWC funding only</td>
</tr>
<tr>
<td>ADB, AADB</td>
<td>- Applicant requesting ADB funding only</td>
</tr>
<tr>
<td>IND</td>
<td>- Applicant also requesting grad program funding consideration</td>
</tr>
<tr>
<td>IADB</td>
<td>- Applicant also requesting grad program funding consideration</td>
</tr>
<tr>
<td>GEW</td>
<td>- awarded EWC or ADB funding</td>
</tr>
</tbody>
</table>

| Post-baccalaureate GPR | |
|------------------------| |
| Post-bachelor’s GPR information found on the evaluation sheet and 2nd review sheet. |

| Undergraduate GPR | |
|------------------| |
| Undergraduate GPR information found on the evaluation and 2nd review sheet. |

Please refer your questions to: Graduate Student Services Office
Tel: X68544, X68045 or V/T X64257