This *Manual* was prepared to provide information and does not constitute a contract. The Graduate Division reserves the right to change or delete, supplement, or otherwise amend at anytime and without prior notice the information, requirements, and policies contained in this *Manual*. 
Foreword

This manual is a compilation of the University of Hawaii at Manoa Graduate Division policies, procedures, rules and regulations. This document supersedes all previous editions. The provisions contained herein pertain to graduate faculty, courses, programs, and to the progress of a graduate student from admission to graduation; all graduate fields of study and all graduate students are affected. These are not rigid rules and regulations since extenuating circumstances often justify exceptions. Such exceptions will be made when a petition, initiated by a student, program adviser, or program committee, and recommended for approval by the chairperson of the graduate field of study, is approved by the Graduate Division. In general, action taken on petitions is not considered a binding precedent for future actions.

Dean O. Smith
Senior Vice President for Graduate Research and Education

August 1995
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SECTION I. GRADUATE DIVISION ORGANIZATION

1. Office of the Dean

The Dean of the Graduate Division is responsible for the supervision, development, and improvement of graduate education, including the appointment of the Chairpersons of the graduate fields of study, graduate faculty and graduate assistants, the admission of graduate students, and the establishment and maintenance of standards in graduate programs. The Dean is also responsible for the dissemination of information about faculty fellowships and awards and administers fellowships and scholarship programs such as Fulbright, Jacob Javits, NDEA, NSF, NASA, and others.

The Dean of the Graduate Division chairs the Graduate Council and the Senate of the Graduate Division.

The Associate Dean for Programs and Personnel is responsible for the logistics relative to the review of all graduate programs, courses, and curricula; surveying graduate offerings and assisting the Dean of the Graduate Division in review of graduate faculty appointments.

As Vice Chair of the Graduate Council, he/she consults with and advises the committees of the Council in the discharge of their duties, is responsible for the preparation of agenda and minutes of meetings of the Council, and takes appropriate administrative actions as required by the recommendations of the Council.

The Associate Dean serves as Acting Dean in the absence of the Dean of the Graduate Division.

The Assistant Dean for Student Academic Services is responsible for maintaining and modifying, as appropriate, policies and procedures related to the operations of the admissions and records offices in accordance with established standards; supervises the work in both these offices—processing applications for admission to the Graduate Division, maintaining records of performance of graduate students, certifying fulfillment of academic requirements by candidates for advanced degrees, determining academic status of each graduate student and taking scholastic action as required by the rules of the Graduate Division. He/she is responsible for the compilation of statistical reports related to graduate students and the academic review for eligibility of student applicants for financial aid. The Assistant Dean also advises the officers of the Graduate Student Organization, organizes the annual orientation for incoming graduate students; conducts workshops to assist students in the preparation of theses/dissertations; and conducts workshops for chairpersons of graduate fields of study to acquaint them with the Graduate Division's policies and procedures pertaining to student admissions and maintenance of records of academic performance.

The Assistant Dean serves as Second Vice Chair of the Graduate Council and serves as Acting Dean in the absence of the Dean and Associate Dean of the Graduate Division.

The Admissions Officer heads the Admissions Office under the Assistant Dean for Student Academic Services and is in charge of the management of the operations of the Admissions Office and the processing of graduate student admissions. Basic functions of the office include opening application files and notifying applicants of the status of their applications, evaluating credentials; routing applications to graduate fields of study for admission recommendations, notifying students of admission decisions, compiling statistical reports on all activities. Acts for the Assistant Dean when appropriate.

Organization, page 1
The Fellowship Officer and Assistant to the Dean functions as an officer in charge of the Fellowships and Scholarships section of the Graduate Division and as general assistant to the Dean. He/she is in charge of processing all graduate assistantship applications and changes in appointment, all tuition scholarships, exemptions and waivers; handles tax information and employment certifications for graduate assistants; and provides information and processing for fellowships and traineeships of local, national or international origin.

The Fellowships Officer also assists the Dean in other areas of the Graduate Division as determined and as time permits.

The Records Office has the responsibility of maintaining the official records pertaining to all classified graduate students. In addition, all inquiries and actions pertaining to changes in registration, foreign language examinations, degree and certificate requirements, transfer of credits, progress reports, thesis and dissertation requirements, scholastic actions (e.g., academic probation and dismissal), readmission petitions, graduation, withdrawal petitions, official leaves of absence, change of grade petitions, changes in program, changes in thesis or dissertation committee, and changes in student classification are handled by this office.

2. Graduate Council

Members of the Graduate Council are appointed by the Vice President for Research and Graduate Education upon recommendation by the Dean of the Graduate Division, and serve terms of three years. The Council meets once per month and advises the Dean on graduate courses, programs, and administrative matters. Periodic reviews of graduate faculty are conducted by the Council as part of the program review process. The Council has three standing committees: Program; Administrative-Admissions-Advisory; and Course. The Council must approve new graduate programs before they can be considered by the Manoa Faculty Senate or the President's Office. The Dean of the Graduate Division chairs the Graduate Council.

Composition of the Graduate Council. Members are selected to be broadly representative of the University's graduate programs. The larger colleges have two representatives, smaller colleges and schools a single representative, and the smallest schools have a single representative selected on a rotating basis. In addition, the president of the Graduate Student Organization is member of the Council. The following summarizes the composition of the Graduate Council:

<table>
<thead>
<tr>
<th>Dean of the Graduate Division</th>
<th>Chair</th>
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<tbody>
<tr>
<td>Associate Dean</td>
<td>First Vice-Chair</td>
</tr>
<tr>
<td>Assistant Dean</td>
<td>Second Vice-Chair</td>
</tr>
<tr>
<td>GSO President</td>
<td>Member</td>
</tr>
<tr>
<td>College of Tropical Agriculture and Human Resources</td>
<td>2 members</td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td>2 members</td>
</tr>
<tr>
<td>College of Arts and Humanities</td>
<td>2 members</td>
</tr>
<tr>
<td>College of Languages, Literatures, and Linguistics</td>
<td>2 members</td>
</tr>
<tr>
<td>College of Natural Science</td>
<td>2 members</td>
</tr>
<tr>
<td>College of Education</td>
<td>2 members</td>
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Selected from each of the member schools (Public Health, Medicine, Nursing, and Social Work) on a rotating basis, with no school having more than one representative at any given time.

Selected from the following schools on a rotating basis: Graduate School of Library and Information Studies, School of Hawaiian, Asian, and Pacific Studies, School of Travel Industry Management, and the School of Architecture.

3. Senate of the Graduate Division
   Composition and Function of the Senate. The Senate of the Graduate Division is composed of the Chairpersons of the Graduate Fields of Study. It functions as an advisory board to the Dean of the Graduate Division on major policy matters and serves as a forum for discussing any matters pertaining to graduate study. The Dean of the Graduate Division serves as chairperson of the Graduate Senate.

   Meetings. The Graduate Senate usually meets at least once each semester. If members are unable to attend, a representative should be sent. Other graduate faculty members are welcome to meetings but are not eligible to vote.

   Responsibility. Basic changes in policy such as general degree requirements, grade-point averages for successful completion of graduate programs and other matters of fundamental importance to graduate work are referred to the Senate of the Graduate Division for its approval.

   It is through the Senate of the Graduate Division that University-wide representation is obtained in the consideration of matters of general significance to all departments offering graduate work.

4. Graduate Student Organization
   The purpose of the Graduate Student Organization (GSO) is "to provide classified graduate students, through the graduate fields of study, with official representation at the University of Hawaii at Manoa (Constitution of the GSO)." Its primary functions are to: (a) provide input on policies affecting graduate students, (b) act as an advisory body to the Dean of the Graduate Division, (c) recommend graduate student representatives for service on campus-wide committees, and (d) initiate and maintain co-curricular programs for graduate students.

   The president of the Graduate Student Organization is a member of the Graduate Council.

   The Graduate Student Organization functions through an Assembly composed of representatives selected from each of the graduate fields of study and an Executive Council elected by the Graduate Student Assembly. The Graduate Student Organization maintains a permanent office in Hemenway Hall. A $5.00 per semester fee is assessed each classified graduate student by GSO.

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1Selected from each of the member schools (Public Health, Medicine, Nursing, and Social Work) on a rotating basis, with no school having more than one representative at any given time.

2Selected from the following schools on a rotating basis: Graduate School of Library and Information Studies, School of Hawaiian, Asian, and Pacific Studies, School of Travel Industry Management, and the School of Architecture.
SECTION II. GRADUATE STUDENT AND FACULTY APPOINTMENTS

PART A. Graduate Students

1. Graduate Assistants

The appointment of all graduate assistants must be reviewed by the Graduate Division. College or School deans recommend appointment upon nomination of the department chairperson. Appointments are made upon approval of the Graduate Dean as the President's designee.

Qualifications for Appointment. The minimum qualifications are graduation from a college or university of recognized standing, with major work in the field involved in the specific position; acceptance by the Graduate Division as an intended candidate for an advanced degree.

General Selection Criteria for Appointment

a. Only full-time graduate students admitted to or registered in a graduate program for an advanced degree are eligible for assistantships. Applicants must be studying for an advanced degree in the field in which they are appointed or in a closely related field.

b. To be eligible for a graduate assistantship, an applicant must have a satisfactory (better than average) undergraduate scholastic record with an adequate background in the major field where the appointment is made. The applicant must be in good academic standing, must have the minimum grade-point average required for regular admission (3.0), may not be on probation, and must have experience or other qualifications appropriate to the duties of the assistantship to which appointed.

c. Graduate assistants must carry a minimum of 6 units of credit or equivalent relevant to the degree each semester and must maintain at least the minimum grade-point ratio of 3.0 to be continued in the position.

d. All GAs must be appointed to the BOR approved pay scale. This a nine step pay scale, the difference between steps is 4 percent and the difference between 9 and 11 month appointments is 17 percent. When a grant does not contain sufficient funds to meet a pay increase, a GA may be reappointed "below scale" as a GA-0.

e. Foreign students with any instructional responsibility must demonstrate proficiency in English through scores on the Test of English as a Foreign Language (TOEFL) of at least 600.

f. Graduate assistants must meet any further criteria stipulated by individual fields of study. Usually appointments are made on a competitive basis, the awards going to the best qualified students. Besides grade-point averages, scores on special examinations, motivation and goals of students, and specialty areas of the faculty may be important factors in the awarding of assistantships.

g. Graduate assistantships shall be awarded in a nondiscriminatory manner. Availability of assistantships shall be made known to eligible graduate students through appropriate internal University communication channels and posted on bulletin boards. A UH Form 17 (EEO/AA) should be completed and retained with the recruiting and selection materials for a period of at least three years.

h. In general, all other points being equal, awards are made for residents of the State of Hawaii in preference to out-of-state students.

i. Assistantships may be renewed on an annual basis upon satisfactory performance as a student and as an assistant, but all reappointees must meet any criteria established for new appointees.
Such renewals, however, will not usually result in a total period of service for any assistant of more than four years, particularly in State funded positions.

j. An assistantship shall be automatically terminated when an incumbent completes his/her degree program (at the end of the semester of such completion), or upon the complete withdrawal of a student from his/her program (as of the date of such withdrawal). The assistantship may be terminated if a student falls below the required grade-point ratio (3.0) or if services rendered prove unsatisfactory. Action in all these instances is initiated by the department chairperson or principal investigator, approved by the Dean of the Graduate Division, and carried out by the dean of the appropriate college or school.

**Supporting Documents.** The Payroll Notification Form (PNF) is utilized for the appointments of graduate assistants. The Dean of the School/College should not sign the (PNF) until the appointment has been approved by the Dean of the Graduate Division. Other personnel forms are processed by the personnel officers of the respective schools/colleges. Letters of recommendation should not be forwarded beyond the department office.

**Eligibility Check.** An eligibility check can be made before appointment forms are processed. A form is available in the Graduate Division Fellowships Office. Whenever there is a question on the part of those that recommend graduate assistant appointments, this eligibility form should be used. Letters of recommendation should remain in the department office.

**Duties and Responsibilities.** Under special supervision, with limited latitude for independent action, graduate assistants serve in one or more of the following capacities; laboratory assistant in charge of a group or section, the work to be performed having been defined by a person in full charge of the course; assistant to a lecturer, preparing exhibits or demonstrations; assistant in charge of a quiz section; teaching of a lecture class or section under supervision; reviewing material presented by the faculty member in charge of the course; reader of examinations prepared by the instructor in charge of the course; research assistant.

**Overload.** Normally overload activity is permitted for graduate assistants only during non-instructional periods (between semesters and during the summer). One or two day periods may be approved on an exception basis, and appointees on less than 0.50 FTE may have overload responsibilities up to the full 0.50 FTE. Work as "Note-Takers" for the Associated Students of the University of Hawaii (ASUH) program for teaching assistants is considered by the Graduate Division as a conflict of interest.

In any case where an exception to this policy is requested, full justification must be submitted. Usually overloads are formally considered only for students very near the completion of their academic programs.

**Tuition and Exemption.** By Board of Regents action tuition is waived for all (0.50 FTE) graduate assistants, without limit on the number of credit hours carried by the individual student. The exemption is only for tuition, not for any other fees (special courses fees, the Graduate Student Organization fee, and other fees and charges listed in the *Catalog*).

Exemption from tuition applies to the fall and spring semesters only. Summer Session tuition exemptions, if available, are issued by the Dean of the Summer Session. Announcements regarding such exemptions are made in the University Bulletin during the spring semester.

**Academic Load.** All graduate assistants must carry a minimum of 6 credit hours, but may carry a maximum of 9 credit hours, each semester. A total of 6 credit hours constitutes a full-time load, including ELI courses. Audit hours do not count toward the minimum. The 6 credit hours may be
at any level, 100-800, relevant to their degree. Eligible doctoral candidates may be considered as carrying a full academic load (full-time status) when enrolled for one credit hour of Dissertation 800. Eligible master's candidates may be considered as carrying a full academic load (full-time status) when enrolled for one credit hour of Thesis 700 after completing all required credits for the graduate degree including the program's minimum requirements for Thesis 700. To be eligible for such certification, receipt of Student Progress Form IV verifying that the dissertation or thesis proposal has been approved must be recorded in the Graduate Division.

Graduate assistants wishing to register for more than 9 credit hours in any one semester should present a memo of endorsement from the Chair of the field of study at the time of registration to the Assistant Dean of Graduate Division for approval.

Advisers should note that continuing graduate assistants registering for less than 6 credits are not eligible for the assistantship.

**Visas.** Only the F-1 visa may be used. The request for an F-1 visa is issued by the Graduate Admissions Office. A foreign graduate assistant is issued an I-20 (Certificate of Eligibility) for this visa by the Graduate Admissions Office after the appointment is approved by the Graduate Dean.

2. **Tuition Awards**

   **Tuition Waivers (TW).** These awards are a waiver of all tuition charges. They do not include the waiving on any fees. To be eligible, the student must:
   a. Be nominated by the field of study;
   b. Be a regular graduate student in good standing. Students admitted conditionally by the Graduate Division are not eligible. They may be eligible, however, if they are conditional due to field of study action.
   c. As of Spring 1992, general tuition waivers may be awarded to part-time students (not applicable to Pacific Asian Scholarship.)

   Awards are for one semester. Normally, students are not eligible for more than 8 awards (4 years worth). Tuition waiver awards are monitored by the Graduate Fellowship Office, Spalding 357.

   **Pacific Asian Scholarships (PAS).** These awards are a waiver of all tuition charges. They do not include the waiving of any fees. To be eligible, in addition to meeting the requirements for a regular tuition waiver described above, the student must:
   a. Have and maintain a GPA of at least 3.5; and
   b. Either be pursuing a course of study that is relevant or important to the Pacific Asian region or be a resident of a Pacific Asian jurisdiction (excluding Hawaii).

   **PACAS Awards.** Pacific-Asian exemption of the non-resident tuition differential. Students from selected countries who are enrolled as regular graduate students may be exempted from paying the out-of-state tuition differential. The awards are made and reviewed by the Graduate Division. To be eligible, the student must:
   
   a. Be a resident of one of the following jurisdictions:
      - Burma
      - Peoples Republic of China
      - Hong Kong
      - Indonesia
      - Japan
      - Republic of Korea
      - Malaysia
      - Philippines

Student and Faculty Appointments, page 6
b. Be a regular graduate student in good standing. Students admitted conditionally by the Graduate Division are not eligible, however, if they are conditional due to field of study action, they may be eligible;
c. Not be the recipient of an award that includes tuition;
d. Be making adequate progress toward their degree.

Once granted, the award continues until graduation unless:
a. The student’s GPR falls below a 3.0, or
b. The student is placed on probation, or
c. The student changes residency, or
d. The student receives an award that includes tuition, or
e. The student fails to make adequate progress toward her/his degree.
PART B. Faculty

1. Graduate Faculty Appointments

At the University of Hawaii, the graduate faculty is composed of faculty and professionals who have a record of professional, scholarly, and/or artistic achievements who have agreed to work with and advise graduate students. All members of the graduate faculty are affiliated with one or more graduate fields of study. The faculty member, however, does not have to be on the faculty of the department housing the graduate field of study. The graduate faculty in a given field of study may be composed of regular, cooperating, and affiliate members at two levels, full and associate. *The regular members of each graduate field of study determine the rights (including voting rights) and responsibilities of cooperating and affiliate members of their graduate faculty as it pertains to the governance of their graduate field.* All members of the graduate faculty are listed in the General and Graduate Information Catalog.

Regular Graduate Faculty. All members of the University of Hawaii faculty (instruction, research, administration, and specialists) at rank 3 or higher may be nominated to the regular graduate faculty. The term "regular" graduate faculty is used to denote membership in the first graduate field of study to which a faculty member is appointed. In the case of interdisciplinary graduate programs (e.g., CMNS, EECB, MB, Ed.D.), regular graduate faculty in other graduate fields of study may also be considered "regular" graduate faculty in the interdisciplinary graduate field.

There are two (2) levels of regular graduate faculty membership, a) full and b) associate as follows:

A. Full Member: Full member appointments carry all authority, privileges, and responsibilities of graduate faculty membership.

Privileges and Responsibilities
a. May serve as chairs of thesis and dissertation committees in their graduate field of study, and as members of theses and dissertation committees in any field.
b. Are eligible to serve as chairs of graduate fields of study.
c. May prepare and grade qualifying, comprehensive, and final exams (as defined in the Catalog).
d. Are eligible to serve on the Graduate Council.
e. May participate in the general administration of their graduate program (admissions, program structure, policy, etc.).
f. Are eligible to serve as outside members on dissertation committees.

Standards for Appointment and Reappointment
a. For initial appointment, must be nominated by their graduate field of study and be currently a productive scholar in his or her field as evidenced by ongoing independent professional, scholarly, or artistic achievements. The Graduate Dean makes all graduate faculty appointments. All graduate faculty are expected to have terminal degrees. (An alternative procedure for new hires is described in the following section.)
b. Faculty promoted to, or hired at, R4 or I4 or higher in departments offering graduate degrees are eligible for appointment to the graduate faculty following recommendation from the field and approval from the Graduate Division.
c. For reappointment after periodic (every seven years) review by the Graduate Council, members must meet the Graduate Senate standard that it is the responsibility of the faculty member to remain current in her or his field; to be active in scholarship as evidenced by two or more refereed/juried publications or outlets for artistic/creative activities; as appropriate to the field (in fields where books are the standard form of

*Student and Faculty Appointments, page 8*
shared scholarship, significant progress must be demonstrated; and to participate in teaching and guiding graduate students as demonstrated by participating in two or more of the following activities; teaching graduate level courses, serving on graduate student committees; providing financial support for graduate students; serving on policy, examination, or program committees of a graduate faculty as well as any additional criteria established by their respective fields of study.

**B. Associate Member:** The associate level is appropriate for new faculty (R3 or I3) who are in the process of establishing a scholarly record, for persons in administrative positions that do not allow an opportunity to continue scholarly activities, and for senior faculty who have not been recently productive, but whose expertise is of benefit to graduate students. Associate member appointments carry the following privileges and responsibilities.

**Privileges and Responsibilities**

- a. May serve as members of thesis and dissertation committees in any field, but not in the capacity of "official" outside member.
- b. May prepare and grade qualifying, comprehensive, and final exams (as defined in the Catalog).
- c. May participate in the general administration of the graduate program (admissions, program structure, policy, etc.).

**Standards for Appointment and Reappointment**

- a. For initial appointment, must be nominated by their graduate field of study and show promise of conducting research/creative activities that will result in national and international recognition as an authority in their field.
- b. For reappointment after periodic (every seven years) review by the Graduate Council, demonstrate a past record of scholarship as evidenced by appropriate publications or outlets for artistic/creative activities, and continued participation in graduate education.

**Affiliate Graduate Faculty.** These are individuals who are not members of the University faculty who otherwise have all the qualifications for graduate faculty status and who wish to help advise graduate students. Fields of study have the option of nominating them for full status in which case they can chair thesis and dissertation committees or associate status, in which case they can serve as inside members of thesis and dissertation committees. Affiliate graduate faculty may not serve as outside members on dissertation committees.

**Cooperating Graduate Faculty.** These are members of the graduate faculty whose home field is other than the graduate field with which they are cooperating. To be appointed to a cooperating graduate faculty, the faculty member must first be a member of the regular graduate faculty in his or her home field if one exists. If there is no graduate faculty in the faculty members academic home, his or her status (cooperating or regular) will be determined by the nominating field of study.

**Limitations on Non-Graduate Faculty.** Generally, faculty who are not members of the graduate faculty, except in special circumstances and with the approval of the Graduate Dean, are not allowed to prepare or evaluate qualifying and comprehensive exams or to serve on thesis or dissertation committees.

**Review of Graduate Faculty Status.** Graduate faculty are nominated every seven years for continuance by the field of study as part of the program review process. The nominations are reviewed by the Graduate Council who recommends to the Associate Graduate Dean. The Graduate Dean makes the final decision on the nominations. Those not nominated for continuance or whose nominations are not approved lose their graduate faculty status. It is possible for either the field of
study or the Graduate Council to recommend that a member of the full Graduate Faculty who has not been recently productive be placed on associate status.

The following procedures are followed by the Graduate Council in undertaking these reviews:

a. A separate committee of the Council and a convener will be appointed by the Graduate Dean to undertake the initial review of the documents for each field under review. The committee will consist of two to three persons, depending upon the size of the graduate faculty of a field, and will include individuals who generally are in similar areas but outside of the field being reviewed. The committee will elect its own chair.

b. The committee will contact the Graduate Chair of the field of study for clarification of the field's criteria for continuation on the graduate faculty at the full and associate level (above and beyond the minimum standards set by the Senate).

c. The committee will review all resumes to ensure that the candidates meet the appropriate minimum standards.

d. If the committee has concerns or questions concerning a specific candidate, it will contact the Graduate Chair of the field for additional information.

e. The committee will make its recommendation to the full Council. The possible recommendations are: (a) continuance of the current appointment; (b) continuance at a lower level (for those holding full appointments); or (c) removal from the graduate faculty.

f. The Council will vote on the committee's recommendations and forward its recommendation to the Associate Dean of the Graduate Division.

g. The Associate Graduate Dean has the responsibility for appointing the faculty for an additional term as graduate faculty of up to seven years or until the next program review.

h. A faculty member who is not recommended by his or her field of study to be continued on the graduate faculty, may appeal this decision to the Chair of the graduate field of study. If the faculty member does not receive satisfaction, the case may be appealed to the Dean of the Graduate Division.

i. A faculty member not recommended by the Graduate Council and not appointed by the Associate Dean may appeal this decision to the Associate Dean. If the faculty member does not receive satisfaction, the case may be appealed to the Graduate Dean. The final authority for all graduate faculty appointments is the Vice President for Research and Graduate Education.

Change in Graduate Faculty Status. An individual may lose graduate faculty status or be moved from full to associate status in one of two ways: (1) through the review process described above; or (2) a request for removal of an individual from the graduate faculty in a field of study may be initiated by either the field of study or by the Graduate Council. Approval by the Graduate Council and the Dean of the Graduate Division is required.

Nomination to the Graduate Faculty. Nomination can be accomplished by sending a memorandum from the Chairperson of the Graduate Field to the Graduate Dean accompanied by a current curriculum vitae. The memo should indicate the level (full or associate) and the type (regular, cooperating, or affiliate) of appointment requested and contain a statement certifying that the nomination has the approval of the majority of the regular Graduate Faculty in the field of study. A sample memo follows:
Memorandum

To: Dean of Graduate Division

From: ____________________, Chair Field of Study

Re: Name, Title, Position

Name is recommended for {Full, Associate} membership in the {Regular, Cooperating, Affiliate} graduate faculty in Field(s) of Study. This nomination has been discussed with and has the approval of the majority of the incumbent members of the Graduate Faculty in this (these) Field(s) of Study.
2. New Hires

The Dean of the Graduate Division must approve the appointment of members of the faculty who will also serve on the graduate faculty. This may be done at the time of initial appointment. Chairpersons will find it useful to check qualifications of prospective staff with the Dean or with the Associate Dean before initiating informal inquiries with prospective candidates. This is especially true of appointments at the higher ranks.

Papers forwarded to the Dean's office for final review should include: (a) Payroll Notification Form (PNF), and (b) a detailed curriculum vitae indicating biographical information, educational background, relevant previous experience, and publications or performances, exhibitions, commissions, or patents. Following final review and approval by the Dean or the Associate Dean, appointments are returned by the Graduate Division to the appropriate Dean/Director.

If appointees have not been approved by the Dean of the Graduate Division upon initial hire, they must be nominated to serve on the graduate faculty by the graduate field of study, and, in turn, appointed by the Dean of the Graduate Division.

3. Adjunct and Clinical Faculty

Adjunct and clinical faculty, because of the short-term nature of their appointments, are not routinely considered as members of the graduate faculty. If a field of study wishes to arrange such service, the affiliate graduate faculty appointment procedure should be utilized.

4. Chairing Graduate Fields of Study

The Dean of the Graduate Division appoints a full member of the graduate faculty to serve as chairperson of each graduate field of study. The Chairperson of a department having a graduate field of study under its administration is often so appointed, if qualified. If the Department Chairperson prefers, he or she may nominate some other member of the Graduate Faculty as chairperson. If the Dean of the Graduate Division concurs, the individual so nominated is appointed to chair the field of study.

Duties of Graduate Chairpersons. Faculty chairing fields of study are members of the Senate of the Graduate Division. They serve as the liaison for the Dean with the graduate fields of study in matters of policy, rule changes, and general graduate student affairs related to the fields of study. The Chairpersons of graduate fields of study should keep the Dean informed of any matters of mutual concern related to graduate programs. Among the duties chairpersons of graduate fields of study perform are the following:

a. Answer routine requests for information and applications.
b. Maintain files for each graduate student.
c. Schedule preliminary, admit-to-candidacy, and qualifying examination (written and oral), and other student conferences.
d. Serve as liaison between the department and the University, and any other such agencies with which the graduate program comes in contact.
e. Serve on the Senate of the Graduate Division.
f. Schedule and conduct graduate faculty meetings.
g. Advertise for and nominate students for tuition waiver awards.
h. Administer the selection procedures for students who apply to the program.
i. Sign all official forms for the Graduate Division, including signing for graduate students completing their degree programs each term.
SECTION III. COURSES AND PROGRAMS

1. Undergraduate Courses
   Courses numbered 300-398 and 400-498 are upper division courses that may be approved by graduate fields of study for inclusion in master's degree programs.

2. Professional Courses
   Courses numbered 500-599 are applicable to first professional degrees (education, law, and medicine) and in-service training programs in education. They are ordinarily not applicable toward graduate degrees. The course 500 Master's Plan B/C is used to maintain enrollment, but does not count toward a graduate degree.

3. Graduate Courses
   Only courses numbered 600 and above are graduate courses carrying full graduate credit.
   - 600 Level: Typically taken in the first year of graduate programs, or the first courses in a graduate sequence.
   - 700 Level: More advanced courses and seminars.
   Special Designations:
   - 790: Teaching methods or supervised teaching experience.
   - 791-798: Other specialized courses outside usual class, laboratory, or seminar arrangement.
   - 696, 796: Topics Classes
   - 697-698, 797-798: Experimental Courses
   - 699: Directed Reading/Research
   - 700: Thesis (master's level only)
   - 800: Dissertation (doctoral level only)
   Members of the faculty who are not members of the Graduate Faculty may teach graduate courses with the approval of the Department Chair. It is assumed that the Chair will have consulted with the Graduate Faculty of the department before making such an assignment.

4. New Courses
   All new graduate courses require the approval of the Graduate Division before they can be initiated. The Dean refers all proposals to the Graduate Council for review. The Graduate Division requires the original plus six copies of all course proposals.
   Deadlines for Proposals. All proposals must reach Graduate Division at least one month before the end of the semester a year before the course will be offered (i.e., by the end of November for courses to be offered the next fall and by the first of April for courses to be offered the next spring).
   Procedure for Proposals. The department submits a proposal on UHM-1 to the college(s) concerned and the college, after review and approval, forwards the recommendation to the Associate Dean. The Graduate Council reviews the proposal and makes a recommendation to the Dean. Once approved by the Dean, the proposal is sent to the office of the Vice President for Academic Affairs.

Required Documentation
a. What is the objective of the course? Where appropriate, provide an overview of the course content. A reasonably detailed syllabus is more useful than an extended bibliography. The course committee wants to know what the student is expected to know before starting the class, what the student is expected to learn in the class and/or be able to do after completing the class, how the student is expected to learn it, and how the student will be evaluated.

b. Where does the course fit in the present graduate program? [The course committee of the Graduate Council is especially concerned that new courses or modifications be consistent with the program of which they are part.]

c. What are the general qualifications for teaching this course? Is an instructor now available? What are his or her qualifications?

d. Which old course will be deleted if a new course is approved? If there will be no deletion, explain what impact the new course will have on faculty workloads. If there is no accompanying proposal for a deletion, the Graduate Chair should submit an outline of the degree program(s) and the sequence of courses that will exist if the new course is added.

e. Justify the number of credits and the level of the course. Generally, 600 and 700 level courses have explicit prerequisites and, moreover, 700 level courses deal with more advanced material than 600 level courses. If there are no prerequisites, justification must be provided.

f. How will students be evaluated? When multiple criteria are used, give the relative weight of each.

g. For modifications and deletions, list the programs that are either potentially or directly affected. The course committee of the Graduate Council will require that written releases from other affected programs be submitted.

Additional Information

a. The Course Committee of the Graduate Council will not approve concurrent courses (courses listed simultaneously at more than one level).

b. The Course Committee of the Graduate Council has attempted to prevent duplication of courses and strongly encourages the cross-listing of courses between departments and colleges.

c. Use the UHM-1 form for all proposals. Note that the VPAA requires that a syllabus be included for all additions and substantial modifications.

d. Changing the number of a course requires that the old course be deleted and the new course be added.

e. Follow these guidelines and those of the VPAA. Proposals which fail to follow the guidelines will be returned.

Process for Adding Graduate Courses

Required Administrative Steps

- Proposed by Faculty
- Endorsed by Chair(s)
- Endorsed by Dean(s)

Typical Review Process

- Department Review
- Review by College Committee(s)
- Review by Committee of Graduate Council
g. Endorsed by Graduate Dean
h. Endorsed by VPAA

5. Course Modifications
   All substantial course modifications must follow the same procedures as new courses. Minor modifications, e.g., a minor change in the title and/or course description or a change in scheduling can be accomplished simply by submitting UHM-1 and attaching a brief explanation or justification.

6. Summer Session Courses
   Summer session courses are subject to the same review and approval processes as all other graduate courses.

7. Program Revisions
   All changes in graduate programs require prior approval of the Graduate Dean. Substantive revisions must be fully explained and justified. The rationale behind any change should be carefully outlined. All new and modified offerings should be justified and explained.
   
   Procedure for Program Revision
   a. The field of study submits proposed revisions to the college(s) concerned.
   b. The college forwards its recommendations to the Associate Dean who in turn submits them to the Graduate Council for consideration.
   c. The Graduate Council recommends to the Dean.
   d. The Dean either approves or disapproves the revision. If the revision is substantial, the Dean forwards his recommendation to the Vice President of Academic Affairs who in turn informs the President and the Board of Regents.

8. Process for Proposing New Graduate Programs and New Graduate Certificates
   Prior to full-scale planning for a new graduate program, including graduate certificates, approval must be obtained from the College Dean and the Dean of the Graduate Division. Copies of the Authorization to Plan (ATP) forms are available from the Graduate Division.
   
   Process for Obtaining Authorization to Plan
   a. Proposed by Faculty who complete authorization to plan an academic program form. Total length, including form and attachments, should not exceed three pages.
   b. Endorsed by Chair(s)
   c. Endorsed by Dean(s)
   d. Endorsed by Graduate Dean
      - Authorization to Plan is valid for one year (can be renewed).
      - Graduate Dean informs VPAA that Authorization to Plan has been granted.

   Process for Significantly Modifying, Reorganizing, or Proposing New Graduate Programs
   Required Administrative Steps

Typical Review Processes

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4Review processes vary according to each school or college's administrative procedures.
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a. Obtain Authorization to Plan
b. Departmental Review
c. Endorsed by Chair(s) Review by College Committee(s)
d. Endorsed by Dean(s)
e. Review by Committee of Graduate Council
f. Review by Graduate Council
g. Endorsed by Graduate Dean
h. Endorsed by VPRGE
i. Review by Faculty Senate
j. Endorsed by Chancellor (*this step currently bypassed at UHM*)
k. Review by Council of Senior Executives
l. Endorsed by VPAA
m. Endorsed by President
n. Review by BOR Committee on Academic Affairs

Proposal Contents

a. An executive summary, not exceeding 3 pages.
b. A statement of aims and goals. What achievement will the proposed degree reflect?
c. A discussion of relationship to BOR criteria.
d. A description of the relationship to other programs at UH - including statements from affected programs.
e. A comparison with similar programs at comparable institutions.
f. A discussion of student demand. What types of students will want to enroll in the program and where will they come from?
g. A description of resources required and resources available:
   - Faculty resources currently available - including, rank, graduate faculty status, current activities, etc. and estimated impact on existing programs if these resources are diverted. Faculty CV's must be included.
   - Physical resources currently available and estimated impact on existing programs if these resources are diverted. Include a discussion of library resources and include a letter from the University Librarian. (*Note: A survey of library resources takes time--allow at least 2 months for the library to conduct a thorough review.*)
   - Additional resources required (faculty, staff, graduate assistantships, fellowships, as well as any physical resources). Include justifications for each.
h. Proposed program parameters - admission requirements, core requirements, specific to the proposed program, how advising will be carried out and by whom, etc.
i. How efficient will the program be? Compare anticipated cost per student, students per faculty, average class size, and other similar measures with other programs at Manoa.
j. How will the effectiveness of the program be demonstrated (e.g., number of graduates, placement of graduates, student satisfaction, employer satisfaction, etc.)?
k. All proposals must contain a section outlining how student learning will be assessed.

All individuals considering proposing a new program or certificate should be familiar with Executive Policy E5.201 (Administration) and the program review criteria used at Manoa.
Printing in Official Publications. Proposed programs must be so identified in all publications. New programs only have official status after approval by the Board of Regents.

9. Approval for Special Non-Degree Programs

Approval of the Graduate Division must be obtained before any special programs involving graduate students are instituted.

10. Publication of Materials by Individual Programs or Colleges

Colleges, fields of study, or special programs may wish to publish in some form more explicit details pertaining to their activities. This is encouraged. However, to ensure that all printed material reflect the current rules of the Graduate Division, copy must first be checked by the Graduate Division Office of Programs and Personnel before printing or duplicating.
SECTION IV. STUDENT ACADEMIC SERVICES

The admissions section and the records section of Student Academic Services are in two separate offices, coordinated by the Assistant Dean. Note the room and telephone numbers given below. When you call, whoever answers the telephone will assist you with most routine requests and questions or, if necessary, refer you to the appropriate individual in the office. Some of the important functions of each of the two offices are listed below:

Assistant Dean (Spalding 353 Telephone: 956-7346)

Admissions Office (Spalding 354 Telephone: 956-8544; 956-8045)
- Inquiries and actions pertaining to:
  - Admission policies and procedures
  - Application forms, requirements, and deadlines;
  - I-20 and the IAP 66 visa form
  - Change in field of study;
  - Renewal of application
  - Initial classification of students (regular, conditional, non-degree)
  - Reclassification of students;
  - Residency regulations

Records Office (Spalding 352 Telephone: 956-8500; 956-7188)
- Inquiries and actions pertaining to:
  - Registration changes
  - Foreign language examinations
  - Degree and certificate audits
  - Transfer of credits
  - Progress report forms
  - Scholastic actions (e.g., academic probation and dismissal)
  - Readmission petitions
  - Graduation
  - Withdrawal petitions
  - Change of grade
  - Official leaves of absence
  - Change in thesis/dissertation committee petitions
  - Field of study lists
  - Change in student classification (except from non-degree to degree)

Thesis/Dissertation Editor (Spalding 353 Telephone: 956-3286)
PART A. Admissions

1. Academic Requirements for Admission

Applicants for admission to advanced degree programs must hold a bachelor's degree from a regionally accredited US college or university or its equivalent from a recognized foreign institution of higher learning. The standards of the degree in question must be equivalent in both the distribution of academic subject matter and in scholarship achievement requirements to those maintained at the University of Hawaii at Manoa. Generally, an applicant must have a grade point average of 3.0 (4.0 = A scale) or the equivalent, in the last four semesters or 60 semester credits (or equivalent in quarter credits) of his or her undergraduate record and in all post-baccalaureate work.

Completed applications are first screened by the Graduate Division Admissions Office, and only those applications of students who meet the minimum requirements of the Graduate Division are forwarded to the respective field of study, where the standards applied may be more stringent than those set by the Graduate Division. There the applications are subjected to a more comprehensive and intensive review by the Graduate Faculty. Where admission is intensely competitive, admission decision is reached through a comparison of the relative merits of all applicants applying in the field or in an area of concentration, if applicable, for that particular semester. The graduate field then makes a recommendation to the Graduate Division either to admit or deny the applicant. The final decision to make a formal offer of admission rests with the Dean of the Graduate Division, who takes into full consideration the recommendation of the field of study.

Students may be denied admission for any number of reasons. Some of the more common bases of denial are undistinguished academic records and poor test scores, inadequate preparation and background for advanced academic or professional study, unclear or unfocused objectives for graduate study, or inability of the program to accommodate all qualified applicants due to limited space or lack of faculty to guide the students in their specified areas of interest. It is suggested that applicants consult the field of study chairperson concerning their interests and availability of faculty in their intended area of studies.

The Graduate Division notifies each applicant of the decision. Official notification of acceptance or rejection is generally mailed between February and June for fall admission, depending on when the completed application was received and when the decision is reached, with most of the notifications being sent in April and May. For spring notification is generally in November and December. In fields with intense competition, selections are often made early. Incomplete applications are not considered for admission. Applicants should not make definite arrangements to attend the University until they receive formal notice of acceptance from the Graduate Division.

All applicants for admission are required to specify on the application all current and previous enrollment in any postsecondary institution. Any applicant who fails to inform the university of such enrollment or who submits or has submitted on his/her behalf any required information or document that is fraudulent or that has been altered without proper authorization may be denied admission to the University. If the omissions and/or alterations are discovered after the student is enrolled, enrollment may be canceled and the student may be referred to the Student Conduct Committee for possible disciplinary sanctions. The minimum GPR standards outlined below, which are used in the evaluation of applicants in the initial screening process by the Graduate Division Admissions Office, are general guidelines. In actual practice, credential evaluations is not as cut-and-dried as it appears.
Applicants initially adjudged questionable undergo additional layers of review by the Graduate Division in addition to referral to the field of study for consideration.

If an applicant has been initially determined to be inadmissible based on his/her GPR, the field of study may petition the Graduate Division to reconsider the application. The petition should present evidence (e.g., relevant education, training, experience, publications) that the applicant is capable of successfully completing the graduate program in question.

2. Classification of Students

Students admitted to the Graduate Division are designated as classified (regular, conditional, special non-degree, or graduate certificate) students.

**Regular Graduate Student:** An applicant will be eligible for admission as a "regular" classified graduate student if he/she meets the following requirements:

a. A grade-point ratio (GPR) of 3.0 or better in the last four semesters or 60 semester credits or the equivalent in quarter units as an undergraduate; or

b. A master's degree with a GPR of 3.0 or better (applications from students with a master’s degree who have less than a 3.0 GPR will not be sent to the field for consideration); or

c. A GPR of 3.0 or better in at least 12 credits of relevant upper division and/or graduate level post-baccalaureate work, regardless of their undergraduate GPR. (Students who meet the minimum GPR requirements in category "a" above, but whose GPR for 12 credits of upper division and/or graduate level post-baccalaureate work is below 3.0 are not admissible.)

International students with a GPR of less than a "B" average in their undergraduate work and/or less than a "B" average in 12 credits of post-baccalaureate work are generally not admissible.

Interpretation of the B average is complex and requires an understanding of the educational system and grading scale of foreign institutions. For example, based on the grading system in Japan, the Graduate Division requires a 3.3 minimum GPR for Japanese applicants. Rather than listing all of the variations and interpretations of foreign grading systems in this manual, the Graduate Division suggests that departments consult with the admissions staff should there be any questions about grades or degrees from foreign institutions.

**Conditional Graduate Student:** An applicant not meeting the above requirements, may be eligible for admission as a "conditional" graduate student if he/she has a GPR of 2.7 - 2.9 in the last four semesters or 60 semester credits (or the equivalent in quarter credits) of work as an undergraduate. To change from conditional to regular status, the student must have completed, as a classified graduate student, 12 credits with a "B" average in courses numbered 300 and above which are applicable toward their degree.

**Special Non-Degree Graduate Students:** Special non-degree (SPND) students are admitted by the Graduate Division as classified graduate students for a specified program of study, research or training without degree objectives for a limited period of time (usually one year) under the sponsorship of an educational institution or government agency. International self-sponsored students and students who would not otherwise qualify for admission as classified graduate students may not utilize this category for admission to the University.

**Conditions and Procedures for Admission to Special Non-Degree Program:**
a. Applicants must have a bachelor's degree or its equivalent from a recognized college or university and, if foreign, must meet the same TOEFL requirements as degree-seeking students.

b. Applicants must apply for admission, submit academic credentials, and meet minimum admission standards set forth by the Graduate Division. Special consideration may be given to persons with exceptional achievement in the field in which they wish further training.

c. Applicants must specify in writing their objectives and proposed plan of study/research/training.

d. Since applicants must be "housed" in a field of study, the objectives and proposed plan must fit into a field of study whose faculty are willing to accommodate the student and which can assign faculty members to work with the students. This must be clearly worked out within the department before any commitments are made to the applicants.

e. Applicants must produce an official letter from a sponsoring agency or institution, with indication of full financial support for the specified period of study.

f. Chairpersons of departments or graduate fields of study should contact the Admissions Officer upon receipt of initial inquiries.

g. Finally, before encouraging applicants to apply formally, chairpersons should submit a memorandum to the Admissions Officer indicating that the conditions listed above can be met by both the applicants and the field of study.

Certificate Program Students: Non-degree seeking applicants who have been accepted into one of the officially approved graduate certificate programs (listed below) are classified as a Graduate Certificate Student. See below for the restrictions which apply to the various certificate programs:

Certificate in Planning Studies: Degree seeking students only.
Certificate of Population Studies: Degree seeking students only.
Certificate of Pacific Islands Studies: Degree seeking students only.
Certificate in Renewable Energy Engineering: Degree seeking students only.
Certificate in Advanced Library and Information Studies: Students either in or who have completed the MLIS program.
Certificate in Clinical Psychology: Must have a Ph.D. in Psychology.
Certificate in Public Administration: Certificate only program.
Certificate in Historic Preservation: Certificate only and degree seeking students.
Professional Certificate in Urban and Regional Planning: Certificate only students.
Post-Master's Certificate in Nursing: Must have a MS in Nursing.
Certificate in Resource Management: Degree seeking students only.
Certificate in Business Administration: Students either in or who have completed the MPH program.
Advanced Certificate in Gerontology: Certificate only and degree seeking students.
Graduate Ocean Policy Certificate: Certificate only and degree seeking students.
Certificate in Public Health: Certificate only and degree seeking students.
Graduate Certificate in Archives and Records Management: Certificate only and degree seeking students.
Graduate Certificate in Construction Engineering and Management: Certificate only and degree seeking students.
Graduate Certificate in Religion: Certificate only and degree seeking students.

**Post-Baccalaureate Unclassified Students.** Post-baccalaureate unclassified students (PBU), formerly known as unclassified graduate students, are those not admitted to an advanced degree program and are not part of the Graduate Division. PBU students who plan to apply for classified graduate status in the future should consult with the Graduate Chair in the appropriate field of study. Students seeking admissions as post-baccalaureate unclassified students (PBU) do so through the office of Admissions and Records in the Student Services Center.

3. Application Requirements

Students applying for admission to graduate programs must submit the following:

*To Graduate Division*:  
- a. Application form
- b. One official transcript for each post-secondary institution attended (must be sent directly from the institution to Graduate Division).
- c. Official TOEFL score report, if required (Institutional TOEFL scores are not accepted as substitutions).
- d. Verification of financial status (foreign applicants)

*To the field of study*:  
- a. Letters of recommendation (if required).
- b. One official transcript for each post-secondary institution attended.
- c. Standardized test scores (excluding TOEFL) such as GRE, GMAT, MAT if required.
- d. Any special application forms required by the field of study.
- e. Any samples of work, slides, manuscripts, portfolio, tapes, etc., required by the field of study.

Materials submitted in support of an application are not released for any other purpose and cannot be returned to the applicant.

**Non-Traditional Grading.** If more than 25 percent of a student's undergraduate course work at a US institution has been graded under a non-traditional grading system (i.e., pass/fail, Credit/No Credit, S/U, etc.) then:
- a. Transcripts must be accompanied by official course performance reports; and
- b. The applicant must take the GRE General Test and have the results forwarded to the Graduate Division. Applicants to the College of Business and the Schools of Accounting and Travel Industry Management should take the GMAT instead.

**Unaccredited US Institutions.** Degrees from such institutions will not be recognized. Applicants with such degrees will be dealt with on a case by case basis.

**International Applicants.** In addition to the above requirements, international applicants must submit official academic records in the original language accompanied by certified English translations. These translations must bear the embossed seal or inked stamp of the issuing institution or governmental agency and the original signature of the translator, and must be complete and exact word for word translations of the original documents.

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5 Applicants to the schools of Library and Information Studies, Public Health, Public Administration, and Social Work should submit all materials directly to the respective school or program.

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Numerical percentage grades must not be converted to letter grades. If the records do not include the institution's grading scale, or other system of evaluation including maximum and minimum marks, an official copy of the grading system must be submitted.

Academic records should list each course taken, dates of attendance, credits or hours, and grades received. If the title of the course is not descriptive in terms of content, a syllabus of the course of study should accompany their transcript.

If a degree, diploma, or other professional title awarded upon graduation is not entered on the transcript, an official copy of the certificate verifying the conferral of the degree or diploma and the date of conferral must be submitted along with the transcript. The name of the degree should be indicated exactly as it is known in the country of origin, and should not be translated or interpreted in terms of a U.S. degree equivalent.

International applicants with a GPR of less than a B average in their undergraduate work or less than a B average in 12 or more credits of post-baccalaureate work are not eligible for admission.

Applicants from Bangladesh, India, Nepal, and Pakistan are required to submit official records for each year of study showing the subject included in each examination, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the "Division" or "Class" received. With the exception of holders of a 4-5 year B. Eng., B. Arch., B. Agri., B. Tech., or M.B.B.S. degree, applicants who have attended or are attending higher education institutions must present a completed master's degree at the time the application is filed.

Applicants from countries under a system of education which follows the British pattern (or a modified version) of examination and grading, where the classification for the degree (First Class, Second Class, etc.) is based on the final year examination, should apply after the degree has been awarded. This applies to students from England, Australia, New Zealand, Hong Kong, Singapore, Malaysia, Sri Lanka, and some African countries. An official certificate showing the award of the degree with the division and class standing must be submitted with the application.

Applicants with a baccalaureate degree from an institution in the Philippines that has been identified as a "key" university will be viewed as having the equivalent of a U.S. baccalaureate degree. An applicant from these universities will be eligible for admission as a regular classified graduate student if he/she meets the following requirements:

a. A B or better cumulative average or B or better in the last four semesters (or six quarters) of work as an undergraduate; or
b. A master's degree with a B or better average.

Applications from students from "non-key" universities in the Philippines, but who have a GPR of B or better, are admissible as regular classified graduate students if they meet the following requirements:

a. Completion of a 5-year bachelor's degree program; or
b. Completion of at least one year of Philippine graduate level course work (approximately 22 credits) beyond the bachelor's degree; or
c. Completion of at least 16 credits of upper division courses approved for general education core (at an accredited U.S. university) beyond the Philippine bachelor's degree.

Applicants with a master's degree from non-key universities will be considered on a case by case basis by the Graduate Division and the relevant field of study.
4. Application Deadlines

Application Submission Period

FALL 1996 applications are accepted from October 1, 1995 to January 1, January 15, February 1, February 15 or March 1, 1996.

SPRING 1997 applications are accepted from May 1 to August 1, or September 1, 1996.

Deadlines refer to the date on which the application and all application materials must be received by the Graduate Admissions Office. Late applications will be considered on a space available basis only.

FALL 1996

- Foreign Applicants (ALL non-U.S. citizens)
  - January 1, 1996 for Psychology and Geology & Geophysics
  - January 15, 1996 for admission to all other fields
- U.S. Citizens and U.S. Permanent Residents
  - January 1, 1996 for Psychology
  - January 15, 1996 for Geology & Geophysics
  - February 1, 1996 for admission to the following fields:
    1. Anthropology
    2. Architecture
    3. Astronomy
    5. Biomed Sci - Biophys
    7. Bot Sci - Botany
    9. Education (EdD)
    10. English (PhD)
    11. History
    12. Mech Engineering
    13. Music
    14. Oceanography
    15. Philosophy
    16. Political Sci
    17. Second Lang Acquisition
    18. Sociology
    19. Theatre & Dance
    20. Urban & Regional Plng
    21. Zoology

  - February 15, 1996 for Social Welfare

March 1, 1996 for admission to all other fields

NOTE: There is no fall admission to Public Health (DrPH).

SPRING 1997

There is no spring admission to the following fields:

1. Anthropology
2. Biomed Sci-Biostat/Epid
3. Communication
4. Communication & Info Sci
5. Education (EdD)
6. Ed Psychology (PhD)
7. English (PhD)
8. Geography
9. Nursing
10. Political Science
11. Psychology
12. Religion
13. Social Welfare
14. Social Work
15. Teaching

- Foreign Applicants (ALL non-U.S. citizens)
  - August 1, 1996 for admission to all fields except those listed above which have no spring admission.
- U.S. Citizens and Permanent Residents
September 1, 1996 for admission to all fields except those listed above which have no spring admission.

**Financial Aid Applicants.** All applicants for assistantships, fellowships, traineeships and other grants are also strongly advised to submit their application well in advance of the application deadline. Such early action will allow chairpersons ample time to make admission decisions before students are considered for appointments and awards.

**International Applications.** The application deadlines for international applicants are: *January 1* and *January 15* for fall admission and *August 1* for spring admission. To all fields except those listed which have no spring admission, the earlier deadline has been instituted in order to offset the considerably longer time required for processing international applications and facilitates issuing visas early enough to allow students to process their exit documents before classes start. The time required to correspond with the applicant, the complexity of foreign transcripts, the necessity of special tests, as well as the need to evaluate financial resources, all slow down the evaluation process.

5. **Graduate Division Admission Procedures**

**Potential Degree Applicants.** When Graduate Division receives a request by mail for admissions and/or financial aid information, the request is forwarded to the respective field(s) of study for action.

**Receipt of Application by the Graduate Division.** At the time the application is received, it will be entered into the database and a letter of acknowledgement will be sent to the applicant. The graduate field will not receive a copy of this letter. The graduate field should receive, directly from the applicant, the Express Information Form (EIF)—a concise information sheet compiled by the applicant and sent directly to the field of study. A sample copy of an EIF, which should be attached to the application, may be obtained from the Graduate Division Admissions Office. Some fields of study have developed their own versions of EIFs. In either case, the purpose is to provide fields of study with information about applicants as early as possible.

**Status Letter.** The Admissions Specialists will determine the status of each application and generate a letter informing the applicant of any missing documents. If the application is complete, the status letter will so inform the applicant. The field will not receive a copy of this letter. The graduate field of study will receive a list of applicants and their status at regular intervals.

**Evaluation Form.** As completed applications are processed, Admissions Specialists will evaluate the academic record and generate an evaluation form. This form will be forwarded to the graduate field with each application and transcript.

**Transcripts.** The Admissions Office requires one official transcript for each institution attended. This transcript will be retained by the Graduate Division. Applicants are also requested to send a second copy of each transcript directly to the field of study. If the graduate field does not receive the transcripts, they may make copies for their fields at the time the application materials are sent to them from the Graduate Division. Once the student is admitted, departmental copies of transcripts will have to be obtained by the student from their previous school(s).

**Bi-Monthly Reports.** These reports are provided by the Graduate Admissions Office to all participating departments. These reports provide updated information about students admission status.

**Actions Taken by the Field of Study Upon Receipt of Application**

a. Checks to see that applicant meets the field's own requirements.
b. Enters GRE, MAT, GMAT scores (if received by the field of study) in space provided on evaluation sheet, if not already noted by the Graduate Division.

c. Makes recommendation regarding admission status of applicant. Indicates recommended status on the evaluation sheet which is then signed and dated by the Graduate Chair.

d. Checks box on evaluation sheet indicating decision on financial aid to foreign applicants. (If financial aid decision is pending, the field of study should still make a recommendation regarding admission and return the file to the Graduate Division. When a decision regarding financial aid is reached, the Graduate Admissions Office must be notified.)

e. Makes copy of evaluation sheet for field of study files.

f. Returns the following to the Graduate Division Admissions Office:
   (1) Application form
   (2) Evaluation sheet
   (3) One set of transcripts

If applicants send any transcripts directly to your office keep the envelopes attached to the transcripts. The Graduate Division will only accept transcripts submitted directly to your office if an envelope is attached to show that the transcripts have been sent directly from the registrar's office of that institution.

**Notification of Admission by the Graduate Division.** The admission letter sent by the Graduate Division indicates the conditions of admission, classification (regular, conditional), tuition status, and deficiencies. A list of admitted international students who intend to enroll is sent to the English Language Institute, and International Student Services Office.

**Applications Below the Graduate Division Minimum.** Those applications that do not meet the minimum requirements of the Graduate Division will not be sent to the graduate field. The graduate fields will, however, receive a Review Sheet informing them of this decision. The fields will have 14 days in which to review the file in the Graduate Admissions Office and, if so desired, submit additional evidence to the Graduate Admissions Office regarding the applicant's qualifications.

**Action Taken By the Graduate Division When Admission is Denied.** Students may be denied admission for any number of reasons. Some of the more common bases of denial are: undistinguished academic records and poor test scores, inadequate preparation and background for advanced academic or professional study, unclear or unfocused objectives for graduate study, or inability of the program to accommodate all qualified applicants due to limited space or lack of faculty to guide students in specified areas of interest.

For those students denied admission, the Graduate Division sends a denial letter to the applicant. A copy of the letter is sent to the Chairperson of the graduate field.

**Other Admission Policies**
   a. Admission status is valid only for the semester for which the student is accepted.
   b. An applicant can apply to only two fields per semester.
   c. The Statement of Intention to Register must be submitted if the student intends to enroll in the semester for which he/she is accepted.
   d. The Health Form (sent to student by the Graduate Division) must be approved by the Student Health Service before student is allowed to register.
   e. Applicants may not apply for a degree which would duplicate one previously received.
International Students. If all documents are approved and the application accepted, Graduate Division sends the I-20 or informs International Student Services Office, which in turn sends the IAP/66 form to government sponsored students. The IAP/66 allows them to apply for an exchange visitor's visa (J-1).

Upon arrival, all international students must report first to the International Student Services Office, then to the English Language Institute with the ELI form, if applicable, to arrange for English proficiency testing and placement.

International students denied admission to the Graduate Division are not, subsequently, considered for admission to undergraduate standing for a second bachelor's degree, nor admitted as unclassified graduate students. However, if an international student is in the U.S. on a visa, he/she may apply for unclassified status.

International students who cannot arrive in time for the registration deadline should remain in their home country and renew their application if they wish to enroll in a subsequent semester. Students are not permitted to enroll for credit after the last day of registration.

International students not admitted to the Graduate Division appear in Hawaii in a number of ways:

a. On a visitor's visa (good for 3 to 6 months);
b. Enroute to the mainland on an F-1 student visa issued by another institution;
c. On other visas.

Students in categories "a" and "c" are required to apply for admission as though they were applying from abroad and must meet the established application deadline as well as submit a completed health record form and TOEFL results.

Students in category "b" above may not be admitted. Under immigration laws, they must report to the visa-issuing institution and complete at least one academic year before they can transfer to the University of Hawaii.

6. Summary of Application Procedures

Action Taken by Graduate Division on Receipt of Application

a. Records receipt of following:
   (1) Application
   (2) Transcripts as required
   (3) Residency Declaration Form
   (4) TOEFL for foreign students
   (5) Financial statement and visa information for foreign students
b. Sends acknowledgment of receipt of application to applicant.
c. Sends status letter indicating whether complete or incomplete in terms of Graduate Division requirements. If incomplete, indicates items lacking. Checks accreditation of schools attended by the applicant, and requests required missing documents from applicant.
d. If file is complete, evaluates the academic record. If applicant meets minimum academic standards, prepares evaluation sheet, and sends to the Chairperson of the graduate field of study:
   (1) Application form
   (2) One copy of transcripts (Graduate Division's copy)
(3) Evaluation sheet, which includes test scores.

e. If application is still incomplete at the end of the evaluation period, graduate chairs have the opportunity to review the file and if closure is recommended, the applicant is so informed and offered the option to reapply for the next semester.

**Action Taken by Graduate Field of Study on Receipt of Application**

a. Checks its own requirements for completeness, such as test scores, letters of recommendation, and special items.

b. If complete, chairperson or graduate field admissions committee:
   
   1. Reviews application.
   2. Enters GRE, MAT, GMAT scores (if required and received) in space provided on evaluation sheet, if not already noted by Graduate Division.
   3. Chairperson indicates on evaluation sheet recommended admission status and signs and dates it.
   4. Checks box on evaluation sheet indicating decision on financial aid to foreign applicants.

c. Returns to the Graduate Division:
   1. Application form
   2. Evaluation sheet
   3. Set of transcripts. If department wishes a copy, chairperson should make copies.

d. Department should make copies of application, evaluation sheet, and transcripts.

e. If foreign applicant is dependent upon financial aid (see notation on evaluation sheet, Part I) and if financial aid decision is pending, makes admission decision first.

**Action Taken by Graduate Division if Admission Approved**

a. Sends to applicant:
   1. Admission letter, with copy to:
      a. Chair, graduate field of study
      b. EWC, if applicable
   2. Statement of Intention to Register (form is included with letter)
   3. Health Record form (submission of health and T.B. clearance to Student Health Service is required)
   4. ELI form, if foreign student and if applicable

**Action Taken by Graduate Division if Admission Denied.** Graduate Division sends denial letters to:

a. The applicant
b. Copy to the Chairperson of the graduate field of study

**International Students--Additional Information**

a. I-20 is sent with admission letter if student has applied to only one field of study
b. If student applies to more than one field, we must await his/her choice before we can issue the I-20.

**Reconsideration of Admissions Decision.** Students who have been denied admission to the Graduate Division on the basis of below-standard academic records and who are in post-baccalaureate unclassified status may be reconsidered for admission to the Graduate Division only
after they have completed at least 12 additional credits of relevant upper division or graduate work with a B or better average. Most fields require grades of A and B; not a B average.

No more than 12 credits of course work as a post-baccalaureate unclassified student at the University of Hawaii may be applied toward fulfillment of advanced degree requirements.

Students registering for 12 credits of work as post-baccalaureate unclassified students to prove themselves for a second chance should be advised in advance that completion of 12 credits of B mentioned above does not guarantee admission. When they apply for reconsideration, they are considered along with all others who are being considered for the semester in question.

In applying for reconsideration, the student:

a. Seeks advice and permission from the Chairperson/adviser in the graduate field of study to pursue 12 credits of relevant upper division course work as a post-baccalaureate unclassified student. (The adviser may request student's file from Graduate Division for advising purposes or should refer to the department's copy of the denial letter from the Graduate Division.)

b. Obtains reconsideration application form from the Graduate Admissions Office when he/she has met the requirements to apply for reconsideration.

c. Submits the reconsideration application form, statement of reasons for requesting reconsideration, and one copy of transcripts for all course work completed since the last application to the Graduate Division. These forms must be received by the Graduate Admissions Office by the appropriate deadline.

7. Renewal of Application

Newly admitted students who do not register in the program during the semester for which they are admitted or who withdraw from all courses by the end of the last day to drop are considered "no shows" and their admission status becomes invalid. Admissions cannot be postponed or deferred. They must reapply for admission by filing a renewal application form if they apply to the same field within a two-year period. Copies of official transcripts for any additional course work completed since the last application must also be submitted to Graduate Division Admissions Office.

A renewal application is considered by the Graduate Division and the field of study along with all other applications being reviewed for the semester in question. Previous admission to the Graduate Division does not guarantee admission for the new semester. The deadlines for all applications, both new and renewal are the same.

A renewal application cannot be used by students applying to a different field of study or by students who withdrew after the last day to drop during their first semester.

8. Readmission After a Lapse of Enrollment of 1 or More Semesters

Classified graduate students who wish to re-enroll after a voluntary lapse in enrollment of one or more semesters must apply for readmission by submitting the following documents to the Graduate Records Office by the established deadlines:

a. Readmission Petition
b. Biographical Information Form
c. Residency Declaration Form
d. Supplementary Information form for non-U.S. citizens, if applicable
e. Statement of Intention to Register
f. Health Form
g. Graduate transcripts reflecting any studies since last admission to University of Hawaii at
Manoa Graduate Division
h. Any other materials requested by field of study (e.g., current test scores)
Students who are readmitted will be subject to the degree requirements in effect at the time of
readmission.

9. Reinstatement to Same Program After Academic Dismissal
To be reinstated to the same program student must:
a. Meet the standard admission criteria applicable to the field of study.
b. Complete and submit readmission forms to the Graduate Records Office.
The field of study must submit a petition to the Graduate Division Records Office on his or her
behalf, providing strong justification for the action.
If reinstated, all courses applicable to the degree are subject to the seven year rule (i.e., must be
completed within seven years of the date the degree is to be awarded).

10. Application to New Field of Study After Academic Dismissal
To be admitted to a new program after academic dismissal, the student must:
a. Meet the standard admission criteria applicable to the field of study as well as Graduate
Division.
b. Complete and submit new application forms to the Graduate Admissions Office.

11. Admission to Doctoral Programs for Current UH Master's Students
Same Field as Master's. Currently enrolled candidates completing master's degrees at the end
of the semester should submit the following to the Graduate Records Office:
a. Doctoral petition form with signature of graduate chair, within established admission
deadlines.
b. Biographical Information Form
c. International students on J-1 or F-1 visas: Supplementary Information form for non-U.S.
citizens. (Admission is not approved for otherwise admissible students who do not have
adequate means of support for the duration of the doctoral program.)
d. EWC grantees must submit to Graduate Division the EWC "Request for Action" form and
then complete Graduate Division's petition form.

Different Field of Study than Master's. Currently enrolled candidates completing master's
degrees at the end of the semester should submit the following to the Graduate Admissions Office:
a. Graduate admissions application before the applicable deadline.
b. One copy of UH transcripts covering UH master's work.
c. One set of undergraduate transcripts.
d. International students on J-1 or F-1 visas: Supplementary Information form for non-U.S.
citizens. (Admission is not approved for otherwise admissible students who do not have
adequate means of support for the duration of the doctoral program.)
e. EWC grantees must submit to Graduate Division the EWC "Request for Action".

12. Admission to Doctoral Programs with Master's from UH
Same Field as Master's After a Lapse of One Semester Only. Submit the following to the Graduate Records Office by the established deadlines:

a. Doctoral petition form with signature of graduate chair, by established admission deadlines, to the Graduate Records Office.
b. Biographical Information Form
c. Residency Declaration Form
d. International students on J-1 or F-1 visas: supplementary information form for non-U.S. citizens. (Admission is not approved for otherwise admissible students who do not have adequate means of support for the duration of the doctoral program.)
e. Copies of transcripts showing all courses completed since completion of the master's.
f. Health Form.

Different Field of Study Than Master's or After Lapse of 2 or More Semesters. Students in this category should follow the standard application procedures for new applicants.

13. Changes in Field of Study

Policies

a. Applicants for change in field are considered in competition with all other applicants.
b. A change in field is not permitted during the student's current semester of enrollment. Changes are effective the following semester.
c. East-West Center students must consult their program officers before initiating any changes in fields of study.

Procedures

a. Submit a Change in Field of Study form to the Graduate Division Admissions office within the standard admission deadlines for the field of study.
b. Submit all documentation (letters of recommendation, transcripts, test scores, etc.) required by the new field by the established deadlines.

14. Standardized Examinations

Graduate Record Examination (GRE). Fields requiring the GRE should advise all applicants of this requirement. Students taking the test must submit completed registration forms and test fees to ETS at least one month before the examination date. Applicants may request forms directly by writing to Graduate Records Examinations, ETS, Box 6004, Princeton, NJ 08541-6004.

The Graduate Division requires the GRE General Test of all students who have done 25 percent or more of their undergraduate work under a nontraditional grading system (i.e., pass/fail, credit/no credit, S/U, etc.). Two types of tests are offered: A General Test and Subject Test in a number of disciplines.

The General Tests are a three-hour test containing sections designed to measure verbal, quantitative, and analytical ability. The verbal measure is designed to test one's ability to understand and manipulate written language in order to solve problems.

The quantitative ability measure is designed to assess basic mathematical skills, understanding of elementary mathematical concepts, and ability to reason quantitatively and to solve problems in a quantitative setting. The analytical measure employs three types of questions: analysis of explanations, logical diagrams, and analytical reasoning.
The Subject Tests are designed to measure the examinees' knowledge and understanding of subject matter basic to graduate study in specific fields. Each test is developed by college and university faculty members with the assistance of ETS test specialists. Booklets describing each of the Advanced Tests are available to candidates and, upon request, to faculty and student advisers who need to become familiar with the nature and content of these tests.

For free copies of "GRE Information Bulletin" and/or "GRE, Guide to the Use of Graduate Record Examinations", Hawaii residents should contact the Counseling and Student Development Center, Student Services Center or write to: Graduate Record Examinations, Box 955, Princeton, New Jersey 08541.

Test Administration. The GRE is administered five times each year at many testing centers in the U.S. and in over 100 foreign countries. At each testing session, the aptitude test is given in the morning and the advanced tests in the afternoon. Computerized versions are available. Contact ETS for locations.

For admission in spring (January), the test must be taken no later than the preceding June. For admission in fall, the test should be taken no later than the preceding December for February 1 deadline; and no later than February for the March 1 deadline (no later than the preceding December if outside the U.S.).

ETS should be directed to forward the GRE results to the Graduate Division. The GRE results are mailed by ETS five to six weeks after the test. Scores over five years old are not acceptable.

Miller Analogies Test (MAT). Hawaii residents who are required to take the MAT should get information regarding registration, fees, and testing dates from the Counseling and Student Development Center, Student Services Center. The test is given once a month (except May, June, and July) and takes one hour.

Mainland applicants should contact a college or university in their area or the Psychological Corporation, Controlled Testing Center, 555 Academic Court, San Antonio, Texas 78204-9052.

International applicants should write to the Psychological Corporation.

The test results are sent directly to the graduate fields of study. Scores over five years old are not acceptable for admission and are not available for reporting to institutions.

Graduate Management Admission Test (GMAT). The GMAT is required of applicants for admission to the master's program in business administration, accounting, and travel industry management. It is given five times a year in the U.S. and in over 80 foreign countries. The Graduate Division requires the GMAT of all students who have done 25% or more of their undergraduate work under a non-traditional grading system.

Hawaii residents may obtain test dates and other information from the Counseling and Student Development Center or Student Services, College of Business Administration.

Out-of-state residents should write to: GMAT, Educational Testing Service, Box 966, Princeton, New Jersey 08541.

The test results are sent directly to the graduate fields of study.

Test of English as a Foreign Language (TOEFL). All applicants whose native language is not English must submit an official TOEFL score report from a test taken within the last two years. The TOEFL is waived only for applicants who have completed a bachelor's or advanced degree program within the last five years at an accredited/recognized institution in the United States, Australia,
Canada, New Zealand or United Kingdom. The program of study must be no less than two years of full-time work.

Applications are not processed without the TOEFL test results. Official test reports must be sent directly from ETS. Institutional scores are not accepted as substitutions. Examinee's copies or photocopies are not accepted. Applicants asking for waivers (because they missed the last test date) are advised to take the next test and apply for the next appropriate semester. No waivers are granted for any reason.

International applicants already here in Hawaii who have not taken the TOEFL will be required to take the TOEFL at the University of Hawaii as part of the application process.

International students should report to the Counseling and Student Development Center, to apply to take the TOEFL (the TOEFL is offered several times each year). Applications will not be processed until results of the examination are received by the Graduate Division. The minimum acceptable score is 500, but is higher in some fields of study. TOEFL scores are only valid for 2 years.

When the test score reports are received from the Educational Testing Service, the Graduate Division:

a. Attaches the score report to the application;

b. Notes the test date and TOEFL score on the evaluation sheet.

Applicants for graduate assistantships should have a minimum score of 600 if they are to carry a full program without any ELI work. A score of at least 600 is required of all teaching assistants.

15. Summer Session Only Students

By special arrangement with certain fields (School of Library Studies and the College of Education), it is possible to earn a graduate degree by only taking courses during the summer session. As there are no graduate admissions to Summer Session, applicants should apply for the fall semester and observe the application deadlines. Applicants to Summer Session will be considered along with fall semester applicants only.

16. Outreach Students Through CCECS

To insure that Graduate Division is aware that students enrolled in outreach programs through CCECS are in fact enrolled, the field of study should submit a memo to the Graduate Division Admissions Office listing the names and social security numbers of newly admitted students. These students may not appear in ISIS and Graduate Division may then inadvertently list them as no shows.

17. Visiting Graduate Students

A student who wishes to enroll in the Graduate Division at the University of Hawaii, and who intends thereafter to return to the graduate school in which he/she is carrying forward a program of studies for an advanced degree, may be admitted as a visiting graduate student.

The applicant must have been officially admitted to another recognized graduate school, and be in good standing and actively pursuing a graduate program at that institution. U.S. applicants do not need to submit a full transcript of credits; however, a completed UH Application for Graduate Admission, written certification from the dean of the applicant's graduate school that the applicant is a graduate student in good standing and actively pursuing a graduate program, and written...
approval of the UH field of study must be submitted. Foreign visiting graduate students must submit full academic records, financial documents and they are required to take the TOEFL examination.

Admission to the University of Hawaii as a visiting graduate student does not guarantee admission as a regular degree seeking student. If at any later time the student requests admission to the UH Graduate Division to work toward a degree, he/she must make formal application and submit complete credentials. If a visiting graduate student is later granted formal admission to a graduate program at the University of Hawaii, the field of study may recommend to the Dean of the Graduate Division credit the courses taken as a visiting graduate student toward the UH degree.

Visiting graduate students will be permitted to register only in those courses for which he/she is judged to be eligible by a faculty adviser or the instructor in the course, and if space is available to accommodate registration. Typically, visiting graduate students will be enrolled as special non-degree graduate students. Under special conditions, with justification from the field of study and approval of the Graduate Division, visiting graduate students may enroll as regular classified graduate students, but with the understanding that they will not be admitted to candidacy unless they go through the standard admission process.
PART B. Records

1. Registration

Registration dates are given in the calendar of the Catalog. The Schedule of Classes, which includes registration instructions and time and place of class meetings, is issued by the Admissions and Records Office a few weeks before registration each semester.

Newly admitted classified graduate students must report to their field of study office to obtain their course request form (CRF). Continuing or returning classified students will continue to receive the CRF through the mail if they have a Hawaii or US address; all others will be sent to the student's department. The CRF must have the signature of the appropriate academic adviser prior to formal registration. *See Schedule of Classes for information and instructions on touchtone registration (PA`E).

Purged Registration. Students whose tuition and fees are not paid by the appropriate deadline will be purged. To reinstate registration the student must contact the Dean of Students.

Late Registration. After the "late" registration period has passed (see Schedule of Classes for date) students may register provided they have written approval from the instructor, their adviser, the Graduate Chair, EWC (if applicable), and the Assistant Dean of the Graduate Division.

Denial of Registration. The Dean of the Graduate Division will deny further registration to any student whose course work is below required levels or who is not making satisfactory academic progress.

Registration in Thesis 700 or Dissertation 800. Students may register for Thesis 700 and Dissertation 800 only with the approval of the Chairperson of the graduate field of study after their proposals have been approved by their thesis/dissertation committees and the Student Progress Form IV (Approval of Thesis/Dissertation Topic) has been accepted by the Graduate Division Records Office. Students must register for Thesis 700 or Dissertation 800 during the official registration period.

For students registered pending approval, if they are unable to submit the required Student Progress Form IV before the last day to add courses for credit, will be required to process a change of registration to drop the 700/800 and add 699.

Students must be registered for at least 1 credit of Thesis 700 or Dissertation 800 during the semester in which they complete their requirements.

Public Health consortium students and students who are away on field study who need, or wish, to be registered for Thesis 700 or Dissertation 800 may arrange to have others register for them.

To Take 699 from Two Different Professors. The student should register for 699 twice with the appropriate credits assigned to each professor. The professor's name and social security number should be put on the Directed Reading/Variable Credit Form. On the Course Request Form (CRF), note the Course Reference Number (CRN) for the course, as well as the number of credits and grade option.

Note: Courses in directed reading (699) are not to be used to make up undergraduate deficiencies and can only substitute for other courses with the prior approval of the Graduate Chair and the Graduate Division.

Course Auditing. Classified graduate students may register for courses as auditors with consent of the instructor. An audit approval form, available in the course department, must be completed and
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presented for registration. Audit courses are entered on student transcripts with a grade of L and are included in the tuition calculation. Audit courses may not be used for purposes of determining enrollment status or graduate assistantship eligibility.

The late registration period is also the final time for classified graduate students to register to audit courses.

Students register as auditors in the following manner:

a. Students obtain Audit Approval Form, issued by the department and signed by the instructor.

b. Students list courses to be audited on the course request form (CRF), circling the grade option of audit.

c. The Manoa Cashier's Office charges the regular tuition rates for audit courses if students register for fewer than 12 credits. Auditors' names do appear on class lists and report cards.

d. A credit student wishing to switch to audit does so on the regular change-of-registration form, by using "**" in the add section and circling the audit grade option.

Exceptions to the Rule Regarding Registration During the Semester of Graduation. The Graduate Division's policy has been to require that all students be enrolled during the semester of graduation. This policy has been modified to accommodate certain exceptions as follows:

a. Students who complete all requirements for their degree but who missed the deadline for submission of the "Application for Degree" will graduate the following semester. Students will not be required to register for that semester; however, an "Application for Degree" must be submitted by the established deadlines for the semester in which they graduate.

b. Students with an "Application for Degree" on file who fail to meet established deadlines during their "final" semester, but complete all requirements for their degree no later than the last working day before commencement, will graduate the following semester. Registration for that semester will not be required.

Should the department have students in either of these categories, send a memo and certification of completion of degree requirements, signed by the Graduate Chair, to the Graduate Division no later than the second week of the new semester. Students should have adequate advisement regarding this matter.

2. Credits and Course Loads

Course Loads. Sixteen credit hours in a semester and eight credits in a six-week summer session are considered maximum course loads and may be exceeded only with the approval of the graduate dean. The minimum full-time load for graduate students is eight credits of course work. Audit hours do not count toward the minimum.

Eligible doctoral candidates may be considered as carrying a full academic load (full-time status) when enrolled for one credit hour of Dissertation 800.

Eligible master's candidates may be considered as carrying a full academic load (full-time status) when enrolled for one credit hour of Thesis 700 after completing all required credits for the graduate degree including the program's minimum requirements for Thesis 700.

For graduate assistants, the full-time load is six credit hours of courses relevant to their degree. Because their duties ordinarily require 20 hours per week, they are restricted to nine credit hours.
Audit hours do not count toward the minimum. However, with special permission from the Dean of the Graduate Division, graduate assistants may register for 12 credit hours, including audits.

**Enrollment Status during Summer Session.** The following guidelines are used only to verify enrollment for the purpose of loan deferments and eligibility. The registrar is responsible for such verifications.

**Full-time** status is defined as follows:
- For verifying 1st Summer Session only: 4 or more credits;
- For verifying 2nd Summer Session only: 4 or more credits;
- For verifying both Summer Sessions: a combined total of 8 or more credits (e.g., 4 credits earned at each of the two summer sessions; 6 credits earned during 1st summer session and 2 credits earned during the second summer session; or other configurations totaling 8 credits for both sessions).

**Half-time** status is defined as follows:
- For verifying 1st Summer Session only: 2 or 3 credits;
- For verifying 2nd Summer Session only: 2 or 3 credits;
- For verifying both Summer Sessions: a combined total of 4 or more credits (e.g., 2 credits earned at each of the two summer sessions; 3 credits earned during 1st Summer Session and 1 credit earned during the 2nd Summer Session; or other configurations totaling 4 credits for both sessions).

**Variable Credit Courses.** The number of credits obtainable in most courses is stated in the *General and Graduate Information Catalog* and the *Schedule of Classes*. Certain courses, designated by "V", offer variable credit. Students in these courses usually carry on individual work. The number of credit hours for which a student enrolls and will earn in such a course must be approved by the instructor at the time of registration. Students must complete the "Directed Reading/Variable Credit" form and submit it at the time they register. Students must register for a definite number of credit hours and may earn no more or no less than the stated number.

**Credit by Examination.** Enrolled students with grade-point ratios of 3.0 or better who present evidence to the Dean that they have had the equivalent of a course through experience or training but have not received college credit for the course may apply for credit by examination.

Graduate students may obtain credit by examination in courses numbered 300-398, 400-498 with the approval of the instructor, course department chairperson and the Dean of the Graduate Division. Such credit is limited to courses required in the applicant's curriculum or to prerequisites for such courses. In each case, the examination must be prepared by the course instructor, must be more comprehensive than the usual final examination, must be designed to serve as the scholastic equivalent of the course, and must be passed at the B level or above.

There is no limit on the number of such examinations which a graduate student may take during any one semester. In no case does the grade received in such examination carry grade points on transcripts; the grade is computed in the GPR for graduation purposes only.

*Credit may not be obtained by examination in courses numbered 600 or above.*

A fee is payable at the time of application for the examination. No one is exempt from this fee; EWC grantees, graduate assistants, lecturers, and all others on the instructional staff, who are normally tuition exempt, must also pay.
Extension and Correspondence Course Credits. No graduate credit is allowed for extension and correspondence courses.

Backtracking. "Backtracking" is not permitted. Credits and grade points are not awarded for a lower-level prerequisite course if it is taken after the advanced course (for which it is a prerequisite) is completed.

Undergraduate Deficiencies. Students granted provisional admission and others whose preparation is found deficient may be required, as part of their program, to take appropriate coursework as a prerequisite to graduate study. Such courses will carry no credit toward the degree but will be included when computing the final GPR. Deficiencies can be made up with grades of A, B, C, or Cr, at the discretion of the graduate field of study.

3. Changes in Registration

Deadlines for Changes in Registration

To Add Course for Credit. During the first 10 working days, Monday through Friday, after instruction begins. (Refer to Schedule of Classes for current semester.)

Cancellation of Registration. To completely withdraw prior to the beginning of classes, the student should obtain a cancellation of registration form from the Graduate Division Records Office and take it to Admissions and Records.

Withdrawals

Withdrawal from Courses. Students wishing to withdraw from a course without penalty and without a designation of the course on their record must do so by the last day of the "drop period." Students should refer to the deadlines posted in the Schedule of Classes.

For any withdrawal after the drop period, students must obtain the written approval of the instructor, the adviser, and the assistant graduate dean. After the ninth week, withdrawals are permitted only for extenuating circumstances beyond the student's control, and only with the written consent of the instructor, adviser, graduate chair, the assistant graduate dean, and if applicable, the International Student Office. All withdrawals after the drop period will be indicated on the transcript with a "W" next to the course. If students cease to attend classes without officially withdrawing, they will receive final grades at the instructor's discretion.

All graduate assistants and recipients of tuition awards must get approval from the Fellowship Office, Spalding 357.

Withdrawal from the University. To withdraw from all courses prior to the beginning of classes, obtain and complete a Cancellation of Registration Form from the Graduate Records Office if a continuing student and the Graduate Admissions Office if the student is newly admitted. Completed forms are turned into the Admissions and Records Office. Continuing students who withdraw from all courses after classes begins must obtain a Complete Withdrawal Form from the Graduate Records Office (Spalding 352), obtain the necessary signatures and turn in the completed form to the Manoa Cashier's Office. A semester in which a cancellation or withdrawal is made is considered a semester of non-attendance. Thus, students must petition for readmission or file a renewal application, whichever is appropriate, to return to their studies in the same field. Petitions for readmission and renewal applications are considered along with all new applicants for admission for that semester. Students who are readmitted will be subject to the degree requirements in effect at the time of
readmission. Newly admitted students who cancel or withdraw prior to the drop period (see Schedule of Classes for dates) are considered "no shows" and their admission status becomes invalid.

To return to the University within the next two years, they must reapply for admission by filing a Renewal Application form. Newly admitted students who withdraw after the drop period (see Schedule of Classes for date) must complete a Petition for Readmission form if they wish to return the following semester. Petition for Readmissions are considered along with all new applicants for admission for that semester. Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.

If students cease to attend classes without officially withdrawing, they will receive final grades at the instructor's discretion.

Refunds. Refunds for withdrawals from courses are explained under the "Tuition and Fees - Refunds." Students seeking tuition refunds for withdrawals from courses should go to the Manoa Cashier's Office immediately after the withdrawal form has been completed and signed.

To increase or decrease 699/700/800 credits. Students wishing to change their registration in 699/700/800 should "drop" the course(s) in which they are registered and "add" the new course(s) for the desired number of credits (within the deadlines stated in the Schedule of Classes).

Section Change Only. Students wishing to change sections (e.g., from Sec. 4 to Sec. 5 of Botanical Sciences 450), should make the change by processing a change of registration form.

To Change Course Grading. To change from credit to audit, cr/nc to letter grade, or vice versa. The student should process a change of registration form and indicate with an "*" under the "Add" column the appropriate change.

4. Changes in Student Classification
   Conditional to Regular Status. To remove the conditional classification, the student must have completed, as a classified graduate student, 12 credits with a B average in courses numbered 300 and above which are applicable toward their degrees. *A memo to this effect should be signed by the Graduate Chair and sent to Graduate Records.

   Post-Baccalaureate Unclassified to Classified. Post-baccalaureate unclassified (PBU) refers to enrolled post-baccalaureate students who have not been admitted to the Graduate Division (regular, conditional, certificate only, or special non-degree). To gain admission, these students must follow the normal admission procedures. Note: Non-immigrant foreign students may not be enrolled as a PBU.

   No more than 12 units of course credit earned while in unclassified status at the University of Hawaii may be applied toward fulfillment of advanced degree requirements. A request for acceptance of these credits must be submitted to the Graduate Division Records Office on Student Progress Form I or by memo during the first semester the student has been admitted as a classified graduate student.

   Grade points for courses completed while in unclassified status which are applied toward fulfilling requirements for an advanced degree are computed in the grade point average for purposes of determining eligibility for graduation, and are computed at the end of the degree program (students are required to have a B or better grade point average for all courses applied toward the degree). However, the grades for these courses may not be used to offset a deficient GPR earned while student is in classified status.
Doctoral Candidate to Master's Degree Candidate

a. *Chairperson sends a memo to the Graduate Division Records Office.*

b. East West Center grantees must submit a "Request for Action" form from their program officer to the Graduate Records Office. At this time the Graduate Division Records Office will give the student the petition.

*Note:* For students admitted to a doctoral program who wish to get a master's degree enroute, the Chairperson notifies the Graduate Division Records Office by *memo*, and if the student selects Plan A, submits a complete set of Student Progress Forms for both degrees.

Master's Degree Candidate to Doctoral Candidate

a. If by-passing the master's and going on to the doctorate, *a memo* is sent to the Graduate Records Office endorsed by the Chairperson of the graduate field of study.

b. If completing or completed master's at the University of Hawaii and applying for doctorate degree in same field or another field, see Admissions section.

Special (non-degree) to Degree Status

Chairperson submits memo of justification to Graduate Admissions Office. Transcript s are not required.

From Degree Status to Special (non-degree) Status

a. *Chairperson sends a memo to the Graduate Division Records Office requesting the change.*

b. EWC grantees must also have the approval of the East-West Center.

5. Continuous Enrollment

After admission to candidacy, students must be enrolled each semester (excluding summer session) for at least 1 credit of course work, thesis, dissertation or research at regular fees.

Students who are not enrolled nor on approved leaves of absences will be regarded as withdrawn from their degree programs. They will be required to apply for readmission in accordance with the established regulations if they wish to resume their studies.

*Note:* Students who must maintain full-time enrollment because of their status as veterans, foreign students, student loans, etc., must register for the required minimum number of credits each semester.

6. Leaves of Absence

A leave of absence for a period of time no longer than one calendar year may be granted to currently enrolled students in good standing after (a) completion of at least 1 semester of course work relevant to the degree as a classified graduate student at the University of Hawaii and (b) upon recommendation of the Chairperson of the graduate field of study and approval by the Dean of the Graduate Division. The date of return from a leave must be set at the time the leave is requested.

Students not returning from leave on time will be required to petition for readmittance to the University in accordance with the established regulations. Students who are readmitted will be subject to the degree requirements in effect at the time of readmittance.

Students on approved leave do not pay tuition or fees. No leave should be requested if the student will be using university facilities or faculty or staff services. Time on approved leave is not counted against the seven-year limit for completion of degree programs. Students returning from an
approved leave are automatically sent the Biographical Information form, Residency Declaration form, Supplementary Information form (if a non U.S. citizen), and health forms by the Graduate Division Records Office.
PART C. Grades

Grades given in all courses are A, B, C, D, F, Cr, NC, L and I, except for Thesis 700, Dissertation 800, and Master's Plans B and C Studies 500 in which the grade of S (Satisfactory) is given upon acceptance of the thesis/dissertation/Plan B requirements. Only grades of A, B, C, and Cr (for 699), may be used to fulfill requirements for advanced degrees.

1. Grade-Point Requirements
   A B average (3.0) must be maintained in:
   a. All courses numbered 300-398, 400-498, 600-798, and any undergraduate deficiencies completed.
   b. All graduate courses completed (courses numbered 600-798).
   c. All courses taken as a classified graduate student.

   Should a student receive a grade of D or F in a required course, the student must repeat the course.

   Directed Reading/Research 699 may not be used to make up a failing grade or to substitute for courses, including seminars, required for an advanced degree.

2. Credit-No Credit (Cr/NC) Option
   The major purpose of the Credit-No Credit Option is to encourage students to broaden their education by venturing into subject areas outside their fields of specialization without hazarding a relatively low grade. Under the option, students receive grades of Cr (Credit) or NC (No Credit). These do not carry grade points, therefore are not computed in the student's grade-point ratio.

   The Credit-No Credit option must be exercised at the time of registration and only under the following conditions:
   a. Except as noted, courses taken under the Cr/NC option may not be applied toward the requirements for the master's degree. Only 699 directed reading/research courses may be taken on Cr/NC at the option of the graduate field of study and may be granted credit toward a master's degree within the limits already prescribed by the Graduate Division.
   b. A course for which an NC is received may be retaken under the Cr/NC option,
   c. The Cr designation in the non-letter grade system denotes C caliber work or better.
   d. The NC designation and the course in which it is received appear in official records as part of the student's academic history.
   e. The NC designation affects neither the credit hour total nor the grade-point total of the student.
   f. The Cr designation assumes all functions and meaning of the former P (Pass) designation.

3. Incompletes
   An I is given to students who fail to complete a small but important part of a semester's work before the semester grades are determined, if the instructor believes that the failure was caused by conditions beyond the students' control and not by carelessness and procrastination. Students are expected to complete all courses. Therefore, students receiving an I should contact the instructor to determine the steps to be taken to remove the I. The deadline for removing an I received in the fall
semester is April 1 of the following semester; for removing an I received in the spring semester or the summer session, the deadline is November 1 of the next semester. These deadlines refer to the last day for the Office of Admissions and Records to receive I removal grade forms from instructors.

Instructors who record a grade of I on the final grade sheet for undergraduate courses, must also record the grade which will replace the I if the work is not made up by the deadline; that grade is computed on the basis of what grades or other evidence the instructors have, averaged together with F's for all the incomplete work, including the final examination, if it is not taken. This alternate grade may be any one of the following: A, B, C, D, F, or if the course was taken under Credit-No-Credit, Cr or NC. The designation W cannot be used as an alternate grade. (A W is noted on the student's record only if a change of registration has been processed within the deadline specified in the Catalog for dropping a course or changing from credit to audit status.)

If the work for any course in which an I has been assigned is completed prior to the deadline, the instructor reports a change of grade to Admissions and Records, taking the completed work into consideration. An I may not be changed to W if a change in registration or withdrawal from the University was not processed by the student.

Instructors who record a grade of I on the final grade card for graduate courses (600-798) are not required to record an alternate grade to replace the I if the work is not made up by the deadline. If the work is not completed by the deadline for the removal of the I, the instructor may:

a. allow the grade of I to remain unaltered on the student's record,

b. submit to Admissions and Records a change-of-grade form, with the grade computed on the basis of work completed by the deadline,

c. at the request of the student and endorsed by the instructor, submit a memo or a change-of-grade form to the Graduate Division Records Office requesting an extension. Such extensions may be permitted on a case by case basis and for a maximum of four semesters from the end of the term in which the I was given. The change-of-grade form filed subsequently should be submitted to the Graduate Records Office.

The Department Chairperson's approval and the instructor's reasons for requesting the late grade change are required when the grade change is requested after the deadline.

4. Change of Grades

All changes of grades must have the Department Chairperson's approval. The instructor must state the reasons for the grade change and sign the change-of-grade form. "Additional work submitted" is not an acceptable reason for changing a grade.

5. Repeating Courses

Grade point ratios are computed using all the courses taken at UHM, including courses which have been repeated, even if the student received a less than satisfactory grade in one or more of the classes. However, unless the course is repeatable, as stated in the Catalog, the course is only counted once for purposes of meeting credit requirements for the graduate degree.
PART D. Maintaining Student Records

1. Student Progress Forms (Master's Plan A and Doctoral Candidates)

Each department should keep a file for each student. A set of forms should be kept in each student's folder, along with the adviser's copy of the student's permanent record form, admission letter and transcripts. As the student completes each step in the degree program, the appropriate form must be completed and the Graduate Division's copy submitted to the Graduate Division Records Office. By the time the student completes the degree program, the appropriate number of forms, properly executed and signed, should be in the student's folder:

<table>
<thead>
<tr>
<th>Degree</th>
<th>No. of Forms</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctorate</td>
<td>7</td>
<td>I, II, III, IV, V, VI, VII</td>
</tr>
<tr>
<td>Master's Plan A</td>
<td>6</td>
<td>I, II, III, IV, VI, VII</td>
</tr>
</tbody>
</table>

There are no forms for plans B and C.

Instructions for Filling Out Forms

a. In general, submit forms in sequence. Form I should be submitted early in the student's first semester. Form II (Admission to Candidacy) for doctoral students may be submitted either in accordance with the order of the forms or at a time specially designated by the department. If admission to candidacy varies from the order specified by the forms, those departments involved should notify the Graduate Division Records Office of this variation by memo. Of particular importance is the submission of Form III before Form V for doctoral students, since committee membership approval must be obtained before the committee may carry on its functions. If the comprehensive examination (Form V) is administered by a committee not approved by the Graduate Division, the examination may be considered invalid.

b. Complete all pertinent items.

c. Should changes be requested (Plan A to B, doctorate to master's), *a memo endorsed by the Graduate Chair should be sent to the Records Office.*

d. In recommending faculty members who are not on the Graduate Faculty to serve on dissertation or thesis committees, use the back of Form III or write a memo, giving full justification. A current vitae is also required.

e. If a change must be made after Form III has been submitted to the Graduate Division, use the Petition to Revise Thesis/Dissertation Committee form.

Summary of Uses

<table>
<thead>
<tr>
<th>Form To be Used for:</th>
<th>To Report:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Master's Plan A</td>
<td>Results of Preliminary Conference and any transfer of credits (Master's only)</td>
</tr>
<tr>
<td>II Master's Plan A</td>
<td>Results of General Examination</td>
</tr>
</tbody>
</table>

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and Admission to Candidacy

Doctorates

Results of Qualifying Exam, proficiency in first foreign language, and Admission to Candidacy

III Master's Plan A and Doctorates

Appointment of committee

IV Master's Plan A and Doctorates

Approval of thesis or dissertation topic

V Doctorates only

Results of Comprehensive Examination

VI Master's Plan A and Doctorates

Results of final oral examination

VII Master's Plan A and Doctorates

Judgment of Thesis

Judgment of Dissertation

2. Requirements for Continued Registration

To remain eligible for further graduate work, students must have a B average (3.0 GPR) for all courses completed at the UH applied toward the degree. Students must also have a B average for all courses taken as a classified graduate student. The B average is computed for: (1) all courses numbered 300-398, 400-498, 600-798 and any undergraduate deficiencies and (2) all graduate courses numbered 600 and above.

The Graduate Division disregards grades or credits for courses numbered 100-299 (except those required to fulfill undergraduate deficiencies) and 500-599 except Law and Medicine courses that are applied toward the degree (first 6 credits of Law courses are not computed in Graduate Division's GPR).

   a. For purposes of these rules, a "semester" is the calendar period, regardless of the number of credits taken.
      Two summer sessions are equivalent to one semester (regardless of the number of credits taken). The usual summer session is six weeks in length.

   b. In special cases, two grades below B in undergraduate courses taken during the first semester as a graduate student at UHM may be excluded when computing the GPR. *Such action may be initiated by the department by submitting a memo to this effect to the Graduate Records Office. The request must be recommended for approval by the Chairperson of the graduate faculty, and the Dean of the Graduate Division. If these grades are so excluded, the concomitant course credits may not be counted toward fulfillment of requirements for graduate degrees. Any such waiver does not alter the official University record of student grades and grade-point ratios.
c. In computing the GPR of a student who retakes a course in which he received a grade of C, D, or F, all grades in that course are included, as are the appropriate number of units for each time the course is repeated. However, the course is counted only once for purposes of fulfilling requirements for a graduate degree.

d. Special non-degree graduate students are not subject to the B-average rule.

Note: Students transferring from either Plan A or Plan B to Plan C must have a minimum GPR of 3.0 in all courses completed (300-398, 400-498) as well as in all graduate (600-798) courses completed.

Law and Medicine Courses. When they are to be applied toward a degree, courses in the Law or Medical Schools must be taken for a grade. However, for the first 6 credits taken, the grade will not be computed in the student's GPR, but the credits will be transferred in. Only courses with grades of at least a C will be counted toward a degree.

3. Credit-Hour Requirements

Credit-hour requirements for graduate degrees can only be fulfilled by grades of A, B, and C except for 699 courses taken under the Credit-No-Credit Option. Grades of Cr for 699 directed reading or research courses are counted in credit hour requirements within stated rules, but are not computed for grade-point ratios. Grades of NC are not counted nor computed. Grades of D and F are not counted toward the completion of requirements for advanced degrees but are counted in computing the grade-point ratio.

4. Academic Probation

A student admitted as a regular student whose cumulative grade-point average fails to meet the minimum requirements after completing 12 credit hours or after completing two semesters of course work is placed on academic probation for the following semester.

A student admitted as a conditional student whose grade-point ratio since admission fails to meet the minimum requirements after completing one semester of course work is placed on academic probation for the following semester (ESL students are subject to dismissal).

All grades for courses taken during the probationary semester, as well as for all previously taken classified credits, are included in calculating the grade-point ratio. No extensions of the probationary semester are granted due to Incompletes (I). The student must register in the semester he or she is placed on academic probation, or if extenuating circumstances prevent his or her registration, the student, with approval of the Graduate Chair, may petition for an extension.

Removal from probation letters: The Graduate Division sends letters to students removing them from academic probation, whenever they raise their GPRs to the required 3.0 minimum, with copies to the graduate fields of study and, if applicable, to the EWC and Veterans Administration.

Exemption for Doctoral Students. Doctoral students with GPRs of less than 3.0 may be exempted from the academic probation and dismissal policy upon request of the field of study. Such exemption is available for no more than two semesters.

5. Dismissal
Students on probation who fail to attain the minimum standards at the end of the probationary semester or at any other time following one academic probationary semester are denied further registration in the Graduate Division. Such students are not eligible for an additional probationary semester. Also, students failing any of the departmental examinations (i.e., general, comprehensive, and final examinations) for the second time are dropped from the program. Such dismissals are reflected on the student’s transcript.

6. Scholastic Action Letters

Academic probation and dismissal letters are sent out generally at the end of each term by the Graduate Division Records Office, with copies to the Chairpersons of the graduate fields of study and, if applicable, to the EWC, Veterans Administration, ISO, Student Housing, Summer Session, CCECS, Financial Aids, Student Employment, Manoa Cashier’s Office and the Immigration and Naturalization Service. These letters are also sent out whenever any change in grade lowers the GPR below the required 3.0.

Academic probation letters are sent to:

a. Regular students whose GPR, after at least 12 credits or two semesters of course work falls below 3.0 in either their cumulative GPR for all courses numbered 300-398, 400-498, and 600-798 or for all graduate courses numbered 600-798. (Grades received in courses numbered 100-299 are disregarded unless required to fulfill undergraduate deficiencies.)

b. Conditional students who, after completing one semester of course work, fail to obtain a 3.0 average in either all courses numbered 300-398, 400-498, and 600-798 or for all graduate courses numbered 600-798 (except ESL students, who are subject to dismissal). (Grades received in courses numbered 100-299 are disregarded unless required to fulfill undergraduate deficiencies.)

Academic dismissal letters are sent to:

a. Students who, after being placed on academic probation, fail to attain by the end of the probationary period a 3.0 average in either all courses numbered 300-398, 400-498, and 600-798, undergraduate deficiencies or for all graduate courses numbered 600-798.

b. Students whose GPR again falls below 3.0 in either their overall or graduate course work a second time.

c. Students who fail to enroll during the probationary period.

d. Students who fail qualifying, comprehensive, or final exams the second time.

Students who receive dismissal letters are dropped as classified graduate students and are denied further registration in the Graduate Division. If they intend to take further courses at the University of Hawaii at Manoa, they must apply as unclassified students with the College of Continuing Education and Community Service (CCECS).

7. Transfer of Credits

Application for transfer of credit may take one of two forms: 1) A memo, signed by student and recommended for approval by the Chairperson of the graduate field of study, or 2) The Student Progress Form I, Preliminary Conference. The application must be accompanied by an official transcript of the courses being requested for transfer as well as a transcript guide and course syllabus if substitution for a required course.

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Policy Governing Transfer of Credits from Other Institutions:

a. The request for transfer of credits must be made during the first semester the student is enrolled in the program.
b. Only credits from an accredited university are transferable.
c. Upon recommendation of the graduate field of study and approval by the Graduate Division, up to one-half of the total course credits required in a given field of study may be transferred. However, at least one-half of the credits required in graduate courses (numbered 600 and above) must be completed at the University of Hawaii.
d. With prior approval from the graduate field of study and the Graduate Division, up to six credits of work completed at another accredited institution following advancement to candidacy at UH may be transferred, providing such transfer does not exceed the maximum allowable.
e. Credits used to obtain a previous degree will not be transferred.
f. No credits may be transferred from another institution unless the grade is B or better. Grades of S, Cr, P are not transferable.
g. Credits to be transferred must be credits completed within seven years preceding the date upon which the advanced degree is to be conferred by UHM.
h. Quarter-credit hours are converted to semester hours by using the formula: $2/3 \times$ quarter credits = semester credits (rounding off to the lower whole number). Conversion is done by the Graduate Division and is calculated for the total credit hours requested for transfer rather than for individual course credits.
i. Credits earned in foreign institutions must be certified by the departments as to the equivalent level of the courses being transferred (i.e., whether 300-398; 400-498 or 600-798 level).
j. The minimum residence requirement of full-time study must be met regardless of the number of credits transferred to this University.
k. Transfer of courses to meet practicum, seminar, thesis or dissertation requirements is not permitted.
l. No more than 12 unclassified credits may be transferred. Extension Credits: Extension credits are not transferable.

Credit for Courses Taken as an Undergraduate. Seniors at the University of Hawaii may earn credit toward advanced degrees for some courses completed during their last semester as undergraduates provided:

a. The credits are in excess of the requirements of the bachelor's degree;
b. The course is taken during the last regular semester of the baccalaureate program;
c. To obtain such credit, students should complete the "Petition for Submission of Credit Toward an Advanced Degree for Courses Taken as an Undergraduate" which must have the written approval of the Chairperson of the department in which the course is offered, their academic adviser, the dean of the appropriate undergraduate college, and the Graduate Division when registering for the course. The form is available in the self-service rack outside Spalding 352. It should be filed with the Graduate Division Records Office during the registration period.
d. Final acceptance of the course is determined by the field of study.
Note: Courses at the 600 level and higher taken under conditions "a" and "b" may, by exception, be approved retroactively.

The granting of such permission does not guarantee that the credits taken will be accepted by a graduate field of study as fulfilling degree requirements. Courses taken under this rule are counted in the graduate GPR calculated when the course of study is completed.

Credit by Examination. Enrolled students with grade-point ratios of 3.0 or better who present evidence to the Dean that they have had the equivalent of a course through experience or training but have not received college credit for the course may apply for credit by examination.

Graduate students may obtain credit by examination in courses numbered 300-398, 400-498 with the approval of the instructor, course department chairper son, the Dean of the Graduate Division and the student services dean of the appropriate undergraduate college. Such credit is limited to courses required in the applicant's curriculum or to prerequisites for such courses. In each case, the examination must be prepared by the course instructor, must be more comprehensive than the usual final examination, must be designed to serve as the scholastic equivalent of the course, and must be passed at the B level or above.

There is no limit on the number of such examinations which a graduate student may take during any one semester.

In no case does the grade received in such examination carry grade points on transcripts; the grade is computed in the GPR for graduation purposes only.

Credit may not be obtained by examination in courses numbered 600 or above.

A fee is payable at the time of application for the examination. No one is exempt from this fee; EWC grantees, graduate assistants, lecturers, and all others on the instructional staff, who are normally tuition exempt, must all pay. Application procedure is as follows:

a. Obtain the application for Credit by Examination form, available at the Graduate Division Records Office.

b. Complete form in triplicate and obtain all required signatures specified on the form.

The deadline to file for credit by examination is the same as the I removal deadline. (See General and Graduate Information Catalog for deadlines.)

Unclassified Credits. No more than 12 units of course credit earned while in unclassified (PBU) status at the University of Hawaii may be applied toward fulfillment of advanced degree requirements by students who register as unclassified graduate students in the College of Continuing Education and Community Service. A request for acceptance of these credits must be submitted on Student Progress Form I or by memo during the student's first semester.

8. Double Counting

A student who pursues two distinct master's degrees at UH, either simultaneously or consecutively, may have up to 9 units of graduate course work accepted for credit in both degree programs if:

a. The courses being double counted are electives in both programs;

b. Written approval of the graduate chairs of both programs (only approval by the second chair is necessary if the degrees are being pursued sequentially) and the Dean of the Graduate Division is obtained;

c. The course work for each degree must fall within the prescribed time limits.
9. Field of Study Lists

Every semester the Graduate Division sends each chairperson of a graduate field of study a list of all classified graduate students registered in the field of study, giving the students:

a. Name and ID
b. Level (01=undergraduate, 02=graduate, and 04=Law/Medicine)
c. Degree Objective (master's, doctorate, special non-degree, certificate only)
d. Sex
e. Action Type (first time, continuing, returning)

These lists should be checked carefully and returned to the Graduate Division by the specified deadline, since they are used to compile statistics for various governmental agencies and educational organizations.

Please add:

a. Names of students who have transferred in from other fields of study (indicate previous field)
b. Names of enrolled students missed by computer
c. Names of concurrent degree students who are pursuing two degrees, including professional schools (law, medicine, education professional diploma, etc.)

Please do not add:

a. Names of students who are not registered during the particular semester in question
b. Unclassified students who have not yet been officially admitted to the Graduate Division
c. Names of students on approved leaves of absence

Please delete:

Names of students who have transferred to other fields of study (indicate new field).

Please note:

a. Doctoral candidates working for master's degrees enroute are tallied as doctoral candidates.
b. For students changing from a master's to a doctoral degree, or vice versa, the field of study must submit a memo to the Graduate Records Office. (EWC grantees should see their program officer.)
c. Changes in fields of study are effective the semester and year indicated on the admission letter.
d. Changes in student's ID#, name, address, etc., must be reported to the Office of Admissions and Records.

10. Petition Forms

Petition to Revise Thesis/Dissertation Committee. This form is used specifically to revise or reconstitute a student's established committee. It requires all the signatures of the committee members and if the addition of a non-graduate faculty member is involved, justification and curriculum vitae must be submitted along with petition.
Petition for Credit Courses Taken as an Undergraduate. This form has been designed to allow seniors at the University of Hawaii to earn credit toward advanced degrees for courses completed during their last semester at UHM.

Petition for Returnee Readmission. This form is to be used by classified graduate students who wish to return after an absence of one or more semesters. This form should not be used if a change in field of study or a change from special to degree status is involved. This form is not required for students returning after an official leave of absence.

Petition for Admission to Doctoral Program. This form is used only by continuing students applying for admission to a doctoral program in the same field during the final semester of their master's work or in the semester immediately following graduation. For subsequent applications, the regular Application for Graduate Admission must be submitted and processed through the Graduate Division Admissions Office, Spalding 354, within established deadlines.

*Note: Requests for changes such as: 1) Change in degree sought in same field of study; 2) Change in degree plan (A, B, C); 3) Transfer of credits taken at another accredited institution (if not already done on Student Progress Form I); 4) Transfer of credits earned in unclassified status at UHM to degree program; 5) Waiver of two grades below B in undergraduate courses taken during the first semester as a graduate student; and 5) Waiver of Graduate Division rules and regulations, should be sent to Graduate Records via a memo endorsed by the Graduate Chair.
PART E. Degree Requirements

1. Faculty and Staff

No UH faculty or staff member holding a position at or above the rank 3 or the equivalent may pursue a program leading to master's or doctoral degree at UHM in the graduate field of study administered by the department in which he or she is employed.

2. Admission to Candidacy

Students admitted to the Graduate Division as regular or conditional graduate students are prospective candidates for advanced degrees. As the first step toward an advanced degree, students must be officially advanced to candidacy.

Action to admit students to candidacy follows either a preliminary conference with a program adviser or committee and/or after the students have taken the general or qualifying examination, at which time (a) students are admitted to candidacy, (b) their admission to candidacy is deferred, or (c) they are denied admission to candidacy. Conditional admit status and undergraduate deficiencies must be cleared.

The action taken is reported to the Graduate Division on Student Progress Form II, Admission to Candidacy (for doctoral and master's Plan A students and by memo for master's Plan B/C): a. Admitted to Candidacy: The student has successfully passed the general/qualifying examination and, where applicable, the first foreign language requirement and has been officially advanced to candidacy.
b. The student must clear all undergraduate deficiencies, if any.
c. Candidacy Deferred: The student has demonstrated by performance on the general/qualifying examination that he or she is acceptable as a degree candidate, but with some deficiencies remaining, and will be advanced to candidacy after these deficiencies are removed (course work to be taken, one or more parts of the general/qualifying examination to be retaken.)
d. Candidacy Denied: The student has failed the general/qualifying examination and is unacceptable as a degree candidate at this time. A petition, filed with the Graduate Division, must be approved if he or she wishes to retake the general/qualifying examination.

Student Progress Form II or a memo should be filed with the Graduate Division immediately after the administration of the general/qualifying examination. Use a photocopy of Form II or send a memo to report any subsequent admission to candidacy action.

3. Residency Requirements for Degrees

Certificate: One semester of full-time work or the equivalent in credits completed as a classified graduate student.

Master's: Two semesters of full-time work or four six-week (may vary in length from three to ten weeks) summer sessions. For the MFA in visual arts and the MSW, four semesters of full-time work at UHM.

Doctorate: Three semesters of full-time work at the University of Hawaii at Manoa. [A master's degree earned at this University may be credited toward the three-semester residence requirement in the same field (up to two semesters). The three semesters of full-time work may be interpreted
loosely, and include the equivalent of full-time work; e.g., three two-term summer sessions or one academic year plus one two-term summer session.
- For part-time students, each 8 units completed as a classified graduate student will be equivalent to one full-time semester.
- Credits taken at other institutions and approved for transfer may not be used to reduce UH’s minimum residence requirements for advanced degrees.

4. Time Allowed

Master’s. All work must be completed within seven years preceding the date upon which the degree is conferred. Credits earned prior to the seven-year period are not valid for application toward the degree.

Doctorate. Candidates for doctoral degrees must complete all requirements within seven years after admission into the doctoral program. Candidates who fail to complete all requirements in the specified time are automatically dropped from the program. Reinstatement for a limited period of time is only possible upon favorable recommendation of the field of study and concurrence of the Dean of the Graduate Division.

5. Responsibilities of Committee Chairperson/Program Adviser

As the student nears the completion of his or her degree program, the Chairperson of the dissertation, thesis committee or the program adviser should check, where pertinent, whether or not:

a. The members of the committee will be on campus during the semester in which the student expects to complete the degree requirements. If not, **memo** should be filed with the Graduate Division to make the necessary changes on the committee.

b. The student has eliminated all undergraduate deficiencies and completed courses listed on either the evaluation sheet (at the time of admission) or on Student Progress Form I, Preliminary Conference. If not, the student should be advised to take the courses or, if they are now considered unnecessary, **memo** should be filed with the Graduate Division requesting changes in the student’s program.

c. If the student is a Public Health consortium student, that an official transcript has been filed with the Graduate Division, and that if transfer of credits has been requested, the transfer has been approved by the Graduate Division.

d. The dissertation/thesis is in an acceptable form when ready for submission to the Graduate Division (format, paper, other requirements).

The dissertation/thesis/program committee chairperson or adviser is responsible for guiding the student through the degree program and for filing the Student Progress Forms at the proper time.

6. Special Requirements Beyond Those of the Graduate Division

The requirements set forth in this manual and in the *Catalog* are minimum general requirements to be met by all graduate students. Departments wishing to add to these are free to do so, providing these additional requirements are approved by the Dean and are specified in the *Catalog* under the specific fields of study as well as any literature distributed directly by the field of study.
7. Certification of Completion of Departmental Requirements

Students indicate their intention to complete all their degree requirements by the end of the semester by submitting a Graduate Application for Degree form to the Graduate Division Records Office prior to or during registration. The Graduate Records Office will generate a degree check form for departmental action after the Application for Degree deadline. After the degree audit is completed by the Records Office, a list of students' deficiencies is sent back to the field of study for clearance by the specified date.

A few weeks before the end of the term, the Graduate Chair is sent a "Certification for Degree Award" form. The Graduate Chair must certify that the student has met all degree requirements.

The Graduate Division automatically deletes from the graduation list the name of any student whose final grade label contains either a grade of I or a missing grade (unless certification is received beforehand from the Chairperson of the graduate field of study that the course is not a requirement for the degree) or whose records have any other discrepancies.

8. Certificate Programs

Requirements
a. Classified graduate student.
b. At least 15 units taken for grade (except for classes with only the Cr/NC option).
c. At least 9 units at 600 or higher.
d. "B" average in all courses and all 600 and higher courses counted toward the certificate.
e. Must be "in residence" for at least one semester (or full-time equivalent).

Double Counting. There is no prohibition against double counting. If either program, however, prohibits or limits double counting, the prohibition or limitation will apply to both.

Certificates and Degrees in the Same Area. There is no prohibition against a student pursuing a higher degree and a certificate in the same area. If either program, however, prohibits or limits the award of a certificate and a higher degree in the same area, the prohibition or limitation will apply to both.

9. Master's Plan A (Thesis)

Credit-Hour Requirements
a. A minimum of 18 credits of course work and between 6-12 credit hours of thesis research. The thesis research credit requirements are set uniformly for each graduate field of study by the faculty in that field.
b. A minimum of 12 credits must be earned in courses numbered 600-798 (excluding 699 and Thesis 700), including at least one graduate seminar in the major field or in a relevant field.
c. The total number of credits in directed reading/research (course 699) and credits in thesis research (course 700) applied to meet these minimum requirements shall not exceed 12.

Note: Under this rule, no 699 credits will be counted toward the degree in fields of study requiring 12 credits of Thesis 700. In fields requiring less than 12 credits of Thesis 700, 699 credits equal to the difference may be counted.

Students must be registered in Thesis 700 during the semester in which the degree is to be awarded.

Residency Requirement: Two semesters of full-time work.
Candidates must be registered in the appropriate thesis research courses (700) during the term in which the work for the degree is completed. Candidates who accumulate the maximum number of thesis research credits but fail to complete all degree requirements must register for a minimum of one credit of thesis research during the semester in which the degree is awarded.

Credits taken under the Credit-No Credit option (except 699) while under Plan C do not count toward meeting degree requirements for Plan A.

General Examination (Optional to fields of study). At the option of the faculty of the field of study a general examination may be required before a student is advanced to candidacy for a master's degree. All students within a particular field of study must take the examination if it is required at all. The examination is usually given during the first semester of residence. It is designed to reveal the quality of the student's preparation for advanced work in the field and the ability of the student to pursue graduate work at the master's level. The examination also enables the student's committee or adviser to assist in planning a program that will overcome any deficiencies in the student's background.

The general examination is oral and/or written. It is conducted by the Graduate Faculty of the student’s field of study or an examination committee designated by the Chairperson of the field of study. The Chairperson of the field of study, or designee) is responsible for informing the student of the time and place for the examination, and for reporting results to the Graduate Division. Procedures for conducting the examination and for determining the results are the responsibility of the Graduate Faculty of the various fields of study.

A student who passes the examination may be recommended for advancement to candidacy for the master's degree. A student who fails the general examination may repeat it once. However, students failing the general examination a second time are dropped from both the program and Graduate Division.

The Chairperson of the field of study must report the results of the examination to the Graduate Division. If a student retakes the examination, the results should be reported on a photocopy of Form II or by memo.

In fields of study not requiring a general examination, the student may be advanced to candidacy upon the recommendation of the adviser and/or the Graduate Faculty of the field of study concerned. It is assumed that in these cases the recommendation for advancement to candidacy will be based on some other form of evaluation of the student's potential performance rather than on performance in the general examination.

The Chairperson of the field of study reports to the Graduate Division the recommendation for advancement to candidacy on Student Progress Form II, Admission to Candidacy.

Composition of Thesis Committee. The committee must be made up of at least three members of the Graduate Faculty. The Chairperson must be a full member of the Graduate Faculty in the student's field of study. The majority of the committee should be from the student's field of study (exceptions are possible, e.g., CMNS). Fields of study wishing to require an outside member may do so.

If a chairperson wishes to nominate someone not on the graduate faculty, the Chairperson may nominate that person as a fourth member using the back of Student Progress Form III (justification and curriculum vitae must be submitted with petition). Non-graduate-faculty members, although h
approved for committee membership, may not chair committees. Affiliate Graduate Faculty may serve on the committee.

**Thesis Requirement.** When a thesis proposal has been approved by the student's committee, the Chairperson of the graduate field of study sends to the Graduate Division, Student Progress Form IV, Approval of Thesis Topic. The student may then enroll in the thesis research course (700) at the beginning of the next academic term. Students must register for Thesis 700 during the announced registration period. Failure to make satisfactory progress on a thesis does not entitle a student to refund of tuition.

Upon request of the thesis committee, relevant work done by the student in directed reading/research (course 699) may be utilized as part of the thesis research. In such instances, the total credits for such directed reading/research (course 699) and thesis research (700) to be applied toward the minimum requirement for the degree shall not exceed the maximum total credits specified for thesis research for the field of study.

The Chairperson of the thesis committee is primarily responsible for directing and guiding the candidate's research and writing activities. It is the responsibility of the student to keep all members of the committee informed of the scope, plan, and progress of both the research and the thesis. Instructions for thesis preparation can be obtained at the Graduate Records Office.

A copy of the completed thesis must be submitted to committee members at least two weeks prior to the date of the final examination. The original, signed by all members of the committee, must be deposited with the Graduate Division by the deadline specified in the Catalog or the Memo of Deadlines available at the Graduate Records Office. Additional bound copies of the thesis may be required by the individual departments.

**Thesis Specifications.** The Chairperson of the thesis committee should become familiar with the Style & Policy Manual for Theses and Dissertations issued to each student writing a thesis and must check to see that the thesis meets Graduate Division specifications before submission.

Fields of study wishing to use their own professionally acceptable style should obtain prior approval from the Graduate Division. It is expected that all theses/dissertations in a field will employ the same style guidelines.

The signature (approval) page must be signed in black indelible ink.

Microfilming and copyright services for a fee are available to master's thesis authors. An abstract of no more than 150 words is required (a separate abstract which may be longer may be included in the thesis). A UMI (University Microfilms Inc.) agreement form is available in Graduate Division, Spalding 353, and should be submitted together with the thesis. (Note: publication of the thesis is optional for master's students.)

**Final Examination (Optional to fields of study).** A final oral examination, covering the thesis and related areas, may be required by individual graduate fields of study. All students within a particular field of study must take the examination if it is required at all. It should be held prior to the specified deadline before the end of the term during which the degree is conferred. It is conducted by the thesis committee and is open to all graduate faculty members. As an alternative, the Committee Chairperson may have the candidate present results of the thesis at a departmental graduate seminar; all members of the thesis committee must be present.

A majority of the members of the student's committee, including the Chair, must vote "pass," otherwise the candidate fails. Failures must be reported to the Graduate Division Records Office on
Form VI. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may request the Graduate Council to do so by an appropriate letter, giving reasons, addressed to the Dean of the Graduate Division.

Students failing the final examination may be permitted to repeat it only once at the discretion of the Graduate Faculty concerned. Students who fail the second examination are dropped both from the program and Graduate Division.

The Chairperson of the field of study must report the results of the final oral examination to the Graduate Division. If a student retakes the examination, the results should be reported on a photocopy of Form VI or a memo.

The Chairperson of the Graduate Faculty reports the completion of all degree requirements on Student Progress Form VI, Final Oral Examination, and Form VII, Judgment of Thesis.

**Summary of Procedures**

a. Preliminary conference; appointment of interim advisor. (Student Progress Form I)
b. General examination, if required, and admission to candidacy. (Form II)
c. Appointment of thesis committee. (Form III)
d. Approval of thesis topic. (Form IV)
e. Application for degree, payment of graduation and thesis binding fee. (Students report to Graduate Division.)
f. Graduate Division Records Office sends degree check form to the field of study for completion.
g. Completed thesis submitted to committee.
h. Final oral examination, if required. (Form VI)
i. Judgment of thesis. (Form VII)
j. Final copies of thesis submitted to Graduate Division.
k. Graduate Chair certifies student has completed all degree requirements. (Graduate Division sends this form to the field of study.)
l. Conferral of the degree.

**10. Master's Plan B (Nonthesis)**

**Credit-Hour Requirements.** A minimum of 30 credits is required. A minimum of 18 credits must be earned in courses numbered 600-698 and 700-798 including at least one graduate seminar in the major field or in a related field. Not more than 9 credits in directed reading/research (course 699) may be applied to meet degree requirements. Credits taken under the Credit-No Credit option (except 699) while under Plan C do not count toward meeting degree requirements for Plan B.

Students must be registered in Master's studies 500 or other appropriate classes during the term in which the degree is to be awarded.

**Residency Requirement:** Two semesters of full-time work.

**General Examination (Optional to fields of study).** Same as Master's plan A.

**Degree Plan.** The program adviser/committee advises the candidate and approves a coherent program of courses for the candidate. When the student is advanced to candidacy, the Chairperson of the field of study informs Graduate Division by memo.
Prior to graduation, the Graduate Division staff checks all courses taken against the courses on the degree checklist, and deletes from the graduation list the names of students whose records contain discrepancies unless notified otherwise by the student's field of study.

**Culminating Experience.** Some type of culminating experience, the nature of which is to be determined by the graduate field of study, is required. It may take the form of an examination, a special course or some other capstone experience.

**Final Examination.** At the option of the faculty of the field of study, a final examination may be required of Plan B candidates for the master's degree. If required, it is designed to determine the candidate's achievement in the field of study at the master's level.

The master's examination has several possible forms. It may be a seminar experience, a written comprehensive examination, an oral examination, some equivalent, or a combination of these. If a final examination is required by the field of study, it must be given prior to the established deadline before the end of the term during which the degree is conferred. All members of the graduate faculty should be invited if the examination is other than a written examination, in which case the program committee or the student's program adviser conducts the examination.

Students failing the final examination may be permitted to repeat it only once. A failure must be reported to the Graduate Division Records Office by memo. A student who fails the examination a second time is dropped both from the program and Graduate Division. The results of the second examination must also be reported to Graduate Division.

If the final examination is administered by the student's program adviser, the program adviser reports the results to the Graduate Division Records Office as well as to the student.

If the final examination is administered by the program committee, a majority of the members of the program committee, or of a designated examination committee of no less than three members of the graduate faculty, must vote "pass," otherwise the candidate fails. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may request the Graduate Council to do so by an appropriate letter, giving reasons, addressed to the Dean of the Graduate Division. The Chairperson of the field of study reports the results of the final examination to the Graduate Division Records Office by memo.

The results should also be reported to the student as soon as possible after the examination.

Whether the final examination is required by the field of study or not, the Chairperson reports the completion of all degree requirements to the Graduate Division Records Office on the "Certification for the Degree Award" form.

**Summary of Procedures**

a. Preliminary conference; appointment of interim adviser.

b. General examination, if required, admission to candidacy, and establishment of degree plan.

c. Appointment of program committee/adviser.

d. Diploma application, payment of graduation fee. (Student picks up form at Graduate Division.)

e. Graduate Division Records Office sends degree check form to the field of study for completion.

f. Final examination, if required; judgment of Plan B paper.
g. Graduate Chair certifies that all degree requirements have been met (on "Certification of Degree Award" form).

h. Conferral of the degree.

11. Master’s Plan C (Examinations)

Neither a thesis nor a specified number of course credits is required by this plan. The student must demonstrate competence by examination and must meet the minimum residence requirement of two semesters of full-time work. Students must be registered in Master's studies 500 or other appropriate classes during the term in which the degree is to be awarded.

Students transferring from either Plan A or Plan B to Plan C must have a minimum grade-point ratio of 3.0 in all courses completed (300-398, 400-498, 600-798) as well as in all graduate (600-798) courses completed.

Preliminary Conference. A preliminary conference is held to discuss with the student their objectives and how to meet them, and to determine the general program the student will follow in order to prepare themselves for the required examinations. The conference is conducted by the Chairperson of the graduate field of study or by a designated member of the graduate faculty. The plan of study developed at this conference may include course work and/or independent study and research. Each field of study specifies its own requirements in addition to the following.

General Examination (Oral and/or Written). A general exploratory examination is given to determine if the intended candidate should be admitted to candidacy for the master's degree under Plan C, and to ascertain weaknesses in the student's academic preparation. This examination is designed to reveal the quality of the student's preparation for advanced work in the field and the ability of the student to pursue graduate work at the master's level. The examination is conducted by the student's interim adviser and the Graduate Faculty of the field of study, or a committee thereof consisting of at least three members of the faculty. It is given during the first semester of residence, and is from one to two hours in length.

A student who fails the general examination may repeat it after three months only if a petition, recommended for approval by the Graduate Faculty of the major field of study, is approved by the Dean of the Graduate Division. A student who fails the general examination a second time is dropped from the program.

The results of the general examination should be reported to the Graduate Division by memo. Should the student fail the examination the first time and pass it the next time, a memo to that effect should be sent to Graduate Division Records Office. Students who fail the examination for the second time are dropped from both the program and Graduate Division.

Following the general examination, a permanent chairperson and program committee, nominated and appointed in the same way as committees for Plans A and B, are selected to guide the student in further preparation for the final examination.

Degree Plan. The student's committee chairperson should report via a memo the plan the student will follow in preparation for the required final examinations. Courses to be taken and independent study to be followed should be specified.

Final Examination (Written and Oral). A final examination or series of examinations, written and oral, is given to determine the candidate's comprehension of the field of study at the master's level. Since there are no course requirements for this plan, the final examinations are designed to give
the student opportunity to demonstrate a level of achievement consonant with the level of achievement required by Plans A and B.

Specifications for the number of written examinations required, what they cover, and the amount of time required for each (two to three hours or more for the written examinations and one or more for the oral portion) are set forth in the statement of requirements in each field of study. The written examinations may be given by the candidate's committee or by an examination committee of graduate faculty members constituted for that purpose.

The oral portion of the final examination follows the written portions and must be held prior to the specified deadline before the end of the term during which the degree is conferred. It is conducted by the candidate's committee and is open to all members of the faculty. The examination must be announced in the weekly Ku Lama (university bulletin). It may be scheduled on any working day during normal working hours. Arrangements for the final examination must be made at least three weeks prior to the date of examination. Final examination forms are available at the Graduate Division Records Office.

Following the oral portion of the final examination, the program committee must determine whether the candidate passes or fails. All parts of the final examination are to be considered. A two-thirds majority vote is necessary to reach a decision. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may request the Graduate Council to do so by an appropriate letter, giving reasons, addressed to the Dean of the Graduate Division.

Students failing the final examination may be allowed to repeat it upon petition approved by the Graduate Faculty concerned and the Dean of the Graduate Division. Students failing the final examination a second time are dropped both from the program and Graduate Division.

**Summary of Procedures**

a. Preliminary conference; appointment of interim adviser.

b. General examination and admission to candidacy. (Graduate Division notified by memo.)

c. Appointment of program committee.

d. Application for diploma, payment of graduation fees. (Student picks up forms at Graduate Division.)

e. Graduate Division Records Office sends degree check form to the field of study for completion.

f. Final examinations.

g. Graduate Chair certifies that all degree requirements have been met. ("Certification of Degree Award" form)

h. Conferral of the degree.

**12. Doctoral Degree Requirements**

**Credit-Hour Requirements.** There are no course credit requirements for the doctoral degree; nonetheless, candidates may be advised or required to enroll in courses if, in the opinion of their advisers or the faculty in charge of the program of study, these courses are essential to preparation for the examinations required of all candidates. For information regarding required or recommended courses, see the section of the *Catalog* appropriate to the field of study.

The minimum residence requirement is three semesters of full-time work or the equivalent in credits at the University of Hawaii at Manoa.
Candidates must be registered in the appropriate dissertation research course (800) during the term in which the degree is awarded.

**Doctoral Committee.** The doctoral committee may be selected at any time after a student becomes an intended candidate. The Chairperson of the graduate field of study recommends to the Dean of the Graduate Division appointment of a doctoral committee consisting of at least five members of the graduate faculty. The committee must include at least one graduate faculty member from another field of study. The Chair and the outside member must be full members of the regular graduate faculty. The majority of the committee must be from the graduate field in which the degree program is offered. Included among the inside members is the Chairperson of the committee who must be from inside the field of study. This committee, appointed by the Dean of the Graduate Division, prescribes for the candidate a course of study in preparation for the comprehensive examination. The committee conducts the comprehensive and oral examinations. It also approves the dissertation research problem and the dissertation itself.

It is the students' responsibility to select an appropriate dissertation topic coinciding with the expertise and interest of a graduate faculty member in their field who is willing to work with them.

**Composition of Doctoral Committee:**

a. The Chair of the committee must be a full member of the graduate faculty in the student's field of study.

b. The majority of the committee should be from the student's field of study. (Exceptions are possible, e.g., Cell, molecular and neurosciences.)

c. The outside member must be a full member of the regular graduate faculty and not a member of the graduate faculty in the student's field of study or specialization. That is, if the student is pursuing one of the interdisciplinary specializations (Cell, molecular and neurosciences, Ecology, evolution, and conservation biology or Marine biology), the outside member cannot be a member of the graduate faculty in the student's field of study or the student's specialization. *Individuals cannot serve as an outside member in a department from which they received their degree.*

**Affiliate Graduate Faculty** serve on committees as regular members. Because they have no direct association with the University, they are not allowed to serve as outside members of dissertation committees and may only serve as chairpersons of dissertation and thesis committees in exceptional situations with the approval of the Graduate Dean.

**Associate Graduate Faculty** are not allowed to chair committees or serve as outside members.

**Role of Outside Members on Dissertation Committees.** The outside member of a doctoral committee at the University of Hawaii fulfills three roles: 1) provides disciplinary expertise and a perspective that may not be possessed by members of the major graduate field of study; 2) ensures that the level of research is of doctoral quality, based on his or her experience in other departments; and 3) ensures that examination practices are fair and appropriate for students.

The doctoral student, in consultation with his or her major professor, should identify a regular, full member of the graduate faculty from another graduate field of study to serve as an outside member. In order for the outside member to fulfill the first and second roles specified above, the individual must be familiar enough with the general dissertation area that he or she can read the dissertation and provide comments. At the same time, the major
professor must ensure that the outside member really is external to the graduate field, an individual who is at "arm's length" from the faculty members in the doctoral student's graduate field of study, and especially other committee members.

For interdisciplinary graduate fields of study, the outside member must be a member of a graduate field of study that is different from all other members of the committee. It is preferable that the outside member not be a member of the interdisciplinary graduate field of study, but may, if necessary, be a member.

Qualifying Examination (Optional to fields of study). Some fields of study require a doctoral qualifying examination. The purpose of this examination is to determine whether to encourage students to proceed in a doctoral program and if encouraged, to enable their advisers to assist them in planning a program that will familiarize them with the requisite knowledge and techniques of their chosen field of study. Fields of study requiring this examination give it early in the intended candidate's program (often coinciding with the master's final examination). It may be oral and/or written, and is conducted by a special examination committee appointed by the Chairperson of the graduate field of study or by the student's doctoral committee.

Students who fail the qualifying examination may repeat it once at the discretion of the Graduate Faculty concerned. A student who fails the second examination is dropped from both the program and Graduate Division. Some fields use this examination, in addition to the language examination, as a requirement for advancement to candidacy. Others do not advance the student to candidacy until after the comprehensive examination has been passed.

The Chairperson of the graduate field of study reports the results of the qualifying examination (whether passed or failed) to the Graduate Division Records Office on Student Progress Form II, Admission to Candidacy. The results of a retaken examination may be reported on a photocopy of Form II or by memo.

Comprehensive Examination (Required). The comprehensive examination is an important step in the sequence toward the doctoral degree. This examination covers the major field of study and work fundamental thereto and minor fields as may be required by the field of study. Its purpose is to ascertain the student's comprehension of the chosen field(s) of study.

The examination is given only after the student has completed the foreign language requirement, if required, and when, in the judgment of the appointed doctoral committee, the student has had sufficient preparation in the field of study either through course work or other individual study and research. The comprehensive examination may be either oral or oral and written. It is conducted by the student's doctoral committee. Any member of the University's graduate faculty may attend an oral portion of the examination; all members of the major field of study are invited; all members of the doctoral committee must be present at the oral portion, and must participate in judging the result of the entire examination.

A majority vote of the members of the doctoral committee is required to pass, otherwise the student fails. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may request the Graduate Council to do so by an appropriate letter, giving reasons, addressed to the Dean of the Graduate Division. The Chairperson of the graduate field of study reports the results of the examination (whether passed or failed) to the Graduate Division on Student Progress Form V, recording the votes of the members of the committee. Results of a subsequent retaken examination may be reported on a photocopy of Form V.
Students who fail the comprehensive examination may repeat it once at the discretion of the graduate faculty concerned. A student who fails the second examination is dropped from both the program and Graduate Division.

The student who passes the examination is eligible, at the option of the various fields of study, to receive a University certificate indicating that he has completed all requirements of the doctorate except for the dissertation (All-But-Dissertation Certificate). Some fields of study advance the student to candidacy at this point. (Others advance the student to candidacy after the foreign language requirement has been fulfilled, while others require a qualifying examination and the foreign language examination before advancement to candidacy.) The candidate may not proceed to the final examination in defense of the dissertation until the comprehensive examination has been passed.

**Doctoral Dissertation.** When the dissertation topic has been approved by the doctoral committee, it notifies the Graduate Division on Form IV, Approval of Dissertation Topic. The candidate may then register for the dissertation research course (800) during the next registration period.

Candidates should look to the Chairperson of their doctoral committee for primary direction regarding research methods and the preparation of results. It is the joint responsibility of the Chairperson and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and the dissertation. A handbook on instructions for preparation of the dissertation can be obtained from Graduate Division.

Copies of the completed dissertation must be submitted to the committee members at least four weeks prior to the date of the final oral examination. A total of two unbound copies must be submitted to the Graduate Division. One unbound copy must be submitted by the deadline specified in the General and Graduate Information Catalog. After the dissertation has been checked, the student will be notified. He/she will then make the necessary revisions for the first copy and submit a second (revised) unbound copy. Additional bound copies may be required by individual departments.

A minimum of three members, including the committee chair, of the doctoral committee of five must read the dissertation. The committee makes the decision with the student as to which other two will read the dissertation and affix their signatures to the signature page. This policy does not preclude all five members from reading the dissertation and affixing their signatures on the signature page.

A majority of the members of the doctoral committee, including the Committee Chair must approve both the dissertation and the examination on the dissertation. A minority member has the right to appeal to the Graduate Council for a final decision. The Chairperson must ensure that the final form of the dissertation, including revisions and amendments agreed upon, is acceptable to a majority of the committee. The committee members express their approval on the signature page of the dissertation and on Student Progress Form VII.

Candidates must be registered in the appropriate dissertation research course (800) during the entire term in which the work for the degree is completed. Failure to make satisfactory progress on the dissertation does not entitle a student to a refund of tuition.

Chairpersons of graduate fields of study have the privilege of being ex-officio members of all doctoral committees in the field.
Final Examination (Required). The final examination, which is primarily a defense of the dissertation, but which also may cover related subjects, is required of all candidates for the doctoral degree. The examination is oral and is conducted by the candidate's full doctoral committee. It is never less than one hour in length. Arrangements for it must be made at least one month in advance, and it must occur prior to the specified deadline before the end of the session in which the degree is granted.

The examination must be announced in the weekly Ku Lama (university bulletin) and is open to the public. Arrangements for the final examination must be made at least three weeks prior to the date of examination. Final examination forms are available at the Graduate Division Records Office. All members of the doctoral committee must be present and must vote in private session on the candidate's performance.

Dissertation final defense may be scheduled on any working day during normal working hours, regardless of whether or not it is during an instructional period. As always, the committee members and graduate chair must all agree as to the time and place.

A majority of the members of the doctoral committee, including the committee chair, must vote "Pass," otherwise the candidate fails. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may request the Graduate Council to do so by an appropriate letter, giving reasons, addressed to the Dean of the Graduate Division.

Candidates failing the final examination may be allowed to repeat it upon petition approved by the Graduate Faculty concerned and the Dean of the Graduate Division. Candidates failing the final oral examination twice are dropped both from the program and Graduate Division.

Candidates who pass the examination, all other requirements having been met, are awarded the doctoral degree at the end of the appropriate term. The Chairperson of the field of study reports the results of the final examination on Student Progress Form VI after all other requirements for the degree have been fulfilled.

Publication of Dissertation. The Graduate Division requires that all doctoral dissertations be published, either through University Microfilms Inc. (UMI) or through some other equivalent publisher approved, in advance, by the Graduate Division. For an alternative to be acceptable, actual publication must occur within 2 years of graduation and publication must include the entire contents (starting at page 1) of the dissertation. The publication must acknowledge that it is a dissertation completed at the University of Hawaii.

When a candidate selects an alternative other than UMI, one of the 2 following procedures are used by the Graduate Division, depending on the date of (expected) publication:

1. **Dissertations published or accepted for publication prior to graduation.** A copy of the publication (which will be returned) or a letter from the editor including the expected date of publication must be submitted to Graduate Division at least 2 weeks prior to graduation.

2. **Dissertations expected to be published or accepted for publication after graduation.** A cashier's check or money order for $50 (as required by UMI), the UMI form, and a second copy of the dissertation is left with Graduate Division. If Graduate Division receives proof of publication within one year (i.e., receives a copy of the publication, which will be returned, or a letter from the editor including the expected date of publication) the check will be returned and the second copy of the dissertation will be sent to the field of study. However,
if adequate proof of publication is not received within one year from the date of graduation, the check and a copy of the dissertation will be sent to UMI.

**Dissertation Abstracts.** An abstract of 350 words or less is required for the Dissertation Abstracts International (DAI) service. A separate abstract, which may be longer, may be included in the dissertation. These required abstracts are published by DAI, which also microfilms the dissertation. The master file copy of the dissertation is deposited in University Microfilms for later duplication. In addition, the dissertation title is also listed in American Doctoral Dissertations, published annually by University Microfilms International. Titles are arranged by authors in subject fields and by institution. Additional charges are required if copyrighting or reprinting is requested.

**All-But-Dissertation Certificate, ABD.** The All-But-Dissertation certificate (ABD) may be awarded to candidates who have completed all requirements except the dissertation. Fields of study have the option of awarding the certificate, but if they choose to do so, it must be awarded to all candidates who reach that point in their degree programs.

**Procedure:** On Student Progress Form V, Comprehensive Examination, mark the box recommending the issuance of the certificate or send a separate memo to the Graduate Division.

**Summary of Procedures**

a. Preliminary conference; appointment of interim adviser. (Student Progress Form I)

b. Certification of proficiency in a foreign language, where required; admission to candidacy. (Form II)

c. Appointment of doctoral committee. (Form III)

d. Approval of dissertation proposal. (Form IV)

e. Certification of proficiency in second foreign language, where required; comprehensive examination. (Form V)

f. Degree application, payment of graduation and dissertation binding fees. (Student picks up form at Graduate Division.)

g. Graduate Division Records Office sends degree check form to the field of study for completion.

h. Final examination. (Graduate Division must be notified at least three weeks prior to the exam date for notice to be published in the Ku Lama (university bulletin.)

i. Submission of forms VI and VII.

j. Two copies of dissertation filed in Graduate Division, by date specified in Memo of Deadlines; UMI forms completed and fees paid.

k. Graduate Chair certifies that all degree requirements have been met (on Certification of Degree Award form).

l. Conferral of the degree.

The above order should be followed. However, at the discretion of the Graduate Faculty of the field of study, admission to candidacy and the beginning of dissertation research may be delayed until after successful performance on the comprehensive examination.

**13. Proxy Members**

As a general rule, the Graduate Division discourages the use of proxies for thesis or dissertation defenses and comprehensive examinations. The preferred alternatives are (in order):
a. Postpone the defense.
b. Use teleconferencing.
c. Video tape the exam, having one of the members present ask previously prepared questions on behalf of the absent member.
d. Restructure the committee.

However, the use of a proxy member occasionally may be the only practicable solution that does not unduly penalize the student.

When Graduate Division gives permission for a faculty member to serve as a proxy for a committee member, the proxy is expected to officially replace the regular committee member until he or she returns. That is, the proxy is expected to ask any question he or she deems appropriate; the proxy may require the student to revise, modify, add or delete portions of the thesis or dissertation; and the proxy must indicate on Graduate Division's Form VI whether or not, in his or her judgment, the student successfully defended the thesis or dissertation. Committee members who do not participate in the defense should not sign Form VI.

Assuming that the absent committee member has read the thesis or dissertation, the absent member should indicate his or her approval (or disapproval) on Form VII. Only members approving the paper should sign the signature page. If the absent member has not read the thesis or dissertation, he or she should not sign either form VII or the signature page.

14. Conferral of Degrees

Degrees are conferred three times annually, in December, May and August. Students completing their degree requirements at any time during the year may, upon written request, receive certification from the Dean of the Graduate Division that the degree will be conferred at the end of the appropriate term, provided their records are clear of all discrepancies.

15. Concurrent or Consecutive Master's Degrees

A student who pursues two distinct master's degrees at UH, either simultaneously or consecutively, may have up to 9 units of graduate course work accepted for credit in both degree programs if:

a. The courses being double counted are electives in both programs;
b. Written approval of the graduate chairs of both programs (only approval by the second is necessary if the degrees are being pursued sequentially) and the Dean of the Graduate Division is obtained;
c. The course work for each degree must fall within the prescribed time limits.

16. Concurrent Master's and Doctoral Degrees

Concurrent degree work is permitted at the master's and doctoral levels. Credits offered for either degree may not exceed the seven-year limitation. The same double counting for concurrent master's degrees also applies here.

17. Master's Enroute to Doctorate

Upon recommendation of the field of study, a doctoral candidate who also wishes to obtain a master's degree may do so when all the requirements for the master's degree have been completed.
The master's degree must be awarded at the time of completion of the master's program, not after a period of time has intervened nor "retroactively." Candidates file a degree application for the master's following the usual procedures and deadlines. A master's degree will not, however, be awarded to a student who already has a similar degree from another institution.

18. Master's Degree for Doctoral Candidate Failing Comprehensive

There is no Graduate Division ruling against a field of study recommending the conferring of a master's degree to doctoral candidates who fail their comprehensive examinations providing, of course, that the candidates meet all the requirements for the master's degree. Failure of the comprehensive examination must be reported to the Graduate Division by the submission of Form V, and a petition must be submitted to change from the doctoral program to a master's program. The petition should include the courses presented to fulfill requirements and results of examinations as required. A master's degree will not, however, be awarded to a student who already has a similar degree from UH or another institution.

19. Degree Applications

Students expected to complete their degree requirements must file a Graduate Application for Degree form early in their final semester. (See General and Graduate Information Catalog for deadlines.) The application may be obtained from the Graduate Division Records Office. Diplomas may be obtained from Admissions and Records two months after graduation.

20. Compliance with Federal Guidelines Concerning Research

There are a number of offices and committees at the University which play key roles in overseeing and developing policy for various aspects of the research process. Federal, State and University regulations require that certain proposed research projects are reviewed and approved to ensure that the proposed research complies with protective standards.

University students who intend to conduct research which:
1. is funded by non-University funds;
2. is sponsored by the University of Hawaii;
3. is conducted by or under the direction of any employee or agent of the University in connection with his or her institutional responsibilities;
4. is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution; or
5. involves the use of the University's non-public information to identify or contact research subjects

should check with their respective academic offices and the offices below for guidance and information pertaining to their research project.

General information regarding standards applicable to research activities can be obtained from the Office of Research Administration.

Animal Care and Use Committee (ACUC). University employees and students who intend to conduct research involving nonhuman, vertebrate animals must submit an application to the Animal Care and Use Committee for review and approval prior to any such use of animals. Applications and
information may be obtained from the Laboratory Animal Services Offices. Students should check with their departments or course instructors for further guidance.

Committee on Human Studies (CHS). University employees and students who will conduct externally-funded research involving human subjects must submit an application to the Committee on Human Studies for review and approval prior to the involvement of human subjects in research project. Applications and information may be obtained from the Office of Research Administration. Students should check with their departments or course instructors for further guidance.

Environmental, Health and Safety Office. Employees and students whose research projects may involve recombinant DNA, radioactive materials, scuba diving or hazardous materials, should contact the Environmental, Health and Safety Office for information and guidance. This office will also provide information regarding appropriate safety and laboratory standards. Applications and/or information may also be obtained from the Environmental, Health and Safety Office for the following committees: Institutional Biosafety Committee; Radiation Safety Committee; and Diving Control Board.

21. Theses and Dissertations

The graduate adviser and student both should be familiar with the *Style & Policy Manual for Theses and Dissertations* available in the Graduate Division, Spalding 353. The student and his or her committee are responsible for the content and style of the thesis or dissertation. However, in regard to format, Graduate Division requirements take precedence.

The abstract, the title page, along with the other doctoral forms (e.g., National Survey form and University Microfilms form), should be submitted to the Graduate Division at the time the dissertation is due.

Publication of Theses and Dissertations. A revision of the 1975 Graduate Division guidelines regarding publications was approved by the Graduate Council on April 15, 1977 and by the Graduate Division Senate on April 26, 1977. The following reflects the Graduate Division's view on recognition by authors of the contributions of others.

The significant contribution of any person (or group such as a seminar) to a published work should be recognized within that work by inclusion of the person's name and, if appropriate, a brief identification of the nature of the contribution. This recognition may be in the form of a co-authorship, acknowledgement in the work, or in a prominent footnote. When possible, the nature of the recognition should be agreed upon in writing by the contributor and principal author prior to submission of the work for publication.

If there is remuneration for a publication, those who contributed significantly to the work should be so informed and a contractual agreement reached concerning distribution of the compensation.

The 1975 AAUP Policy Documents and Reports in its "Statement on Professional Ethics" states that "[The professor] avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom (p. 59)."

Publication Plans. To protect the interests of the students, a form has been prepared which should be completed by the student when the thesis/dissertation is deposited with the Graduate Division giving an indication of the student's plan for publication of the thesis/dissertation. In case of significant departure from the original plan, the publication form should be updated accordingly. The Graduate Division retains this material for five years from the date of student's graduation.
Ordinarily the authorship and seniority of authors on a joint publication should be determined by the proportion of scholarly effort put into the research. The Council would consider it unusual and indeed contrary to established Graduate Division policies if a faculty member contributed more than his or her student to a dissertation research project. Since large research programs often involve many investigators and more than one doctoral candidate, authors may, in some instances, be listed alphabetically or by institutions as may be appropriate and as is agreeable to those concerned.

If a student believes his or her work has been misused by a faculty member, he or she should approach the faculty member involved. If this is not feasible, or the results of such discussion are unsatisfactory to the student, the situation should be discussed with the faculty member's administrative supervisor and an administrative review be undertaken.

Conversely, it is the responsibility of a student to acknowledge sources of his or her ideas and information. For example, if a student publishes a paper written for a particular professor, that person should be acknowledged.

Problems regarding recognition by authors of the contributions of others to their work may be brought to the Dean for resolution when informal avenues have been exhausted.

**Policy for Withholding Graduate Thesis or Dissertation From Publication to Prevent Premature Disclosure of Potentially Patentable Subject Matter.** The intellectual property terms of sponsored research contracts and grants, both Federal and private, usually require diligent disclosure and protection of inventions. Under U.S. law, an inventor must file a patent application in the U.S. Patent and Trademark Office within one year after the invention has been published (or publicly used or sold) to be eligible for patent protection. Most foreign countries require that the patent application be filed before any public disclosure. The University accepts the obligation to protect potentially patentable subject matter from premature public disclosure in order to preserve entitlement to patent protection while the technology is being evaluated.

In order to fulfill its contractual obligations, it is occasionally necessary for the University to temporarily delay publication of a thesis or dissertation which contains potentially patentable information in order to ensure the availability of worldwide patent protection. A student's degree requirements can still be fulfilled even though publication of the thesis or dissertation is delayed.

The following guidelines describe the procedure for processing requests to withhold a thesis or dissertation from publication and determining the date for subsequent release:

a. A request to withhold a thesis or dissertation should be initiated and signed by the Chair of the Thesis or Dissertation Committee, approved by the Chair of the graduate field of study, and submitted to the Graduate Dean for approval. Requests should be made on the "Request to Withhold Graduate Thesis/Dissertation From Public Release" form available from the Graduate Division, Spalding Rm. 353.

b. If the Graduate Dean agrees that such action is appropriate, a letter of acknowledgement and concurrence will be sent to the Committee Chair, the Chair of the graduate field of study, and the student.

c. A thesis or dissertation will not be held for more than six months unless there are extenuating circumstances. Strong and convincing arguments by the Committee Chair and the Chair of the graduate field of study must be provided to justify further delay.

d. If the request to withhold is renewed, the thesis will be held for an additional three month period, after which time the Graduate Division will check the status again.
e. If, during the period a thesis or dissertation is being held, it is determined that the subject matter is not patentable, the Graduate Division will release the thesis or dissertation immediately following such decision. If it is determined that the subject matter merits patent protection, the Graduate Division will release the thesis or dissertation as soon as notice is received that a patent application has been filed. Every reasonable effort must be made to establish patentability and file a patent application as promptly as possible.

f. When the Graduate Division authorizes release of the thesis or dissertation, copies of the letter of notification will be sent to the Committee Chair, the Chair of the graduate field of study and student.

g. Should the student object to withholding the thesis or dissertation for reasons of personal hardship (e.g., impairment of employment opportunities because of the inability to disclose research work to prospective employers), the Graduate Division will work with the student and Chairperson to either delete sections of the thesis/dissertation so that it is not enabling, or to arrange to have prospective employers review the thesis under a signed nondisclosure agreement.

h. The most effective means of avoiding delay in thesis publication is for the candidate and the Chairperson to make timely disclosure of inventions as they occur. Inventions (if any) will normally be known before the thesis is written. The time required to write and edit the thesis is usually sufficient to permit the evaluation of patentable results.

22. Copyrighting Theses and Dissertations

Theses and dissertations required in the completion of graduate degrees at the University of Hawaii are the property and responsibility of their authors. Those that are copyrighted by their authors are subject to the usual rules of such copyright.

Students who wish to have their theses and dissertations copyrighted may do so through University Microfilms International for a fee. This service is available only to students participating in the microfilming of their theses or dissertations. A certified check, money order, or cashier's check made payable to University Microfilms International should be deposited at the Graduate Division, Rm 353, together with the agreement form, a copy of the title page, and a copy of the abstract. A copyrighting notation should be incorporated in the dissertation or thesis.

This copyrighting service is not available to students in a number of countries, since a reciprocal agreement does not exist between these countries and the U.S. The Graduate Division has a list of these countries.

Non-copyrighted theses and dissertations, deposited in Hamilton Library, are considered to be in the common domain and subject to the same freedom of access and usage as other documents and books.

23. Language Requirements

At the option of the graduate field of study, intended degree candidates may be required to demonstrate comprehension of one or more foreign languages. To be tested for comprehension, students are given a written examination. To pass the examination they must be able to read at a reasonable speed research materials in their field of interest. English is not considered a foreign language in this context.

Degree Requirements, page 72
The agency to administer any examination required is designated by the Graduate Faculty of the fields of study, but all students within a particular field of study must be examined by the same agency for examinations offered by that agency. Possible agencies include the language departments, the Center for Student Development (for GSFLT graduate student foreign language tests), or a member or members of the faculty of the department in which the student is to take the degree.

No limit has been placed on the number of times students may take the examination. However, it must be passed before they can be advanced to candidacy and permitted to take the comprehensive examination.

Departments wishing to require a foreign language or languages, or to require some other skill (e.g., statistics) in addition to or in substitution of the language(s) must obtain the approval of the Associate Dean of Programs and Personnel, Graduate Division, and must include this information in the Catalog.

If a student passes a language proficiency examination, either via GSFLT or an examination administered by a foreign language department, this fact is noted on the student's transcript.

Upon recommendation of the student's field of study, the University of Hawaii Graduate Division accepts GSFLT scores earned at or near the end of the undergraduate program of study for the purpose of meeting the graduate foreign language requirements.

24. Joint Graduate Degrees with the Law School

Admission. As the first year of law school is a prescribed curriculum, simultaneous admission into Graduate Division and law school is not allowed. Students wishing to pursue both a law and a graduate degree (including graduate certificates) must obtain independent admission into each program and must meet all the requirements of each program. Graduate students seeking a degree in law must have completed at least one semester of graduate work before starting law school and law students seeking a graduate degree must have completed the first year of law school before starting their graduate program. Once admitted to both programs, the student must notify Graduate Division via a memorandum endorsed by the student's adviser in both programs of his or her intent to pursue a joint degree. The law school will maintain a current list of all law students pursuing joint degrees and will circulate this list to the relevant departments and Graduate Division at the beginning of each semester.

Double Counting. Up to 9 credits of law may be counted toward the graduate degree and up to 10 credits of graduate course work taken after matriculation into law school may be counted toward the law degree. Only courses that are electives in both programs may be double counted.

Enrollment. In terms of enrollment status (for purposes of funding, GAs, TWs, etc.), Graduate Division will consider students pursuing joint degrees to be full-time students in Graduate Division for the duration of their graduate degree program as long as they are full-time students in either Graduate Division or the School of Law and are either enrolled in at least one class relevant to their graduate program or in their first year of law school. While enrolled in the School of Law, however, students must pay the tuition appropriate for law students.

Sequential Degrees. None of the above applies. The students must meet all the requirements of the relevant program.

Termination. None of the above applies. The requirements of the relevant program will be enforced.
**Availability.** The joint degree program with law currently is available to graduate students in Asian Studies, Master's of Business Administration, Social Work, History, Library and Information Science, Political Science, Urban and Regional Planning, Psychology (PhD), Ocean Policy (certificate), Resource Management (certificate), and Gerontology (certificate).
SECTION V. ENGLISH LANGUAGE INSTRUCTION AT UH

UHM offers three English language programs for foreign students:

a. English Language Institute (ELI)
b. Hawaii English Language Program (HELP)
c. New Intensive Course in English (NICE)

The ELI is a service unit of the Department of English as a Second Language, whose primary purpose is to help degree-seeking students improve their English. The ELI is for students, both graduate and undergraduate, enrolled in degree programs. Therefore, only students who have been admitted to the University are eligible to register for ELI courses.

HELP is a full-time non-credit intensive English language program for non-native speakers offered by the College of Continuing Education and Community Service in cooperation with the Department of English as a Second Language. It is open to mature students who wish to improve their English through a daily program of instruction in listening, speaking, reading, writing, and structure. Students must be at least 19 years of age and hold a high school diploma. There are four 10-week sessions per year. HELP also offers a TOEFL preparation course, designed to prepare students, academically and psychologically, to take TOEFL. There is a fee covering application, course, and activity charges. Call CCECS for details.

NICE is a 20-hour-a-week, 8-week course offered by Summer Session throughout the year. It is a non-credit English language program open to non-native speakers of English interested in conversational English, both oral and aural. Call Summer Session for details.

1. English Language Institute (ELI)

Evaluation of incoming foreign students' English language proficiency is based on TOEFL and ELI Placement Tests (ELIPT). The ELIPT is administered by the ELI and used for ELI clearance and course placement purposes. On the basis of this three-hour test, students are either exempted from further ELI study or required to enroll in appropriate ELI courses. Students must sign up for the ELIPT immediately upon arrival at the University. The ELIPT is designed to measure: (1) the ability to read academic texts with understanding and reasonable speed; (2) vocabulary proficiency; (3) the ability to understand academic lectures in English; and (4) the facility in written self-expression. Tests are scheduled at the beginning of each semester and summer session. Seating is limited so students are advised to sign up early.

In the case of a student who has not taken TOEFL because of extenuating circumstances, evaluation is made on the basis of the ELI test battery. Registration for University course work is not permitted until ELI completes its evaluation.

2. Persons Exempted from ELI

a. Native speakers of English from Australia, Great Britain, Canada, and New Zealand.
b. International students who received a TOEFL score of 600 or higher.
c. International students who have received in the last five years a bachelor's degree or an advanced degree from an accredited/recognized college in the United States, United Kingdom, Canada, or Australia (Students must have been in attendance at such institutions for a minimum of two years of full-time work.)
3. ELI Assignment

International students enrolled in ELI courses are assigned to a program of ELI instruction designed to serve, insofar as possible, individual needs. Courses are offered in listening comprehension, reading of academic materials, and writing with special emphasis on the preparation of term papers and similar reports. Students may not take ELI courses as auditors except under unusual circumstances.

Students assigned to part-time ELI course work take a reduced academic load in order to be able to devote sufficient attention to gaining satisfactory English competence; the amount of the reduction is proportionate to the amount of time required by the particular ELI course(s) assigned. Students who are required to take relatively large amounts of ELI work during their first and second semesters must expect to make proportionately slower progress in their chosen academic program. All Courses must be completed within the first year of study at the University.

4. Registration in ELI Courses

Registration for ELI courses in the fall and spring semesters is limited to students who have been officially admitted to the University. Students may not apply to the Graduate Division for the sole purpose of entering the English Language Institute in order to improve their English.
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