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Forward

Thank you for serving as a graduate chair. This guide is a compilation of policies, procedures, rules, and regulations that are overseen by the Office of Graduate Education at the University of Hawai‘i at Mānoa. The position of graduate chair is of critical importance in the administration of a graduate program. Not only do you uphold policies and procedures, but as graduate chair, you also represent your program(s) and students. This handbook is to assist and inform your work as a graduate chair in working with graduate faculty and helping them to advance students from admission to graduation. Further information may also be found on the Graduate Education web site. The Office of Graduate Education reserves the right to change, delete, supplement, or otherwise amend, at any time, and without prior notice the information, requirements, and policies contained in this guide.
SECTION 1
The Graduate Chair

The Office of Graduate Education oversees all graduate programs and upholds policies and procedures to maintain the overall integrity and quality of graduate education at UHM. Graduate chairs help Graduate Education maintain the integrity of the program and degree, while also helping their graduate faculty colleagues to further advance their respective graduate program(s).

Graduate chairs serve as the liaison between the Office of Graduate Education and graduate programs. They are nominated by their department chair, approved by their college/school Dean and then appointed by the Graduate Dean. It is not unusual for the Department Chair to also serve in this capacity. Graduate chairs must be members of the Graduate Faculty and it is preferred that they be tenured with full graduate faculty status.

Process to Nominate a Graduate Chair: The department chair submits a memo, via your Dean, to the Dean of Graduate Education, along with a copy of the nominee’s current curriculum vitae. The memo should include the nomination and a statement of agreement by the graduate faculty.

Support for an Incoming Chair
For any graduate faculty member who becomes the Graduate Chair, assistance and support from the previous chair is essential and critical. It helps to have a series of meetings with the out-going chair prior to the start of the new chair. These meetings can help the new chair to learn procedures within the program as well as in responsibilities they will have relative to the graduate programs or tracks in the department and any situations regarding graduate students. Informational sessions by Graduate Education will also be available each term for new and continuing chairs, but it is still necessary for graduate programs to have their own processes to help and support the new chair.

Duty Period
Actions affecting graduate students occur during the fall, spring, and summer terms. As such, the work of the graduate chair does not necessarily stop when a term ends. In the event that a graduate chair will be unavailable during the summer or at other times during the academic year, either the department chair assumes the graduate chair’s responsibilities or a suitable acting chair is appointed for the duration of the absence. Prior to leaving, the graduate chair should notify the Office of Graduate Education as to who will be acting graduate chair for that period. This may be done either by formal memo (hard copy) or via an attachment in e-mail.

Process for an Acting Graduate Chair: Graduate chair submits via memo the name of the department chair or another graduate faculty member who is able to serve in his/her absence. This memo should be submitted via your college/school Dean to the Dean of Graduate Education. The acting graduate chair should have some knowledge of the role and responsibilities of the graduate chair.
Term of Office
There is no formal minimum or maximum for the term of office. It is highly recommended that graduate chairs serve for at least three years, because of the need for administrative continuity and the time it typically takes to learn procedures and policies relative to the work involved. Programs may internally establish formal terms of office. Additionally, it is recommended that procedures to help transition the incoming chair also be included as part of any internal procedures.

Role of Graduate Chair
The graduate chair serves in a variety of capacities:
- Liaison between the Office of Graduate Education, other campus offices, and any other such administrative units with oversight of graduate programs
- Representative and advocate for one’s graduate faculty, students, and program(s)
- Facilitator and leader from applicant recruitment to graduation, program promotion and maintenance, and conduit to improving quality and value of graduate degrees.

Roles within the Office of Graduate Education
- Graduate Student Services Office
  - Assist students from admissions to facilitating processing of forms. The staff works with students from their admission through to their graduation. They also update and maintain records of students at various stages of their program and after graduation. Each graduate program is supported by an assigned staff member. To learn the name of the staff member who helps with your graduate program, please contact us at 956.8544
- Associate Dean
  - Maintains a list of scholarships for graduate students, approves graduate faculty appointments, facilitates process for new course proposals and modifications, assists graduate programs in program/faculty review and in new program proposals, program revisions, as well as other related duties.
- Dean
  - Completes national and other reports, oversees appointment and evaluation of graduate chairs and graduate faculty as well as appointments of graduate assistants and monitors graduate fellowships. The Dean also assists departments that are proposing new programs or degrees.

Responsibilities
The graduate chair is given the authority for the following:
- Review and approve graduate student forms
  - For all forms requiring an “adviser’s signature” for graduate registration purposes, the University will only recognize the signature of the graduate chair or the formally appointed designee. Designee must be approved as such by Graduate Education.
  - It is important to ensure procedures are followed at the program level regarding completion of forms. For example, on the Form II for doctoral students, it is important that all committee members, including the University Representative, meet criteria for the roles in which they have been asked to serve. Doing this
prior to submitting the form will help to minimize delays in the processing of this
form. Students should check the Graduate Education web site for eligible
graduate faculty members who may serve in this role.
http://manoa.hawaii.edu/graduate/content/select-committee-member It is
important for the committee to be approved prior to proceeding with the thesis or
dissertation.

- Submit memos on behalf of students and graduate faculty
- Inform students and graduate faculty of deadlines; refer them to the Graduate Education
web site for information and forms. It is important for timely review and processing to
follow all deadlines.
- Certify degrees and receive official communications from the Office of Graduate
Education, although some of these duties may be delegated to administrative staff
formally recognized by Graduate Education.
  o Aside from the Graduate Chair appointment by the Dean, approval for one other
    individual in the department (e.g., secretary, APT, etc) may be provided to assist
    with the Graduate Chair’s duties in this regard.
  o Process: Submit a memo to Graduate Education Student Services requesting
    approval to delegate duties to one other person in the department.

- Share and provide regular updates to basic policies, procedures, and resources in the
  Office of Graduate Education as well as on the web site with all graduate faculty.
- Oversee and track graduate students’ progress toward their degree and facilitate program
  evaluation and reviews of graduate students. Support and promote the scheduling of
  regular advising meetings between students and their advisor and ensure that each
  student has an advisor in the program. Encourage your graduate faculty colleagues, at
  minimum, to visit with their advisees at least once a year after their first year for doctoral
  students or after their first semester for master’s students. Your graduate faculty may
  want to require advising prior to registration in the first year for doctoral
  students or after their first semester for master’s students. Your graduate faculty may
  want to require advising prior to registration in the first year to ensure appropriate course
  completion, especially if sequential courses or alternate year courses are required.
  o See info regarding Time to Degree:
    http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree
  o For UHM faculty who are seeking an advanced degree, see:
    http://manoa.hawaii.edu/graduate/content/uhm-faculty-admission

- Appointment and *Supervision of Graduate Assistants
  o Graduate assistants should be referred to the web-site:
    http://manoa.hawaii.edu/graduate/content/graduate-assistants
    ▪ This replaces the old “Graduate Assistants Handbook” which is no longer
      available.
  o Include information regarding TA Training in the offer letter. All new TAs are
    required to attend the campus TA training in their first year of hire. This is
    in addition to any specific departmental training.
  o *Supervision may be shared with program faculty depending on responsibilities
    of the GA (i.e., teaching or research) and funding source.
  o It is important for graduate assistants to be aware that their assistantship is a form
    of financial aid. It is not employment in the same way as a contracted employee.
Students should check with financial aid regarding their assistantship and, in particular, if they are also receiving another form of financial award.

- All GAs must be provided with an offer letter that includes critical information. See: http://manoa.hawaii.edu/graduate/content/recruitment-appointment

- Share information with Department Chair and College/School Dean
  - It is good practice to share any program updates, reports, and changes with the Department Chair (if different from graduate chair) and your College/School Dean prior to or via them before submitting to Graduate Education. For example, submitting any reports about your Program(s) via your Department Chair and College/School Dean prior to the Graduate Education Dean is a great way to help them stay abreast of the status of your graduate program(s). Share good news (e.g., awards, scholarships, etc) as well as give them early notice of potential situations (e.g., grievance, unexpected or frequent unexplained absences, etc).

- Maintain Graduate Faculty Information for Program
  - Review and update program list of graduate faculty annually. It is a good idea to do this over the summer and submit an updated list of all graduate faculty in August. A list of graduate faculty by program (i.e., master’s, doctoral) is available on the Graduate Education web site as well as in the CMS. Compare your list with what we have. We rely on you to let us know of any changes (e.g., new hires, resignations, retirements, etc). If there are any changes to Regular, Affiliate and Cooperating faculty, please inform Graduate Education. Renew the PNF for any Affiliate Graduate Faculty working with graduate students. Mid-term or related changes to graduate faculty should be communicated as soon as possible to Graduate Education.
  - Process: Communicate any changes to the Associate Dean of Graduate Education via the Regular & Cooperating or Affiliate Graduate Faculty Nomination and Approval Forms. See the respective form for instructions on submission of a current CV for all nominees.
  - See web for more info: http://manoa.hawaii.edu/graduate/content/nomination-appointment

- Program and Curriculum Changes
  - Oversee changes in degree requirements, program procedures, and additions to the graduate program curriculum. Any changes in the “core” requirements for all students (i.e., courses, exams, or other activities required across all program tracks or specializations) must be approved by the Office of Graduate Education. The Associate Dean may be consulted on matters involving program changes and, for minor changes can approve them. Major changes will require the approval of the Graduate Council.
    - Core requirements should be re-visited by the graduate faculty periodically to determine continued relevance, availability, and need by the program of study. These are typically required of all students in the program and provide a foundation from which other required courses are based. They are also listed in the middle column of STAR for students and used to certify degree requirements being met.
  - Propose new courses or modifications to old courses (i.e., UHM Forms 1 & 2). These must be approved by internal college/school processes, Graduate
Education, and by the Vice Chancellor’s Office. While the Department Chair signs the proposals for new or revised courses, the graduate chair should be consulted on any graduate curriculum matters. Course proposals or modifications that do not address all guidelines and procedures will be returned for correction. The Graduate Council’s course committee will review all new courses (The checklist used by the course committee of the Graduate Council is in the Appendix). Please be sure to address all items in addition to required criteria on the forms as well as any criteria of your college/school.

- Process: Follow all requirements and deadlines for your College or School and on the web site of the Vice Chancellor for Academic Affairs. Please note, new proposals or changes to courses are done one year in advance of their taking effect. It is strongly advised to also review information related to completing both types of forms.

  - To add a new graduate course, use form UHM-1:

  - To modify or delete existing courses, use form UHM-2:

- For courses that have been inactivated (i.e., catalog course review process to remove courses that have not been offered for at least five years), please do the following:
  - Contact Lisa Imai (lisaakam@hawaii.edu) for a Banner list of the requested course(s) and information used for the course at the time it was inactivated.
  - Contact Diane Nakashima (dianena@hawaii.edu) in the Catalog Office for a description of the course that was used at the time it was inactivated.
  - If no changes are required for the course(s), submit a memo with the above information attached to the Office of the VCAA requesting re-activation of the course(s).
  - If changes are necessary, a UHM Form 2 is required.
  - Deadlines used for the UHM Forms also apply to these requests.

**Graduate Faculty**
Standards and Responsibilities:
[http://manoa.hawaii.edu/graduate/content/standards-responsibilities](http://manoa.hawaii.edu/graduate/content/standards-responsibilities)

It is important for graduate faculty to remain current in his/her field through active scholarship, in their work with graduate students, and in their graduate program as defined by the Graduate Faculty Standards. Responsibilities involve teaching and working with graduate students to help
them meet or exceed academic standards. Mentor graduate students through advising, assistance in locating and securing research support, and being fair and impartial in evaluating their work and while interacting with them. Responsibilities also include appropriately advising graduate students in terms of coursework, conference presentations/publications, alternate career tracks, and tracking their progress toward graduation. Regular monitoring of graduate students’ progress is critical.

Types and Levels of Graduate Faculty:
http://manoa.hawaii.edu/graduate/content/types-levels

Three Types:
• Regular: Academic appointment is in the department or school housing the graduate field (i.e., also known has home field). This is for faculty employed in academic departments. For faculty employed by UHM, but outside of an academic department (e.g., research unit), see Cooperating.

• Cooperating: For those who are asked to serve in graduate programs in academic departments outside of their home field, are not working in an academic department or for a faculty member at another UH campus. For the first type, the faculty member must first be a regular graduate faculty member in his/her home graduate field before serving as a cooperating faculty member in another field. In the latter two types, UHM faculty not employed in an academic department (e.g., research units, UH-affiliated organizations, other UH campuses), could be considered cooperating faculty by the nominating program.

• Affiliate: This is for individuals who are not employed by UH, but otherwise have all of the qualifications and background to work with graduate students and are willing to work with them. Individuals who have resigned or retired (e.g., Emeritus) from the university may be appointed to serve in this capacity.

Two Levels: http://manoa.hawaii.edu/graduate/content/types-levels
• Full: Members have met all three standards for this level.
  o Members may serve on the Graduate Council and as a university representative (former known as outside member) on thesis/dissertation committees
    ▪ To serve as a university representative, the faculty member must have experience participating as a dissertation chair/committee member at UHM prior to taking on this role.
    ▪ Graduate Council members are nominated by the UHM Faculty Senate and appointed by the Graduate Dean.

• Associate: Members have met two of the three standards for graduate faculty.

• Cooperating graduate faculty may be either nominated as full or associate members. However, level of nomination may not be higher than in home field. Please specify the level when nominating an individual.
Nomination and Appointment Process

All research and instructional faculty at Rank 3 or higher and distinguished scholars from the community at large may be nominated to the graduate faculty.

Process for changes to graduate faculty: Submit the Regular, Cooperating or Affiliate Graduate Faculty Nomination Form. See the form for instructions on submission of a current CV for all nominees.  
http://manoa.hawaii.edu/graduate/content/nomination-appointment-faculty

- New Hires: Per memo from Chancellor Apple (Fall 2013) upon hire, all tenure-track “I” and “R” faculty at Rank 3 or higher in departments with graduate programs may be nominated as full graduate faculty members.
  - In short, this individual must be willing, prepared, and/or provides necessary expertise. His/her serving in this role should not negatively affect preparation for tenure and promotion. However, if graduate programs have their own specific criteria that new faculty may not be nominated as full members, a nomination to serve as an associate member should be submitted.
  - Upon being granted tenure, individuals are automatically moved from associate to full graduate faculty status, if not already at full status. Please send notification to Graduate Education of changes in tenure status.

Graduate Faculty Review (as part of Program Review)
The Graduate Council reviews all graduate faculty concomitant with program review. This review ensures that faculty members continue to be qualified to serve on graduate student committees at the level of their appointment (i.e., full or associate). For purposes of this review, the graduate or department chair will be asked to provide up-to-date curriculum vitae for all graduate faculty. Faculty CV should include information for the period under review (i.e., five year review period) and information related to the standards required for graduate faculty members (i.e., full and associate). See: http://manoa.hawaii.edu/graduate/content/standards-responsibilities

For more information on this review process see:  
http://manoa.hawaii.edu/graduate/content/appointment-review-changes

It is important for graduate faculty information to be kept current. The Graduate Education website list of graduate faculty as potential committee members is widely used by students and faculty advisors when seeking eligible thesis/doctoral committee members. Please submit all changes, corrections, or updates to the Associate Dean in Graduate Education. It is recommended that the list of a program’s graduate faculty be reviewed annually.
Note: Changes made to the catalog by the department and/or graduate program does not change information in the Office of Graduate Education. Any changes or updates need to be made directly with the Office of Graduate Education. Specific graduate faculty and program information in the catalog are not updated by the Office of Graduate Education. Please notify us directly of any changes or updates to your graduate faculty, program, and students. Thank you.

Graduate Council
http://manoa.hawaii.edu/graduate/content/graduate-council

The Graduate Council advises the Graduate Dean on matters of policy and procedure. Subcommittees of the Graduate Council perform various duties such as graduate faculty reviews as well as reviews of new courses and programs. While it is not necessary for graduate chairs to represent their programs at Council meetings you’re welcome to attend. The Graduate Council is comprised of representative faculty from each College or School. Their nomination is overseen by the Mānoa Faculty Senate and appointed by the Dean of Graduate Education. They must be full graduate faculty members and it is helpful if they have some experience as department and/or graduate chair. The agenda and minutes of the Council are available on the Graduate Education web site and sent via email to members of the Graduate Council.
SECTION 2
RESOURCES

The Graduate Education web site is meant to be a comprehensive resource that includes current information about all graduate programs, policies, and procedures relative to graduate education, and relevant information applicable to all graduate faculty and students. Forms and information for prospective and current students, financial aid and award information as well as information for graduate faculty may also be found on the web site. The site is also searchable to accommodate the need to find information quickly. This section highlights relevant resources for the graduate chair.

1. Graduate Admissions Information (Prospective Students):
   http://manoa.hawaii.edu/graduate/content/prospective-students

   The information and forms for interested students on the web site acts as a central hub from which prospective graduate students can be linked to graduate programs at UH Mānoa. Information is included for both U.S. and international applicants. Aside from questions regarding specific graduate programs and requirements, prospective students can find information on the web site for the following categories:

   - Cost of Attendance
   - How to Apply
   - Categories of Admission
   - Student Population Geographical Distribution
   - About the University

2. Graduate Records Information (Current Students):
   http://manoa.hawaii.edu/graduate/content/current-students

   Information on the web site includes general policies and procedures, forms, awards, as well as information on academic grievance procedures. The content is helpful in assisting students from the point of their admission to making progress toward their degree to what is needed when they’re ready to graduate. Additional information regarding grades, degree requirements, and procedures is also included to help facilitate their progress through the program and to ensure they’re meeting all requirements. Students should be directed to the web site to review the information. Information related to the following categories can be found on the web site:

   - Enrollment Policies
   - Credit Policies
   - Grades & Regulations
   - Degree Requirements
   - Thesis & Dissertation
   - Research & Publication
   - *Post-Baccalaureate Unclassified (PBU) Students
*PBU students are students who have earned a bachelor’s degree but unlike classified graduate students (degree-seeking), have not been admitted to a graduate program at UHM. To become a classified graduate student, PBU students must formally apply to the specific graduate program. All deadlines and requirements for admission must be met to become a classified student. Meeting with specific program faculty is recommended for information related to program specific requirements and materials necessary to be considered for admission.

3. Forms: [http://manoa.hawaii.edu/graduate/content/forms](http://manoa.hawaii.edu/graduate/content/forms)

This includes all pertinent links to forms related to information regarding required aspects of graduate work. There are links for applying for admission, to forms to progress to candidacy, and to apply to graduate, among others. Other forms of note relate to graduate assistants and various, but relevant miscellaneous forms (e.g., petition to revise committee, petition for submission of undergraduate excess credits toward master’s degree, etc). All graduate faculty and graduate students should review this webpage.

4. CMS web site: [https://cms.grad.hawaii.edu/](https://cms.grad.hawaii.edu/)

This web-site is for graduate chairs and their designees only. College/School Deans may also view this information.

- This site includes important resources and current data to help track progress as well as enrollment and graduation rates. It can only be accessed via your UH user ID and password during business hours on campus. It is not recommended that you allow anyone else to have access to this site unless they are familiar with the Family Education Rights and Privacy Act (FERPA) regulations and have the full delegation of your responsibilities.
- Process to access CMS: Please contact the Associate Dean in Graduate Education via email or a memo requesting access to the CMS. Access for a former graduate chair is removed once a new graduate chair is appointed.

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

6. Graduate Education:

- Dean 956-7541
- Associate Dean 956-8950
- Student Services 956-8544
- Fax 956-4261

7. Office of the Registrar 956-8010

- Security access to Banner and STAR
8. Other Graduate Resources
Graduate chairs should be aware of the various laws and University policies and services regarding protected categories related to students.

- Federal Educational Rights and Privacy Act
- KOKUA Program: Students with Disabilities 6-7511
  - [http://www.hawaii.edu/kokua/faculty.htm](http://www.hawaii.edu/kokua/faculty.htm)
- Counseling Center 6-7927
  - [http://www2.hawaii.edu/~csdc/](http://www2.hawaii.edu/~csdc/)
- Minority issues: SEED 6-4642
  - [http://www.hawaii.edu/diversity/](http://www.hawaii.edu/diversity/)
- Gender Equity Office 6-9977
  - [http://manoa.hawaii.edu/mco/Gender_Equity/](http://manoa.hawaii.edu/mco/Gender_Equity/)

**Appendix A** shows a sample of a calendar developed by an experienced graduate chair to assist in tracking the various tasks that need to be done over the academic year. There is also a “perpetual calendar” of important deadlines.
PART 3
ADMISSION PROCEDURES

Admissions Information: [http://manoa.hawaii.edu/graduate/content/admissions-standards](http://manoa.hawaii.edu/graduate/content/admissions-standards)

Graduate programs vary in when and in specific requirements (e.g., interviews, writing sample, recommendations, etc) used to admit students. Some programs only admit students in the Fall term, others admit students in both the Fall and Spring terms. Summer admissions are limited to cohorts and select graduate programs which have been pre-approved by the Graduate Education Dean. Some programs only admit students in cohort whereas others have completed all admissions for the upcoming Fall term by January of that year.

Admissions Calendar: All graduate chairs are sent a calendar of important dates and deadlines each semester. Please post these as well as inform and remind graduate faculty and students of these dates and deadlines.

Student Services in Graduate Education processes all applications for graduate study. Students should submit the following required materials to them:

- Application form and fee (Non-refundable)
- Official transcripts from each post-secondary institution attended (if official transcripts are sent to the department, please forward to Graduate Education unopened)

If applicable, applicants may also need to submit the following:

- Official TOEFL or IELTS exam scores (See information for International Students)
- Proof of sufficient funding (See information for International Students)
- Residency Declaration form

Materials specific to the program (e.g., supplemental applications, portfolios, recommendations) should be sent directly to the program. Student Services will not screen or review specific application materials required by the program. Prospective students are advised to seek further application information from their targeted programs of study. It is important for graduate chairs to be able to direct prospective students to program specific admissions-related information (e.g., program web site, brochures, program faculty, etc).

Priority deadlines, if used, allow programs to make offers of financial support to top applicants on a first come, first served basis. Offers to top applicants may also follow these deadlines. If your program uses such deadlines please ensure information to this effect is clearly included on your web site and also matches any deadline information for your program on the Graduate Education web site. Please inform Graduate Education if any changes to information need to be made.

Application deadlines vary for each graduate program. There is no uniform deadline stated by the Office of Graduate Education. Having a rolling admissions process in a program is helpful as
it allows consideration of applicants to be guided by spaces to be filled rather than a set date. However, clear deadlines to complete evaluations of application materials should be set internally by programs. Having a clear determination of incoming students and subsequent return of all reviewed student files to Student Services for official decision letters is recommended for timely processing of applications.

The Office of Graduate Education officially admits students based on support and confirmation from graduate programs if requirements for admission have been met. Programs should not provide any form of notice to applicants of their admission until the official letter from Graduate Education has already been sent. A copy of the admission or denial letter is sent to the department for each applicant. The CMS site also includes current admissions decisions for all applicants. This site should be regularly checked during the admissions review process.

To illustrate the admissions process from the time an application is received until a decision is made a flow chart has been created. Please see Appendix B.

**Program Receipt of Application Materials**

All graduate programs vary in program specific materials required as part of the application process. Upon receipt of application materials from Student Services and the applicant (if additional materials are required), the graduate chair should proceed with the following:

- Create a program file for each applicant to hold program specific materials in the department. This is a means of organizing applicant materials until the application packet is ready for program review. Note this file may also serve to hold department-made copies of application materials sent from Graduate Education Student Services since the originals must be returned once an admission decision is made.
- Determine if application materials are complete (including materials received by the program) and ready for the program’s review process.
- Start internal program process to review applicant materials. Set an internal deadline for reviews to be completed to ensure timely return of decisions to Graduate Education Student Services.
- Keep copies of all evaluation materials (e.g., for both admitted and denied students).
- Check appropriate decision box, sign and date evaluation sheet, and return original application documents to Graduate Education Student Services.
- For admitted students, their program file started during the review process may then be used to store forms related to program and degree requirements (e.g., Form II, Leave of Absence request, academic progress review of student, etc) once enrolled. It is good practice to maintain a copy of the student’s file with all returned forms and program-materials in the department.

**Consult CMS web site**

At any time during the admissions cycle, the graduate chair can view a status report on the CMS web site referenced in the Resources section. This site provides up-to-date information (e.g., applicants, GPA, degree, etc.) for all applicants as well as the status of their application. The
graduate chair should check this report carefully against files that are sent and verify that all required documentation has been received.

Admission by Exception

Any student with an undergraduate GPA of less than 3.0 but at least a 2.7, in the last two years of an undergraduate degree, may be considered for admission by exception. The evaluation sheet provides a means for the program to admit the student “by exception”.

For applicants with a GPA of less than 2.7 pursuing post-baccalaureate study as an unclassified student in the desired field (if appropriate) or a related field is recommended. This post-baccalaureate study may be used to demonstrate the required ability to succeed at the graduate level. Courses taken may be transferable into the graduate program, if admitted. A limit to the number of courses taken unclassified to be transferred should Advising on courses to be taken to demonstrate graduate level work is strongly recommended.

UHM Faculty Applications

Faculty holding a position at or above Rank 3 or equivalent may not pursue an advanced degree at UH in the field of study administered by the department in which he/she is employed. http://manoa.hawaii.edu/graduate/content/uhm-faculty-admission

Student Services’ Admissions Actions

If Admission is Approved (once admissions decisions are completed by the program)

The applicant is sent the following with a copy to the graduate chair:
• An official admission letter
• A Statement of Intent to Register (SIR) – Form is included with letter
• An ELI form, if applicable
• International students – After financial documents are approved an I-20 form is prepared and sent with the admission letter if application was made to a single field. If application was made and the student was accepted to more than one field of study, the student must choose one before the I-20 can be issued.

The Graduate Education Student Services Office sends the official letter of admission to the applicant. At no time should a program send an official letter of acceptance to any admitted applicant. Programs are welcome to send informal notice of acceptance as long as such notice is accompanied by a sentence such as,

“Please consider this a tentative offer pending official notification of your admission by the Office of Graduate Education at the University of Hawai‘i at Mānoa.”

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A copy of the official admission letter should be placed in the student’s departmental file.

If Admission is Denied

In such a case, the applicant is sent a denial letter with a copy to the graduate chair. A copy of this letter should be placed in the student’s department file.

Should applicants contact Student Services to request a reason for being denied admission to a program, Student Services will direct the applicant to contact the graduate chair of the program since we do not typically know the reason for the denial. Programs may deny admission for various reasons that include, but are not limited to poor test scores, incomplete application packet (if application packet clearly stated all materials must be submitted in order to be considered), unclear or unfocused graduate study objectives, or an inability by the program to accommodate all qualified applicants due to limited space and/or resources.

Test of English as Foreign Language (TOEFL) for International Students

The TOEFL test measures an applicant’s ability to understand English as it is read, written, heard, and spoken in an academic setting (www.toefl.org). It is for applicants whose native language is not English. Official scores are required similar to other standardized tests used for admissions decisions. Scores must be no more than two years old to ensure it is measuring an applicant’s current level of proficiency. Students must obtain a minimum score to be admitted, although “borderline” students may also be admitted contingent upon their completion of English Language Institute (ELI) course work.

If applicants from one of the countries below graduated within the last five years with a recognized bachelor’s degree or higher, the TOEFL test may be waived. The final determination will be made once all official documents are received and reviewed by a Graduate Education Student Services specialist.

- USA
- Canada (except Quebec)
- United Kingdom
- Australia
- New Zealand

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

Paper Based (PBT): 500
Internet Based (IBT): 61
IELTS 6.0
Incoming graduate students receiving a TOEFL score of less than 600 (PBT) or 100 (IBT), respectively, or an IELTS score of less than 7.00 must sit for the ELI Placement test. A GRE verbal score of 151 or higher will exempt them from ELI courses, but not the TOEFL.

Minimum scores for graduate teaching assistants are set as follows:

PBT:  600  
IBT:  100

Greater proficiency in English is required for teaching assistants to ensure effective communication with students in courses they will be teaching. Graduate Assistants who will not be communicating with students may be exempted from the 600 minimum TOEFL score via a petition to the Dean of Graduate Education.
PART 4
ACADEMIC PROGRESS

Grades
http://manoa.hawaii.edu/graduate/content/required-gdgpa

For most graduate programs, the required grade is C- or above. However, for other programs, a C is unacceptable for required courses. Any grade below a C- for a required course must be repeated. Grades for coursework not required for the degree are not counted toward a student’s graduate GPA, but will show on the official transcript as all courses and grades are listed on the transcript.

To remain in “good academic standing”, students must: 1) maintain a cumulative GPA of 3.0 or higher in coursework required for the degree and, 2) make adequate progress toward their degree. Adequate progress is defined as enrollment in coursework required of or supportive of the degree with progression toward timely completion (e.g., as designed by the program of study). A student’s advisor, graduate chair, and/or the Dean of Graduate Education may judge whether or not satisfactory progress is being made toward the degree. Failure to meet programmatic, departmental or professional standards may result in termination of enrollment.

Grade Conversions

Any grade change for a graduate level course must be done within two semesters, excluding summer, following the end of the course in which the original grade was assigned. This applies to conversion of an incomplete grade as well. Anything longer than one year must include submission of the Justification for Late Change of Grade form.

Academic Probation and Dismissal
http://manoa.hawaii.edu/graduate/content/academic-progress

A student who fails to maintain a grade point average (GPA) of at least 3.0 after earning eight credits or more will be placed on probation by Graduate Education. Failure to make academic progress and failure to comply with the conduct code may also result in being placed on probation. A student’s advisor, graduate chair, and the Dean of Graduate Education may request non-GPA related academic probation for students who are not making adequate academic progress toward their degree.

Process: A student’s advisor via the graduate chair or the graduate chair directly submits an email or memo to the Dean of Graduate Education a request of academic probation for inadequate degree progress. Include how adequate progress criteria are not being met.

The duration of a probationary term is one semester. It takes effect in the term immediately following the one in which the student was notified of being placed on academic probation.
Failure to meet minimum required academic standards or defined adequate progress at the end of the probationary semester will lead to dismissal. A probationary semester is only given once. No extensions of a probationary period shall be granted due to incompletes (I). Students who fail to meet minimum required academic or degree progress standards a second time, after having been on probation once, will be dismissed. Dismissal may also occur for failure to pass a general/qualifying, comprehensive, or final examination required by a graduate program as well as failure to comply with the conduct code.

- Individual departments may choose to establish internal policies and procedures by which a failed general/qualifying, comprehensive, or final exam may be re-taken as a second chance.

Action letters specifying academic probation or dismissal are sent at the end of each semester from the Office of Graduate Student Services. Summer term is not counted as graduate students do not typically take courses in the summer. If a student is to be placed on probation due to academic performance or inadequate progress in a Spring term, the subsequent Fall term is the effective academic probation term. Copies are sent to the graduate programs, and if applicable, to other offices on campus (e.g., East West Center, Financial Aid services, Outreach College, etc).

Academic probation or dismissal is noted on transcripts.

Forms for Monitoring Student Progress: http://manoa.hawaii.edu/graduate/content/forms

Forms I through IV are used for both master’s and doctoral students.

- **Form I** is intended to assist programs in tracking their students in the pre-candidacy phase of their program. This form does not advance a student to candidacy. Form I may be used, however, to notify the Office of Graduate Education when students have passed or failed their qualifying or general exams, made up deficiencies, completed language requirements or found an interim adviser. *Please note that Graduate Education does not require Form I be submitted unless it is to inform the Graduate Dean of a failure on the part of a student to complete an important requirement early in his or her studies.*

- **Form II** is submitted to denote passage of qualifying or general exams and/or a successful proposal meeting which is used to advance students to what is often called “candidacy.” *Candidacy is only recognized when Form II has been officially submitted and approved.*
  - For doctoral students, Form II serves to provide notice of passing one’s candidacy exam as well as a successful dissertation proposal meeting.
    - The committee members should be approved prior to the candidacy exam and dissertation proposal. Eligible members can be found on the Graduate Education web site: [http://manoa.hawaii.edu/graduate/content/select-committee-member](http://manoa.hawaii.edu/graduate/content/select-committee-member)
• Please note, the web site is only as current as you help us to keep it that way. We don’t make any changes to it unless we’re notified by a graduate chair of changes to their graduate faculty members.

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

o *It is important for graduate chairs and thesis/doctoral committee chairs to review the composition of the committee (e.g., check graduate faculty status, eligibility of University Representative, etc) to assist in the approval process by Graduate Education.*

• **Form III** certifies that the student has passed the thesis or dissertation defense.

• **Form IV** supersedes the old signature page for the thesis or dissertation since Graduate Education now requires that all dissertations be submitted electronically. All forms must be signed by the graduate chair.

**Annual Review of Doctoral Students**

Each Graduate program will need to conduct an annual progress review (every Spring term) for each doctoral student, regardless of stage (i.e., including first year) and physical location. The graduate program sets up an internal process for this review. Procedures are to be determined by the program. Whatever procedure is decided upon, it is important that it is done in a way that is mutually beneficial to the program and students. It should help further strengthen the program and facilitate student progress, but also address areas in which students may struggle or are in need of improvement or change.

Process to submit information to Graduate Education: *Submit form for Doctoral Student Review to the Dean of Graduate Education by deadline (i.e., in May after grades are due). Form template is located on the OGE web site. Programs may use this form or their own, as long as information on the template is also addressed on the program form.*

**Thesis and Dissertation Credit**

Plan A Master’s students must complete a minimum of six (6) credits of 700.

Doctoral students (e.g., PhD, DrPH, DNP, EdD) must complete at least one credit of 800.

These students must be registered for credit(s) of 700 or 800 during the term in which they finish their degree. For doctoral students, one credit of 800 is considered full time. Similarly, 700F may
be taken for one credit and considered full time if a master’s student has completed the required 6 credits and needs more time to complete the thesis.

Students are eligible for 700 or 800 credits **only** after they have advanced to candidacy with a submitted and approved **Form II**. The Graduate Education Student Services Office will enter the code that allows them to register for such credits. The Department, usually the Graduate Chair, must request CRNs from the Registrar (956.8010) for each faculty member who will be eligible to supervise a master’s or doctoral student prior to the registration period. The one exception to this is for the 700F course which is handled by the Graduate Education Student Services Office.

**Residency Requirement:** [http://manoa.hawaii.edu/graduate/content/residency-program-requirement](http://manoa.hawaii.edu/graduate/content/residency-program-requirement)

This is defined as a classified graduate student at UHM. Master’s and doctoral students must be enrolled full-time for a minimum number of terms or credits. Transfer credits may not be used to reduce the residency requirement.

**Degree Certification**

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

The steps involved in the certification of degrees are:

1. Students apply for graduation. Graduate Student Services sends graduate chairs a list of students who have applied to graduate around the fifth week of the semester.
2. Check the STAR on-line degree audit record for each student to make sure that each has satisfactorily met requirements for the appropriate degree.
3. No later than one month prior to the end of the semester, return the list to Graduate Student Services identifying which students have met all degree requirements. The list is checked to see if all Graduate Education requirements have been met and then Graduate Student Services sends a “Certification Form for Degree Award” for each student.
   a. For doctoral and master’s Plan A candidates, if all requirements have indeed been met, the graduate chair signs the form and returns it to Graduate Student Services.
   b. For master’s Plan B candidates, if all requirements have indeed been met, the graduate chair gives a brief description of the Plan B project, signs the form and returns it to Graduate Student Services.
   c. In some cases, there will be discrepancies between STAR and what the graduate chair believes to be the completed requirements. Any discrepancies will be indicated on the form. These need to be resolved before Graduate Education will certify the degree.
      a. It is critical that any discrepancies and questions related to discrepancies are addressed in a timely manner.
**STAR degree checks involve only those courses required for all students within a given degree program. Specific course or program requirements for specializations or tracks within a degree need to be checked via mechanisms internal to the program. STAR is unable to accommodate all courses for each specialization.

Process: To resolve course discrepancies, the graduate chair submits a memo to Graduate Student Services stating whether or not all course requirements for the degree have been met. It is critical for all program-related changes and updates to core requirements be submitted for approval by the Office of Graduate Education regularly and as early as possible.
PART 5
FINANCIAL SUPPORT FOR GRADUATE STUDENTS

There are a variety of funded awards for which graduate students may be eligible. It is the
graduate chair’s responsibility to let graduate students know of these awards. These and other
awards are posted on the STAR Giving Tree site.

- **Achievement Scholarships** - These are tuition scholarships the graduate program may
  award, via the Giving Tree, to any graduate student in good standing. The total funds
  awarded are limited to the program’s allocation of dollars. The graduate chair
  administers the procedure by which the program makes all such awards.
  - “Giving Tree” - Secured access is required (please call 956-4036 for information)
  URL: ([https://www.star.hawaii.edu:10011/givingtree/GeneralPageMain.jsp](https://www.star.hawaii.edu:10011/givingtree/GeneralPageMain.jsp))

- **Graduate Assistantship (GAs)** – These include a semi-monthly stipend and an automatic
tuition waiver. Funding for at least the time designated for degree completion is
recommended (e.g., 2-3 years for master’s students; 3-7 years for doctoral students).
[http://manoa.hawaii.edu/graduate/content/graduate-assistants](http://manoa.hawaii.edu/graduate/content/graduate-assistants)
  - This is a part-time academic appointment at 20 hours per week (.50 FTE)
  - Duties and responsibilities vary depending on whether appointment is for teaching
    or research.
  - Students enrolled in a certificate program are not eligible.

Special awards administered by the Office of Graduate Education
[http://manoa.hawaii.edu/graduate/content/financial-support](http://manoa.hawaii.edu/graduate/content/financial-support)

- Francis Davis Award for Excellence in Undergraduate Teaching for teaching assistants.
- Dai Ho Chun Travel awards- These are competitive awards to cover the cost of
  presentations at conferences.
- RCUH Dissertation/Thesis completion awards
PART 6
OTHER RELEVANT INFORMATION

Time Allowed for Degree Completion

http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree

***For graduate students enrolled prior to 2007 until Fall 2010 and as of Fall 2011 to Fall 2013, please contact the Graduate Student Services Specialist for your program.

Time to degree completion is an important factor to consider in graduate programs. Healthy enrollments are another important factor, and in order for a program to continue to welcome qualified applicants each admission period, timely completion of students is critical.

Effective Fall 2014, the following procedures will apply to master’s and doctoral students. Students who do not make appropriate and timely academic progress to complete their degree will be automatically placed on academic probation and may be dismissed. If no progress toward completion is made in the term following being placed on probation, the student will be dismissed.

**Master’s Students**
- Time to completion is typically two years with full-time enrollment. Students that reach the start of five years and especially, with no progress as indicated by an approved Form II or other measure of progress (e.g., Plan B, C forms), will automatically be placed on academic probation. If no progress is made in the semester following probation, the student will be dismissed. Probation will be rescinded if the degree is completed by the end of five years.
  - If more time is needed, due to circumstances beyond the control of the student and all degree requirements except for the thesis or other culminating project/performance is completed, a one year extension may be requested.
  - If all requirements have been completed at the end of year five (i.e., Form II approved), leaving only the thesis to be done, a petition to extend for one year may be submitted to the Dean of Graduate Education. The petition must specify measurable benchmarks and a timeline to be met in that year. If the student is unable to finish during the one year extension, the student will be dismissed.

**Doctoral Students**
- Time to completion is typically four years with full-time enrollment. Should students reach the start of year seven with no progress as indicated by an approved Form II, they will be automatically placed on academic probation and have that seventh year to complete their degree or be dismissed. Probation will be rescinded if the degree is completed by the end of seven years.
  - If more time is needed, due to circumstances beyond the control of the student and all degree requirements except for the dissertation is completed, a one year extension may be requested.
If all requirements have been completed at the end of year seven, leaving only the dissertation to be done (i.e., Form II approved), a petition to extend for one year may be submitted to the Dean of Graduate Education. The petition must specify measurable benchmarks and a timeline to be met in that year. If a student is unable to finish during the one year extension, up to one more year may be requested or the student will be dismissed.

NOTE: A leave of absence is not counted toward time to degree. However, a leave cannot be used to avoid the time to degree rule.

**Leave of Absence**

http://manoa.hawaii.edu/graduate/content/leave-absence

Graduate students must maintain continuous enrollment (excluding summer sessions) otherwise they will be considered withdrawn from the university. A leave of absence must be approved prior to a student not enrolling in a term. If students will be consulting faculty or using university staff and services a leave request should not be submitted. A leave of absence may be requested at any time and for up to one year after the first term of official enrollment.

A leave of absence does not count against the time to degree rule. However, a leave will not be granted in order to avoid the time to degree rule.

Should the graduate student have a requirement to be enrolled full-time due to their status (e.g., international student, guaranteed loan recipient, East-West Center grantee, veterans, etc) approval from the respective office must first be obtained prior to petitioning for a leave from the Graduate Student Services office.

**Student Grievances and Misconduct**

Information for current students: http://manoa.hawaii.edu/graduate/content/academic-grievance

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

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

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

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

- A helpful web site for detecting plagiarism is: http://turnitin.com/static/index.html

Graduate Student Handbook

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

New Student Orientation

It is strongly advised that new students be given an orientation to the program within the first week before or after the start of the semester. The Graduate Student Organization (GSO) and the Office of Graduate Education co-sponsor an orientation for all new graduate students in the fall semester. This orientation gives students information about campus-wide services, offices, activities and facilities. The GSO web site is: http://manoa.hawaii.edu/ngso/index.html. More specific program-related orientations may also be organized by the graduate chair. Since the co-sponsored event is held on the Thursday morning the week before the Fall semester starts, it is best if program level orientations are held that afternoon or at another time that does not conflict with this important event.

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

The Center for Teaching Excellence (CTE), English Language Institute, and Office of Graduate Education sponsor training before the start of each term for all teaching assistants (TA). This is a mandatory training to be attended by all TAs who were offered a graduate assistantship to teach a course. While the sessions are primarily to help new TAs, it is also a nice refresher and professional development opportunity for ones who experienced it when they were new. The services offered by CTE can help your TAs throughout the year from teaching strategies to facilitating conflicts to helping TAs improve as a teacher and much more. See the CTE web site for more information. http://www.cte.hawaii.edu/

Research Assistant Training

The Office of Graduate Education and Office of Research Compliance – Research Integrity co-sponsor this training prior to the start of the term for all research assistants. This is a mandatory training to be attended by all RAs who were offered a graduate assistantship to work in a lab or related setting with a principal investigator (PI). The training addresses issues related to research integrity, ethical conduct of the researcher and in the conduct of research, role and responsibilities of the PI relative to the RA’s program of study, as well as other professional development topics.

Scheduling Graduate Faculty Meetings

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

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

Organizing Graduate Student Events

Many graduate chairs take responsibility for activities designed to supplement the intellectual life for both their colleagues and graduate students. This may be in the form of creating opportunities for hearing presentations by others, sharing research, or building a research community.
## Appendix A: Graduate Chair Calendar

<table>
<thead>
<tr>
<th>Areas</th>
<th>FALL Term, Aug - Dec</th>
<th>SPRING Term, Jan-May</th>
<th>SUMMER, May - Aug</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Management</strong></td>
<td>Note all new students and faculty advisor, Plan A or B program.</td>
<td>Revise list of students (if offer Spring admission to program). Note faculty advisor, Plan A or B.</td>
<td>Review student files (i.e., monitor progress, note who was on leave of absence, probation, etc)</td>
</tr>
<tr>
<td></td>
<td>Review program of study with graduate faculty and vote on any changes.</td>
<td>Submit program modification request memo to Graduate Education.</td>
<td>Revise program sheet after approval from Graduate Education of program modification.</td>
</tr>
<tr>
<td></td>
<td>Review/revise policies/program statements</td>
<td>Update documents &amp; web</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review/update courses in graduate program – submit UHM Form 1 and/or 2 by college/school deadlines</td>
<td></td>
<td>Check copies of approved UHM forms are received.</td>
</tr>
<tr>
<td></td>
<td>Inform graduate faculty and students of Graduate Education deadlines</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensure all incoming graduate students have an advisor and are aware of graduate student handbook.</td>
<td>Revise and update graduate student handbook, if needed.</td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Faculty</strong></td>
<td>Review list of Graduate Faculty members. Inform Graduate Education of all changes.</td>
<td>Review and inform all graduate faculty of policies and procedures with regard to Graduate Education requirements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit renewal requests for PNF for all applicable Affiliate Graduate Faculty members.</td>
<td>Inform and review procedures for composing a graduate student’s thesis/dissertation committee. Refer graduate faculty and students to Graduate Education web site.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform of importance and recommend regular meetings between advisor and graduate students to facilitate academic progress.</td>
<td></td>
<td>Check student progress.</td>
</tr>
<tr>
<td></td>
<td>Facilitate program’s procedure for annual review of doctoral students. Determine plan of action to help students not making progress.</td>
<td></td>
<td>Communicate with students outcome of review or coordinate communication with students’ advisors.</td>
</tr>
<tr>
<td></td>
<td>Review and share graduate faculty standards with colleagues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Application Review</strong></td>
<td>Coordinate review of all application materials and distribute to appropriate graduate faculty for review. Return to Graduate Education in a timely manner.</td>
<td>Check CMS regularly during application review period.</td>
<td>Check to ensure all original applicant files have been returned to Graduate Education. Check CMS.</td>
</tr>
<tr>
<td></td>
<td>Create internal copies of student files (admitted).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Degree Checks</strong></td>
<td>Review and address any discrepancies with regard to missing requirements for students who have applied to graduate. Ensure all required forms have been or will be submitted in term of graduation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B: ADMISSIONS FLOW-CHART

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

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

- International
- Domestic or International applicant?
  - No
  - Official Transcripts & TOEFL/IELTS scores received?
    - No
    - Application filed until documents received
      - Yes
      - Documents Received
    - Yes
    - Application reviewed by Admissions Specialist deemed either Admissible or Inadmissible *(4 - 10 working days)
  - Yes
  - Application sent to graduate program for review

- Admissible
  - Did Grad Admission deem Admissible or Inadmissible?
    - Yes
    - Application sent back to grad admissions w/ program recommendation
    - No
    - Banner record updated & denial letter sent
    - Admitted by Grad Admissions?
      - Yes
      - Banner record updated & admit letter sent *(5 - 7 working days)
      - No
      - Banner record updated & admit letter & VISA documents sent
    - Financial documents received
      - Yes
      - Accepted admissions?
        - Yes
        - Banner record is updated & applicant is prepped to register for term *(7 - 10 working days)
        - No
      - No
      - Banner record updated & admit letter sent *(5 - 7 working days)
      - No
      - Banner record updated, admit letter & VISA documents sent
      - Lack Letter is sent and application is filed until financial docs are received *(5 - 7 working days)

- Inadmissible
  - Petition approved by Grad Dean?
    - Yes
    - File is sent back to program for Graduate Chair’s signature
    - No
    - Banner record updated & denial letter sent

- Application is filed until SIR is received

- Has student submitted their SIR?
  - Yes
    - Application must be sent by Grad Chair, along with a petition for admission, to be approved by the Graduate Dean.
  - No
    - Banner record updated & denial letter sent

*Application archived for 2 years

• Application archived for 2 years
• Applications and supporting docs are archived for 2 years, however applicants must submit a new application and application fee to be considered for admissions for a later term.

Days in parentheses are approximate.
### Appendix C: Graduate Education Application Status Report Definition Table

<table>
<thead>
<tr>
<th>Header</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Id</strong></td>
<td>UH ID – Please have applicant’s ID available when calling for assistance.</td>
</tr>
<tr>
<td><strong>Action</strong></td>
<td>This column gives the status of the graduate admissions application. Definitions are provided for those codes that require descriptive information.</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Application is missing items required by Graduate Admissions.</td>
</tr>
<tr>
<td>Complete, Ready for Review</td>
<td>All required items now received by Graduate Admissions to determine minimum admissions eligibility: File in process.</td>
</tr>
<tr>
<td>To Dept</td>
<td>Evaluation sheet, applications and supporting documents forwarded to graduate program for review.</td>
</tr>
<tr>
<td>2nd Review</td>
<td>Applicant inadmissible by Grad Division. If program has petitioned to admit, providing justification, petition under review.</td>
</tr>
<tr>
<td>From Dept</td>
<td>File has been returned from graduate program with a decision.</td>
</tr>
<tr>
<td>Admitted Lacking Funds</td>
<td>International applicants who have been recommended for admission without sufficient funds from University or elsewhere.</td>
</tr>
<tr>
<td>File Closed Incomplete</td>
<td>Grad Admissions required items not received, file closed.</td>
</tr>
<tr>
<td><strong>Application Fee</strong></td>
<td>AEW, ADB, AADB and McNair applicants are processed without the fee.</td>
</tr>
<tr>
<td><strong>Geog</strong></td>
<td>(Geographic location of applicant)</td>
</tr>
<tr>
<td>L</td>
<td>Local applicants</td>
</tr>
<tr>
<td>M</td>
<td>Mainland applicants</td>
</tr>
<tr>
<td>I</td>
<td>International Applicants</td>
</tr>
<tr>
<td><strong>Financial Support</strong></td>
<td>(for international applicants only)</td>
</tr>
<tr>
<td>Blank</td>
<td>financial documentation not received.</td>
</tr>
<tr>
<td>Has funding</td>
<td>applicant has submitted financial documentation with personal, family or third party sponsorship</td>
</tr>
<tr>
<td>Need funding</td>
<td>no financial documentation received or applicant funding documentation shows insufficient funds</td>
</tr>
<tr>
<td><strong>EWC</strong></td>
<td>(Codes for East West Center and ADB applicants)</td>
</tr>
<tr>
<td>AEW</td>
<td>Applicant requesting EWC funding only</td>
</tr>
<tr>
<td>ADB, AADB</td>
<td>Applicant requesting ADB funding only</td>
</tr>
<tr>
<td><strong>IND</strong></td>
<td>Applicant also requesting grad program funding consideration</td>
</tr>
<tr>
<td>IADB</td>
<td>Applicant also requesting grad program funding consideration</td>
</tr>
<tr>
<td>GEW</td>
<td>awarded EWC or ADB funding</td>
</tr>
<tr>
<td><strong>Post-baccalaureate GPR</strong></td>
<td>Post-bachelor’s GPR information found on the evaluation sheet and 2nd review sheet.</td>
</tr>
<tr>
<td><strong>Undergraduate GPR</strong></td>
<td>Undergraduate GPR information found on the evaluation and 2nd review sheet.</td>
</tr>
</tbody>
</table>

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