An ad hoc committee of regular and cooperating graduate faculty is currently revising and updating the program, so please be patient as we develop and distribute updates. In the meantime, this guide is intended to help both graduate students and faculty bridge the gap.

The current Zoology Graduate Chair is Mark Hixon (hixonm@hawaii.edu, 808-956-6427). Please consult the following information before asking him for help (and please do not go to the Chair of the Department of Biology, as he will go crazy on you.)

There are 2 sets of rules and guidance: university-level (administered by the Office of Graduate Education [OGE]) and program-level (administered by the Department of Biology):

**University Rules & Guidance:** [https://manoa.hawaii.edu/graduate/content/current-students](https://manoa.hawaii.edu/graduate/content/current-students) and [Style and Policy Manual for Theses and Dissertations](https://manoa.hawaii.edu/graduate/content/forms)

**Program Rules & Guidance:** [https://manoa.hawaii.edu/biology/graduate/requirements](https://manoa.hawaii.edu/biology/graduate/requirements) and [https://manoa.hawaii.edu/biology/graduate/degrees](https://manoa.hawaii.edu/biology/graduate/degrees). (The current Zoology Graduate Student Handbook is out-of-date – please don’t use it.)

**Graduate Committee Composition:** Please use the Zoology Graduate Faculty section of the Department of Biology web page as other web pages are often out-of-date. Nominally, Level 3 faculty may advise PhD and MS students, Level 2 faculty may advise only MS students, and Level 1 may serve on graduate committees but not be advisors. Note that only Level 3 non-Zoology graduate faculty may serve as University Representatives. You are expected to work with your advisor to form your committee by the end of your first year in graduate school.

**Coursework and Degree Requirements:** The Zoology Graduate Program requires only that new students take ZOOL 691C (an orientation seminar) and all students take at least one credit of graduate seminar (691) or special topics (7XX) every year. OGE has more specific requirements that are MANDATORY regarding course loads, academic progress, and the following:

- **Master’s Plan A:** [https://manoa.hawaii.edu/graduate/content/masters-plan](https://manoa.hawaii.edu/graduate/content/masters-plan)
- **Master’s Plan B:** [https://manoa.hawaii.edu/graduate/content/masters-plan-b](https://manoa.hawaii.edu/graduate/content/masters-plan-b)
- **PhD:** [https://manoa.hawaii.edu/graduate/content/doctorate](https://manoa.hawaii.edu/graduate/content/doctorate)

Note that during your final semester in graduate school, one credit of ZOOL 700F (for Master’s Plan A) or ZOOL 800 (for PhD) is considered a full load by OGE.

**Key Graduate Forms:** [https://manoa.hawaii.edu/graduate/content/forms](https://manoa.hawaii.edu/graduate/content/forms) and [https://manoa.hawaii.edu/biology/graduate/forms](https://manoa.hawaii.edu/biology/graduate/forms): fill-out, sign, and submit (preferably digitally) *in numerical sequence* to the Graduate Chair (not OGE):

- **Form I:** For PhD and Master’s Plans A (thesis) and Plan B (non-thesis), this Pre-Candidacy form is used for the first-year interim committee meeting for identifying and remediating any course deficiencies. The program will contact you about this meeting. For a list of undergraduate courses that all graduate students should have taken or remediated: [https://manoa.hawaii.edu/biology/graduate/admissions](https://manoa.hawaii.edu/biology/graduate/admissions)

- **Form IIA:** For PhD only, this Dissertation Committee Approval form is used for pre-approval of the PhD committee.

- **Form II:**
  - For PhD, this Advance to Candidacy form is used to appoint the dissertation committee and report the outcome of the comprehensive exam.
For Master’s Plan A, this **Advance to Candidacy** form is used to appoint the thesis committee and approve the research topic.

For Master’s Plan B, this **Degree Completion** form is used following the research paper and/or presentation date.

**Graduate Application for Degree:** This form must be submitted to OGE “no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the Summer Session.”

**Form III: PhD Dissertation Evaluation or Master’s Plan A Thesis Evaluation** form is used to report the outcome of the dissertation or thesis defense.

**Form IV:** For PhD or Master’s Plan A, this **Dissertation or Thesis Submission** form replaces the dissertation or thesis signature page.

**Other Actions Requiring Forms:** [https://manoa.hawaii.edu/biology/graduate/forms](https://manoa.hawaii.edu/biology/graduate/forms): fill-out, sign, and submit digitally to Graduate Chair (hixonm@hawaii.edu) or OGE (graduate.education@hawaii.edu) as indicated below:

**Master’s Plan A Forms:**
- **Master’s Petition to Enroll in GRAD 700F:** submit to OGE
- **Master’s Petition to Revise Thesis Committee:** submit to Graduate Chair
- **Master’s Petition for Remote Committee Participation:** submit to OGE

**PhD Forms:**
- **Final Oral Examination for Doctoral Dissertation Defense:** submit to at least OGE 2 weeks before dissertation defense
- **Doctoral Petition to Revise Dissertation Committee:** submit to Graduate Chair
- **Doctoral Petition for Remote Committee Participation:** submit to OGE

**Actions Requiring Memos from the Graduate Chair:** the graduate advisor should send an e-mail of explanation to the Graduate Chair (hixonm@hawaii.edu) to request any of the following actions:

- to extend a thesis or dissertation submission date (see Academic Calendar for deadlines)
- to add a non-UH affiliate committee member (permanently) – include the person’s current CV
- to have an ad-hoc proxy committee member (one time) – include the person’s current CV
- to be awarded an MS degree enroute to a PhD (for PhD students only)
- to transfer between degree programs (MS A to MS B, MS B to MS A, PhD to MS A or B, MS A or B to PhD – note that transferring from an MS to a PhD program requires one to apply to the Graduate Admissions Committee)

The Graduate Chair will then write a memo to OGE to implement any of the above requests.

**Petition Forms:** [https://manoa.hawaii.edu/graduate/content/forms](https://manoa.hawaii.edu/graduate/content/forms):

- **Petition for Leave of Absence** (see OGE on-line information)
- **Petition to Transfer Credits** (see OGE on-line information)
- **Petition to Substitute or Waive Courses**
- **Petition for Submission of Undergraduate Excess Credits Toward a Master's Degree**

**Limits of Support and Time in Graduate School:** The Zoology Graduate Program guarantees to the extent possible a minimum of 5 yr of support (6 yr max TA support) for PhD students and 2 years of support (3 yr max TA support) for MS students who are making adequate progress based on annual reviews. (OGE places graduate students on academic probation after 7 yr, yet you are expected to graduate well before then, and the program may put you on probation before 7 yr if necessary.)