

# UH Hilo Graduate Student Handbook

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## **Introduction**

This student handbook contains information for all graduate students at the University of Hawaii at Hilo, and generally presents minimum admissions and academic requirements for graduate study. Individual graduate programs may have their own handbooks, and these may contain information that supersedes the regulations noted here. This handbook contains the rules, policies, and guidelines applicable to the graduate community at the University of Hawaii at Hilo. These rules, policies, and guidelines are reviewed by the Graduate Council and approved by the Vice Chancellor for Academic Affairs. Please note that the information contained in this Handbook does not supersede information, policies, or procedures that are in the Graduate Catalog.

## **Programs**

Information for individual programs may be found at:

China – U. S. Relations Program <http://www.uhh.hawaii.edu/academics/chus/>

College of Pharmacy <http://pharmacy.uhh.hawaii.edu>

Counseling Psychology Program <http://counseling.uhh.hawaii.edu/>

Ka Haka ‘Ula O Ke‘elikōlani (College of Hawaiian Language)

<http://www.olelo.hawaii.edu/khuok/mhmulipuka.php>

Master of Education Program

<http://www.uhh.hawaii.edu/depts/education/MEdProgram.php>

Tropical Conservation Biology and Environmental Studies Program

<http://tcbes.uhh.hawaii.edu/>

## **Application and admission information**

### **Application requirements**

Applicants applying for admission to graduate programs must submit the following directly to the Graduate Office of Admissions (GOA):

1. A completed application form and appropriate fee. This [form and fee information](#) are available online.

2. One official transcript from each post-secondary institution attended (must be sent directly from the institution, or submitted by the applicant in a sealed institutional envelope if accompanying the application), except for transcripts from within the UH system which are not required.
3. Official Graduate Record Exam scores or other qualifying test scores as determined by the program, and TOEFL scores for international applicants whose native language is not English, or who have not attained a baccalaureate or higher degree from an English speaking institution.
4. Confidential Financial statement for International Graduate Students
5. A minimum of three letters of recommendation attesting to the academic ability or other qualifications of the applicant.
6. Statement of academic and/or long range goals.
7. Resume

**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 government agency and the original signature of the translator, and must be complete and exact word for word translations of the original documents. International applicants with a GPA of less than a B (or equivalent) in their undergraduate work or less than a B in 12 or more credits of post-baccalaureate work are not eligible for admission.

International applicants must document their ability support themselves financially by completing the **confidential financial statement for international graduate students**. The amount of support varies depending on the graduate program. The financial support requirement is for those students who will enter the U.S. on the F-1 student visa. Students may submit their financial sponsor's current bank statement, in any currency, or bank verification of the availability of funds to document financial support. Completed forms and documents may be sent by mail, fax or e-mail attachment. Note, that the figures listed are estimated expenses and may not accurately reflect personal spending requirements.

Estimated student expenses are determined each February by the UH system Financial Aid Office and reflect the decisions made by the UH Board of Regents. Please visit the **tuition and fees page** for more information.

**International Transcripts** : Transcripts from international institutions where a bachelor's degree was awarded must be submitted to a transcript evaluation service. See list at:

<http://www.uhh.hawaii.edu/studentaffairs/admissions/intlgradstudent.php>

Please allow extra time for the application process to permit the evaluation of international transcripts. Student visas for accepted students are processed by the International Admissions Officer.

**Baccalaureate degree.** Each applicant must hold a baccalaureate (bachelor's) degree or graduate degree from a regionally accredited U.S. college or university, or its equivalent from a recognized non-U.S. 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 requirements to those maintained at the University of Hawai'i at Hilo .

**Unaccredited US or international institutions :** Degrees from such institutions are not automatically recognized. Applicants with such degrees will be dealt with on a case by case basis.

Students may be required by programs to fulfill additional coursework beyond the major requirements if such courses are deemed important to the student's ability to successfully complete the course of study. Programs will provide information about these courses to accepted students. Programs and program advisors are responsible to monitor student completion of these courses.

If an applicant has been initially determined to be inadmissible based on his/her academic record, the graduate program may petition the Graduate Council on behalf of the applicant to reconsider the application. The petition must present evidence (e.g., relevant education, training, experience, publications) that the applicant is capable of successfully completing the desired graduate program.

**Graduate Record Exam.** Most programs require official GRE reports for consideration of acceptance. Some programs may require a professional test specific to the program of study in lieu of the GRE for admission purposes. Minimum scores on the GRE or professional tests are set individually for each program. Please check the specific requirements for your program.

Applicants who have completed a graduate program at a regionally accredited U.S. institution or its equivalent from a recognized non-U.S. institution are not required to submit GRE scores. Proof of completion of the prior graduate program must be provided by submission of an official transcript.

**Test of English as a Foreign Language (TOEFL or IELTS).** In addition to above requirements, an applicant whose native language is not English must also demonstrate English language proficiency as a partial admissions requirement. Acceptable evidence of proficiency in English is successful completion of the Test of English as a Foreign Language (**TOEFL** ) with a minimum score of 550 (paper version), 213 (computer version), or 79 (internet version), or the International English Language Testing System (**IELTS**) with a minimum score of 6.0. Applicants who have baccalaureate

degrees and/or graduate degrees from English-speaking institutions are exempt from the TOEFL requirement.

**Grade Point Average.** The applicant must have a GPA of 3.0 or the equivalent from the last 60 semester credits (or equivalent) completed, or must hold a graduate degree with a GPA of 3.0 or better in his/her graduate program. Under special circumstances, a GPA of 2.75 or higher will be considered based on the applicant's other qualifications and subject to the petition process noted above.

***Please note: The meeting of minimum requirements does not assure acceptance. Acceptance into a graduate program is competitive and decided upon by each individual graduate program.***

### **Admission Procedures**

The Graduate Office of Admissions (GOA) is responsible for accepting application materials for all graduate programs except for applications to the College of Pharmacy, which manages its own applications. Admissions professionals screen for minimum qualifications of each application and distributes completed applications to the respective program for decision of acceptance or rejection. The admissions committee within individual programs will make the final decision on applications that meet minimum university qualifications.

The application deadline for fall semesters is February 1. The application deadline for spring semesters is November 1. Applications received after the priority deadlines will be considered on a space available basis. A letter is sent to each applicant notifying him/her of receipt of the application. Incomplete applications will be held in the GOA until complete and ready for review by the graduate program. Applications that remain incomplete at the end of the selection process will be rejected as "incomplete," and the student will be notified by mail of this action. Not all programs accept new students for every semester. Please check your academic program before applying to be sure your program accepts students for the semester you intend to begin.

Official notification of acceptance or rejection is generally mailed by the GOA between March 1 and May 30 for fall admission. For spring admission, notification is generally mailed between November 15 and December 15. Applicants should not make definite arrangements to attend the University until they receive formal notice of acceptance from the GOA .

Evaluation of transcripts of international students and of non-traditional grading will be done at the program level if the applicant meets other minimum qualifications. The Graduate Division and GOA will help with interpreting unusual grading practices and other special cases.

## **International Student Services**

The International Student Services Office assists international students in clarifying and attaining their personal and academic goals while complying with the regulations pertaining to their immigration status. The Office serves as an interface between UH Hilo and international students in order to facilitate communication, understanding and appreciation between them. Ultimately the goals of international education are to advance learning and scholarship, and to increase intercultural understanding and respect in a global community.

The following information may be found on the International Student Services web site:

<http://www.uhh.hawaii.edu/studentaffairs/international/>

The following information for all international students may be found at the web site:

- Orientation and Workshops
- Appointments
- Cultural Adjustment
- Personal Concerns
- Academic Questions
- Releasing Information
- TB Tests
- Forms

The following information for students in F-1 status may be found at the web site:

- Immigration
- F-1 Requirements
- Reinstatement
- Employment
- Extension of Stay
- Transferring to Another School
- Leaving the US for Vacation
- Financial Difficulties
- Medical Insurance
- Scholarship Information

### Maintaining F-1 Status in Graduate Programs

International students on F-1 student visas are required to be registered as full time students, 6 credits each fall and spring semester for graduate students. Making satisfactory progress towards completion of the degree is a condition of maintaining F-1 status. Students who do not meet visa requirements of full time registration, or who drop below full time status because of an incomplete

grade and who do not complete the coursework and receive a grade within the posted deadline are considered out of status with Immigration. A student who falls out of status with Immigration will need to apply for reinstatement with Immigration. The application for reinstatement costs \$140 and reinstatement is NOT guaranteed. If reinstatement is denied, a person must leave the US. Questions about visa status and immigration should be directed to the International Student Advisor.

International students in their *final* semester may be registered for fewer than 6 credits of work, usually Thesis or Dissertation.

The following information for students from Palau, FSM & Marshall Islands may be found at the web site:

- Scholarships
- Immigration
- Employment
- Health Insurance
- Tuition
- Clubs

Student Activities & Other Information

- International Student Association
- Becoming Culturally Aware Project (BCAP)
- International Student Message Boards

## **Classification of students**

**Regular admission.** Regular admission may be granted to applicants who hold a baccalaureate degree with a grade point average (GPA) of 3.0 or better for the last 60 semester credits (or equivalent) , or who hold a graduate degree with a GPA of 3.0 or better from an accredited institution, or through the petition process noted above. Determination of acceptance is made by the admissions committee of individual programs. These students are defined as "classified students."

**Denied admission:** Students whose academic records do not meet the minimum requirements, and/or whose admission is not supported by the program and the Graduate Division will be denied admission.

**Visiting Graduate Student:** Applicants who are pursuing an advanced degree in another institution and who wish to study at UH Hilo for a limited time period may apply for admissions as visiting graduate students.

To be eligible, applicants must be enrolled in and actively pursuing a graduate degree program at a regionally accredited institution of higher education, and be in good academic standing.

Visiting graduate students register on a space available basis and only in courses for which they are judged to be eligible by the instructor of the course and the chair of the graduate program.

Typically, visiting graduate students enroll as unclassified graduate students. They may be allowed to change their status from unclassified to regular status if they apply and are accepted by a graduate program at UH Hilo.

Admission as a visiting graduate student does not guarantee subsequent admission as a regularly admitted graduate student. A visiting graduate student who decides to apply for admission as a regular graduate student must apply for acceptance via the standard admissions process as do all other applicants.

Visiting graduate students who later become admitted as regular students may request to have courses taken under the visiting student status credited toward the new degree objective. They should consult with their graduate programs, which then make appropriate recommendations to the Graduate Division.

**Unclassified Graduate Students:** Students with documented baccalaureate degrees who do not meet the minimum requirements for admission to a program, or who for any other reason have not been formally accepted into a program, may attempt to register for selected courses. Such registration is done on a space-available basis, and is with the written consent of both the faculty teaching the course and the chair of the program. **Admission into a course as an unclassified graduate student does not guarantee admission as a regularly classified graduate student at a future date.** A maximum of 9 credits at UH Hilo may be taken at the graduate level by unclassified graduate students in their academic career unless a special waiver of this rule is made with the approval of the instructor, graduate program chair, and the chair of the Graduate Council.

Applicants who are sponsored by an educational institution or governmental agency and who wish to undertake a special program of study, research or training without degree objective may apply as unclassified graduate students. These students are also limited to 9 credit hours at UH Hilo.

All applicants for unclassified graduate student status are required to submit the following:

1. graduate application,

2. proof of baccalaureate degree, and
3. Unclassified graduate students are **not** required to submit the application fee, GRE scores or letters of recommendation. If an unclassified graduate student later applies, and is accepted, into a graduate program, the student may petition for acceptance of credits taken while in unclassified status, **but acceptance of the petition by the graduate program is not assured.**

Unclassified graduate students must complete the form "[Permission to Enroll in Graduate Coursework as an Unclassified Student.](#)" The form is approved by the program chair and submitted to the Records Office. The student must then register for the class using MyUH.

Undergraduate students in their final semester of coursework before being granted a bachelor's degree may petition to take graduate coursework for credit in the status of an Unclassified Graduate Student. Permission must be received from the student's academic advisor, course instructor, and graduate program director. This coursework must be in excess of the requirements for the bachelor's degree, and failure of the student to obtain the bachelor's degree at the end of the semester in which the graduate coursework is undertaken will invalidate any graduate credits from the coursework. Students must present evidence of successful completion of the baccalaureate degree to the Graduate Division Office.

## **Academic Policies**

### **Concurrent Degrees**

An applicant may apply to more than one graduate program but may enroll in only one program initially. Concurrent enrollment in more than one program is strongly discouraged. However, the individual programs applied for will individually determine what constitutes the minimum course load, and the student (in consultation with the graduate programs) may decide to attempt both programs.

### **Reapplication**

Applicants who have been denied admission to a graduate program at UH Hilo because of failure to meet academic standards may reapply for admission after completing at least 12 semester credits of post-baccalaureate course work. The courses must be numbered 400 or above and completed with a GPA of 3.0 or above.

Completion of additional course work does not guarantee admission. To be reconsidered for admission, applicants go through the standard application process and will be considered along with all other applicants. If admitted, no more than 12 semester credits of relevant post-baccalaureate course work may be applied toward the new degree objective.

### **If Admitted But Not Enrolled**

Admission may not be postponed or deferred. Newly admitted students who do not register during the semester for which they are admitted or who withdraw from all courses before the last day to drop are considered no-shows. Their admission status will be rendered invalid. To reapply for admission, they are directed to contact the Graduate Admissions Office for instructions.

### **Returning Student**

If a student has not registered continuously, that student must reapply for admission. Readmission is not guaranteed.

### **Registration and payment of Tuition and Fees**

Graduate students are encouraged to participate in early registration whenever possible. Graduate students must meet general guidelines and payment schedules set by the university.

### **Full-Time Registration Requirements for Students**

Graduate students must register for six or more credits during the Fall or Spring semesters, and, when applicable, three credits during the summer to be considered full time.

### **Academic Standards**

A cumulative grade-point average (GPA) of at least 3.0 (on a scale where A = 4.0) in courses required by their graduate program is required in order to maintain satisfactory academic standing and graduate degree certification. When the cumulative GPA falls below 3.0, the student will be placed on academic probation. Once a student is placed on probation, the student has two semesters to attain a cumulative GPA of 3.0 or higher or the student may be dismissed.

No credit is granted for graduate courses in which a grade lower than a B- has been received. Grades lower than a B-, however, will appear on the student's transcript and will be computed into the student's GPA, although the student may NOT use the course for degree requirements.

Graduate students who do not meet other academic/program standards will be dismissed from their graduate program. This process entails a warning letter from the Chair of the graduate program to the student. If the necessary academic standards are not attained within a period specified by the graduate program, the graduate program's chair recommends to the appropriate Dean that the student be dismissed from the program. Students will be sent written notification of the intended action. Appeals of such action may be made in writing to the VCAA within ten business days.

## **Graduate Committees and Primary Academic Advisors**

With the exception of certain professional programs, all graduate programs utilize a graduate committee system for advising and evaluating graduate students. At the Master's level, the committee is comprised of a minimum of three faculty members. One member will chair the committee and serve as the student's primary academic advisor. At least two members of a student's graduate committee must be full time tenured or tenure track faculty at UH Hilo. For students in Masters programs using a *non-thesis option*, the graduate committee serves as an examination and evaluation body of the student's requirements as listed by the graduate program. For students utilizing a *thesis option*, the committee serves as the thesis committee. For all Ph.D. students, the committee serves as the dissertation committee. Acceptance or rejection of a student's work as fulfilling Masters degree requirements is determined by a majority of the graduate committee; for the Ph.D. degree, unanimous committee approval is required.

Some professional programs may not utilize a graduate committee system. In these cases, a designated faculty member serves as the student's primary academic advisor. Acceptance or rejection of a student's work as fulfilling degree requirements is determined by a majority of the graduate program's faculty.

## **Minimum Residence Credits for Degree Certification**

Regardless of any previous graduate experience, a minimum of 24 credit hours must be taken at UH Hilo before a degree can be granted. This is known as the "residence requirement," and applies to all graduate degree programs at UH Hilo. Credit hours earned under courses designated as "thesis" or "dissertation" may be counted toward the Graduate Division's minimum residence requirement.

## **Minimum Credits in Graduate Level Courses**

Students are required to complete a minimum of 24 credits in courses at the 600 level or higher before a degree may be granted. Specific graduate programs may require additional credits at the 600 level or higher; students are advised to read program requirements and discuss them with their primary graduate advisor.

## **Use of Undergraduate Courses for Graduate Credit**

Graduate students may use up to six credits of course credit in 400-level classes toward their graduate degree requirements with the prior approval of the graduate program chair. Courses numbered 499 may not be used for graduate credit. Credits used to meet requirements for an undergraduate degree may not be used to meet graduate program requirements. Graduate students pay tuition at the graduate rate no matter at what level the courses they take are listed.

## **Dual Level Courses**

Some courses are dual-listed at the 400 and 600 level. Courses identified by graduate programs as core courses are not eligible as dual level offerings. For dual level courses, credit in the graduate course is not available to students who have received credit in the corresponding undergraduate course.

Dual level courses must be evaluated as a unit based upon their specific content, including specification of differences in expectations for undergraduate and graduate levels. Courses that have changing content from semester to semester, such as those ending in the number -94, -97 and -98, are not eligible for use in dual level offerings.

## **Overload Policy**

Students may register for up to 15 credits with the approval of the graduate chair. Any registration above 15 credits requires approval by both the graduate chair and the Graduate Division. Students wishing to register for more than 15 credits must complete an Overload petition. After obtaining the approval of the graduate program chair, the form is brought to the Graduate Division for approval by the appropriate Dean. The Student Overload Approval Form must be approved before the end of the add deadline.

## **Incomplete Grades**

An instructor may assign an Incomplete (I) when a student has done most of the course work satisfactorily, but due to unforeseen circumstances has not completed all course requirements. The Incomplete is not for the purpose of converting a failing grade, or unsatisfactory work, to a passing grade. The student must request the Incomplete option from the instructor, but it is the instructor's decision as to whether it is appropriate or not. Graduate students who are given a grade of "I" must complete the coursework before the due date listed in the university calendar. "I" grades that are not completed by this due date automatically are converted into "NC" grades. The instructor may set a deadline sooner than that listed in the university calendar, reflecting the instructor's availability to extend his/her commitment beyond the course, but the instructor cannot extend the due date unless granted a specific waiver by the appropriate Dean.

Some departments and programs may have more restrictive policies regarding incomplete grades. Students should confer with their academic advisors concerning departmental rules and expectations.

The incomplete policy has specific implications for students receiving tuition scholarships and other kinds of financial aid and for international students holding visas.

Financial aid: Graduate students who receive federal or state aid may lose these benefits if they receive Incompletes. See the [Financial Aid Satisfactory Academic Progress Policy](#) on page 31 of this document.

International students: Student visas require that students are registered as full time, so withdrawal from courses may result in a failure to meet visa requirements.

All courses taken by graduate students are subject to the above policy. **Incomplete grades must be resolved before students can receive a graduate degree.**

### **Repeating Courses for Credit**

A few graduate courses (numbered 600 and above) are repeatable for credit. Examples include thesis research and courses that are approved via the curriculum review process as "repeatable for credit" (e.g.; special topics).

### **Retaking Courses for a New Grade**

With the exception of courses that are explicitly repeatable for credit (see above), graduate courses cannot be retaken unless approved by the program chair and graduate division **prior to registration**. With the permission of the graduate program chair, courses may be retaken, but not for additional credits. No more than two courses may be retaken, and no graduate level course may be retaken more than once during the student's graduate career. All grades are factored into the UH Hilo cumulative graduate GPA. For graduation purposes, however, a program grade point average may be computed which includes only the grades earned in the courses that are part of the student's graduate program. A statement which specifies the recomputed program GPA will be reflected on the student's academic records and transcript.

### **Continuous Registration**

All students admitted to a degree-granting program must maintain continuous registration each semester for at least one credit hour. Students who do not register will be removed from the graduate program and will be required to reapply to the Graduate Division. Students do not need to maintain matriculation during the summer session unless final degree requirements are to be completed during this period. Students must be registered during the semester when the degree is granted.

### **Leave of Absence**

Under exceptional situations, students may apply for a Leave of Absence. Students on leave are excused from the registration requirement during the period of the leave. Leaves are normally granted for six months with a possible extension for a total of up to one year. A Leave of Absence is

granted only in exceptional circumstances, such as illness or other unusual personal hardship, and requires detailed justification. Leaves of Absence are not granted to students who wish to absent themselves to undertake thesis or dissertation research elsewhere. If possible, requests for Leaves of Absence should be submitted one month prior to the semester for which the leave is requested. Students must complete a readmission application upon return.

### **Returning Student**

If a student has not registered continuously, the student must reapply for admission, and this readmission is not guaranteed. See note on maintaining continuous registration above.

### **Withdrawals**

Students who withdraw from courses for which they are registered at the University must follow a formal withdrawal procedure if they wish their record to indicate good standing. *Absence from class does not constitute due notice of withdrawal.* No grades are recorded for students who formally withdraw by the listed withdrawal date that is noted in the Catalog. Withdrawal from all classes after the listed withdrawal date may be granted, but only in exceptional circumstances, such as illness or other unusual personal hardship, and requires detailed justification. Withdrawal from classes may affect financial aid eligibility. See the [Financial Aid Satisfactory Academic Progress Policy](#).

### **Transfer of Graduate Credits**

Students matriculated in advanced degree programs must petition to have previously earned graduate credits from other institutions transferred toward their University of Hawai'i at Hilo graduate degrees within their first semester at UH Hilo. Using the Graduate Division's "[Graduate Petition to Transfer, Substitute and/or Waive Courses](#)" form, students submit this petition to their graduate program. A copy of the official transcript from the other institution must be on file with the Graduate Division. In cases where a student takes classes at another institution during his or her course of study at UH Hilo which are to be used as transfer credits, permission must be received by the student in advance of this study by the student's primary academic advisor and graduate program chair.

Credits petitioned for transfer must be relevant to the student's UH Hilo degree program, must have been earned at a regionally accredited university, must not have been used to satisfy the requirements of another degree, and must have been earned in graduate-level courses for which the student earned at least a B. Credits for courses in which the student received no letter grade cannot be transferred. Credits earned through correspondence courses or through courses or experiences offered under the auspices of proprietary schools, business or industrial training

programs, or schools conducted by federal agencies such as the Department of Defense, are normally not considered for transfer. Courses taken more than five years prior to matriculation in the Graduate Division are accepted only when the graduate program chair attaches a statement justifying the transfer. The graduate chair in the student's program forwards all approved petitions to the appropriate Dean for final approval. Approved transfer credits will be included on the student's official Graduate School transcript as a single entry of total credits accepted in transfer. Letter grades from transfer credits are not considered in the determination of grade-point average.

Limitations on the number of credits acceptable in transfer are set in the first instance by the minimum residence requirement of 24 credit hours for any advanced degree; transfer credits cannot be applied toward the residence requirement. For example, for a masters' program requiring a minimum of 30 credit hours, no more than six transfer credits may be applied toward the degree. When graduate programs require more than 30 credit hours, the appropriate Dean may accept a correspondingly larger number of transfer credits.

#### **Policy Prohibiting Award of a Second Degree in the Same Field**

The UH Hilo policy is that a second degree at the same level (masters' or doctoral) can be awarded only when a significant amount of additional coursework in a distinctly different field is completed. Normally students who have already earned a master's or doctoral degree in a given discipline at either a foreign or U.S. institution may not earn a second degree in a similar field at the same level from UH Hilo.

#### **Transcript Notations of Approved Concentrations Within a Major Program**

For each advanced-degree recipient, approved concentrations, or specializations, may be listed on the official graduate transcript, along with the graduate major. Such listings are limited to two concentrations. In addition to the titles of approved and satisfactorily completed majors and concentrations, official graduate transcripts show the titles of doctoral dissertations and masters' theses. All such special transcript listings are made only at the time of completion of final degree requirements.

#### **Courses Taken in Other Graduate Programs at UH Hilo**

Graduate students may take courses offered by other graduate programs at the university with the consent of the course's instructor. These other courses may count toward the student's degree program only with the authorization of the student's graduate program, and this authorization must be obtained before the student registers for the course.

## **Policy on Graduate Student Conduct and Removal of Financial Support**

Graduate students are subject to the policies and procedures governing student conduct as described in the UH Hilo [Student Conduct Code](#) . This includes acts of academic dishonesty, e.g. plagiarism, cheating, and falsifying data. Accusations that students have committed acts of academic dishonesty may be brought before the Graduate Council, which issues a finding and a recommendation to the VCAA; the student receives a copy. A graduate student who is found to have violated the rules of academic integrity--who plagiarizes, cheats, or falsifies research data--is subject to suspension or expulsion. Students have the right to appeal such recommendations in writing to the VCAA within ten business days.

Instances in which graduate students are alleged to have violated the Student Conduct Code in areas other than academic dishonesty will be handled following the procedures described in the UH Hilo Student Conduct Code. It may be reasonable and appropriate in some instances to suspend or expel a student from the University without academic penalty if his/her behavior is deemed to be a threat to his/her or others' health or safety.

"Without academic penalty" is defined as continuing as a student in good academic standing at the institution and eligible to return. Efforts will be made to preserve a student's academic progress with incomplete grades and/or withdrawals through consultation with faculty. If there are irreconcilable disagreements in these discussions, the VCAA will make the final decision(s) about the disposition of the student's academic record. Recommendations for involuntary withdrawals are submitted to the VCAA and VCSA for appropriate action. Students will be sent written notification of the action. Appeals of such action may be made in writing to the VCSA within ten business days. Students are not readmitted without a positive recommendation from the VCSA.

All other recommendations to dismiss a student from the Graduate Division or one of its programs, or to break a student's assistantship contract or to revoke a fellowship, tuition scholarship or other source of financial support, are made to the VCAA, accompanied by appropriate documentation. The student should be informed of the basis for any such decision and can appeal it, using the university's grievance procedure. Action on a recommendation to remove support from or to dismiss a student in good academic standing will await the outcome of the grievance procedure.

### **Waiver of Regulations and Requirements**

Some Graduate Division regulations and/or program requirements may be waived by the VCAA or designee in exceptional individual instances. A petition for waiver must be endorsed by the student's program graduate committee or graduate chair, who will append their reasons for believing that the waiver request would not breach the spirit of the specified regulation or requirement.

## **Academic Complaints**

The process for handling academic complaints by graduate students will follow the same general procedure as utilized for undergraduate students at UH Hilo [Student Academic Complaint Policy](#).

The following exception is made for graduate students:

Under Part II (Procedures for the Resolution of Academic Complaints), Letter C (Academic Grievance): For complaints relating to academic impropriety involving post-baccalaureate students, the Dean shall refer the written complaint to the UH Hilo Graduate Council (Academic Complaints Committee) for timely review and recommendation (10 calendar days) before taking action.

## **Requirements for Advanced Degrees- Candidates for Masters Degrees**

Advising and Guidance; Graduate Committee

At the beginning of a student's work toward the master's degree, the chair of the student's graduate program, in consultation with the student, designates a primary advisor. The primary advisor may be the chair of the graduate program or another faculty member. This advisor may also serve as chair of the student's graduate committee. The graduate committee, when required by the program, will consist of a minimum of three members who meet periodically with the student to discuss his or her progress.

## **Requirements for a Master's Degree**

The Catalog stipulates the specific requirements for a master's degree in each program of the University. The minimum requirements include:

- Continuous registration, including the semester in which the degree is awarded.
- Completion of at least 24 credit hours of graduate coursework in residence. A minimum total of 30 credit hours of graduate coursework is required for all masters degrees. A maximum of six hours of transfer credit is allowed for programs requiring 30 credit hours; additional credit hours may be accepted for transfer in programs that require more than 30 credit hours, as long as the 24 credit minimum in residence is maintained.
- Graduate students must maintain at least a B average in courses approved by the program or graduate committee and presented for the degree.
- Fulfillment of all departmental or school course requirements (no credit is granted for graduate courses in which a grade lower than a B- has been received). Grades lower than a B- will appear on the student's transcript and will be computed into the student's GPA, although the student may not use the course to fulfill degree requirements.
- Completion of all other requirements as listed by the specific graduate program.
- Completion of all requirements, including thesis if required by the program, within five years after admission to the Graduate Division.

## **Examination**

If a general examination is required for the student's masters' degree, the examination may be written, oral, or a combination of both. The decision for pass or fail shall be by majority vote of the graduate committee in programs that utilize a graduate committee. In programs that do not use graduate committees, the program faculty by majority vote shall determine whether the student has passed or failed.

## **Thesis**

### Evaluation

If a thesis is required for the student's master's degree, the graduate committee, or the program faculty in programs that do not use graduate committees, will supervise and approve the thesis. Programs may designate additional examiners for the master's thesis beyond the student's graduate committee.

### Institutional Review Board/Institutional Animal Care and Use Committee

Students must receive approval from the Institutional Review Board (IRB) for theses involving human subjects or from the Institutional Animal Care and Use Committee for theses involving use of vertebrate animals. Approval from these institutional committees, where appropriate, must be sought at the time of approval of the thesis topic, and research on the thesis may not commence until after IRB approval is granted. Where appropriate, permission from other entities, such as the Institutional Biosafety Committee, may be required.

### Preparation of the Thesis Manuscript

The Edwin H. Mookini Library acts as a broker in submitting your thesis for publication by ProQuest/UMI. Only manuscripts in the PDF electronic format are accepted. The library can convert a Word document, but please allow extra time to review the converted copy before it is sent to ProQuest.

Please refer to [http://library.uhh.hawaii.edu/research\\_tools/T&DPolicy\\_Nov09.pdf](http://library.uhh.hawaii.edu/research_tools/T&DPolicy_Nov09.pdf)

for instructions on preparation of graduate manuscripts.

A publishing fee of approximately \$55.00, subject to change, will be assessed. For this fee you will receive one (1) hardbound 8.5 x 11 copy of your thesis. The library will also purchase a hardbound copy and add it to their collection. Other publishing options are available for an additional fee. Please refer to the web site for more details.

The form "Thesis/Projects/Dissertation Completion" (Form 3) should be completed at the same time the thesis is submitted to ProQuest, with copies submitted to both the Graduate Division and the Records Office. The student should keep a copy for his or her file.

## **Annual Review Form**

The primary academic advisor will submit an annual review form for each graduate student under their charge to the chair of the graduate program, using the form provided by their graduate program. This form will include data concerning number of credits earned; progress toward meeting other requirements such as papers, projects or theses; GPA; and other specific requirements for the graduate degree.

### **Awarding of the Degree**

When the student has satisfied the requirements for a master's degree, the chair of the student's graduate program submits a "Certification of Degree Requirements"(Form 4) form both to the Graduate Division and Records Office by the required deadline. If submitting a thesis, this form should be submitted with the thesis when possible.

### **Deadlines**

Degree completion dates will be posted on the university calendar. Those who have not completed all degree requirements by the established deadlines will be required to register the following semester.

### **Degree Conferral and Commencement**

Degrees are conferred three times each year: in December, May, and in July. Students who complete degree requirements late in the summer or in the fall semester are awarded degrees in December; students who complete degree requirements in the spring semester are awarded degrees in May; students who complete degree requirements in early summer are awarded degrees in July.

To participate in the commencement ceremony, the student's graduate program must submit the form "Certification of Degree Requirements" (Form 4) to the Graduate Division by the required deadline. Commencement exercises are held only in December and May. Students must also file the Application for Degree/Certificate and pay the associated filing fee by the filing deadline for the semester in which they plan to graduate .

### **Completion Letter**

Students who complete all requirements for the degree well in advance of the award of the degree may, upon request, receive a statement from the VCAA or designee certifying that all requirements for the degree have been completed.

### **Checklist For Completion of Degree Requirements**

**Master's Degree (non-thesis option):**

1. Graduate program:
  1. Appoints primary academic advisor and, where appropriate, graduate committee, in consultation with the student. Submits [Form 1: Graduate Committee Formation](#).
2. Student:
  1. Completes coursework required for the degree.
  2. Completes any other program requirements.
  3. Registers for semester in which degree requirements will be completed.
  4. Submits "[Degree or Certificate Application](#)" form to the Business Office by the required deadline.
  5. Passes final examination, and/or passes requirements for papers or projects as specified by the graduate program.
  6. Completes all other requirements specified by the graduate program.
3. Graduate program:
  1. Submits [Form 4: Certificate: Completion of Degree Requirements](#) to the Graduate Division.

#### **Master's Degree (thesis option)**

1. Graduate program:
  1. Assigns primary advisor and/or committee, in consultation with the student. Submits [Form 1: Graduate Committee Formation](#).
2. Student:
  1. Completes coursework required for the degree.
  2. Completes and submits Form 2: Thesis/Dissertation/Projects Proposal <http://www.uhh.hawaii.edu/studentaffairs/records/documents/Form2revised908.pdf>
  3. Completes, submits and receives approval from the IRB for theses involving human subjects, or from the Institutional Animal Care and Use Committee, for theses involving use of vertebrate animals. Where appropriate, permission from other entities, such as the Institutional Biosafety Committee, may be required.
  4. Completes any other program requirements.
  5. Completes and submits [Form 3: Thesis/Projects/Dissertation Completion](#).
  6. Passes general examination if required.
  7. Registers for semester in which degree requirements will be completed.
  8. Submits "[Application for Degree/Certificate](#)" form to the Business Office by the required deadline.
  9. Completes thesis.
3. Graduate program:
  1. Submits "[Form 4: Certification of Degree Requirements](#)" form to the Graduate Division when student has completed all degree requirements.
4. Student:
  1. Submits an electronic version following the instructions posted on the [Edwin H. Mookini Library](#) web site. Form 3 requires that the librarian initial that the thesis has been properly submitted.

## **Requirements for Advanced Degrees-Candidates for Doctoral Degrees**

### **Admission to Doctoral Work**

For masters' degree candidates intending to continue into the doctoral program in the same graduate program, the student's graduate committee, at a designated time near the completion of the student's masters' work, decides whether or not to admit the student to the doctoral program. This will be indicated on the form "[Petition to Continue from a Master's Program to a Doctoral Program](#)" submitted to the Graduate Division by the program. For entry into a UH Hilo doctoral program from a masters' program at another university, or from a masters' program in a different discipline at UH Hilo, students follow the regular graduate application and admission procedures.

### **Beginning the Program**

At the beginning of the student's doctoral work, the chair of the graduate program appoints a faculty advisor or graduate committee (whose chair is the principal academic advisor). The initial advisor assists the student in planning coursework and in understanding the program structure and requirements; the advisor has primary responsibility for monitoring the progress of the student's work. The advisor may or may not become the student's graduate committee chair at a later stage in his or her studies. The initial advisor should meet with the student at least once each semester.

### **Requirements for a doctoral degree**

The Graduate Catalog stipulates the specific requirements for the doctoral degree in each program. The requirements include:

1. Maintenance of at least a B average in courses approved by the program's graduate committee and presented for the degree.
2. Fulfillment of all program course requirements (no credit is granted for graduate courses in which a grade lower than B- has been received).
3. Completion of at least 24 credit hours in residence regardless of any previous graduate coursework elsewhere. **Students continuing their studies for a doctoral degree in the same UH Hilo program from which they earned their masters' degree need not fulfill a second residence requirement.**
4. Continuous registration including the semester in which final degree requirements are completed (this does not include summer terms).
5. Demonstration by means of a comprehensive examination (written and/or oral) of familiarity with basic hypotheses and techniques of the discipline and competence in applying them.
6. Fulfillment of any research skills requirements.
7. Submission of a dissertation on a topic approved by the department or school, embodying the results of original research and giving evidence of high scholarship.

8. Successful defense of the dissertation at a final oral examination.
9. Completion of any other requirements specific to the graduate program.

### **Research Skills Requirements**

Each graduate program establishes foreign language reading competency or equivalent research skills for its students. The graduate program determines the method(s) to be used to fulfill these requirements. Graduate students may register for research skills courses that have been established in each program.

### **Comprehensive Examination**

A comprehensive or proficiency examination is used to test candidates' specialized knowledge in the discipline and to demonstrate that they are qualified to undertake advanced-level dissertation work. The comprehensive examination may be written and/or oral.

The student may repeat all or part of the comprehensive examination only once without prior approval from the Vice Chancellor for Academic Affairs (VCAA) or designee. The student has five years to complete the doctorate after passing the comprehensive examination.

### **Dissertation Planning**

After the student passes the comprehensive examination, the student's graduate committee will oversee the dissertation work. The committee will include an additional member chosen from UH faculty in a field outside the graduate program, or from a similar field but from a different university, appointed by the VCAA or designee. Based on the student's recommendations, the committee is appointed by the chair of the student's graduate program. Two of the three regular members of the committee must be full time faculty at UH Hilo.

Students must receive approval from the Institutional Review Board (IRB) for dissertations involving human subjects or from the Institutional Animal Care and Use Committee for dissertations involving use of vertebrate animals. IRB approval, where appropriate, must be sought at the time of approval of the dissertation topic, and research on the dissertation may not commence until after IRB approval is granted. Where appropriate, permission from other entities, such as the Institutional Biosafety Committee, may be required.

Committees are formed and modified (if necessary) by mutual agreement between the student and the faculty. The principal dissertation supervisor serves as chair of the graduate committee. Faculty are not required to serve on a particular dissertation committee if they do not wish to, and they are entitled to withdraw from a dissertation committee for reasonable cause. Faculty members from outside the student's own department or school may serve on the dissertation committee, but they

do not replace the outside examiner, who is appointed by the VCAA before the final oral examination is scheduled.

Visiting, adjunct, and research faculty of UH Hilo (not holding the rank of Professor, Associate Professor, or Assistant Professor) may be appointed to a dissertation committee by the VCAA or designee upon recommendation of the program for a period not to exceed their term appointment at UH Hilo. If such term appointment is renewed, the member may continue to serve on the student's graduate committee.

### **Outside Member**

1. In consultation with his or her committee chair, the student will identify a UH faculty member from outside of the student's graduate program to serve as an outside voting member of the dissertation committee.
2. The outside member must possess sufficient familiarity with the student's research topic to be able to review and comment on the manuscript.
3. The committee chair must ascertain that the outside member is indeed independent of the faculty in the student's graduate program and that his or her membership on the committee will not constitute any conflict of interest.
4. The outside member fulfills the following functions:
  - a. Represents the University faculty on the committee, ensuring administration of proper procedures and fair treatment of the student.
  - b. Ensures that the level of research is indeed appropriate to the student's degree objective; and
  - c. Provides disciplinary expertise and an academic perspective that may not be possessed by the faculty of the student's graduate program.
5. The approval process for the outside member is as follows:
  - a. The student and committee chair will forward the name of the proposed outside committee member to the Graduate Council.
  - b. If the Graduate Council affirms the selection, the name will be sent forward to the VCAA for final approval.

- c. If the Graduate Council does not affirm the selection, the VCAA will determine how to resolve the disagreement; final selection will rest with the VCAA if the disagreement cannot be resolved between the candidate, committee chair and the Graduate Council.

### **Outside Examiner**

The VCAA or designee, upon recommendation from the graduate program, adds an outside examiner to the examination committee as the representative of the faculty. The outside examiner is either a UH Hilo faculty member from a related area outside the student's graduate program or someone from a related discipline outside the University. Normally, the outside examiner will have no involvement in the supervision of the student's dissertation. The outside examiner's function on the examination committee is to render an independent judgment and to assure that the dissertation satisfies Graduate Division standards. An outside examiner is supposed to serve the Graduate Division and, therefore, must have substantial experience evaluating the scholarship/research of doctoral students (e.g., by being part of a graduate program, on graduate committees, supervising graduate research).

In special circumstances, particularly when a student would benefit from early counsel from a faculty member outside UH Hilo, the department chair or director of graduate studies can petition the VCAA or designee to appoint an outside examiner while the dissertation is still being written. If the nominee is from another institution, the program officer should forward the nominee's academic credentials, including a vita, to the VCAA or designee to be evaluated. The VCAA or designee then invites the nominee or another faculty member to serve as outside examiner.

### **Prospectus**

The prospectus functions to identify the topic to be undertaken in the dissertation and to formalize the approval of the project by a faculty committee. The timing, format, length, and conventions governing the prospectus are set by each graduate program. If the student's program requires a prospectus, the student should submit it within six months after being admitted to candidacy; the prospectus must first be approved by the dissertation committee. In a conventional prospectus, a student is asked to identify a topic, to summarize relevant background, and to explain the approach. Some programs substitute for the prospectus another means of ensuring that the student's project has been identified clearly and has received written approval by each member of the committee.

Before approving the dissertation project, the chair of the graduate committee is encouraged to arrange a conference with the student and the other committee members for the purpose of discussing the research topic. Each program must inform doctoral students of its expectations,

standards, and procedures regarding the prospectus or other approval of dissertation projects and must provide access to samples of accepted proposals or prospectuses. Graduate programs should include specific information about their expectations for a prospectus in advising manuals for graduate students.

### **Admission to Candidacy**

After the student has passed the comprehensive examinations and met all research skills and coursework requirements, as certified by the program's submission of the "[Recommendation for Admission to Candidacy for Doctoral Degree](#)" form, he or she will be officially admitted to candidacy for the doctoral degree by the VCAA. Intra- and inter-program majors and minors should be declared at this time where applicable.

At least two semesters normally elapse between admission to candidacy and the granting of the degree. Doctoral candidates must complete all requirements for the degree, including the dissertation, within five years after admission to doctoral candidacy.

### **Declaration of Candidacy**

In the semester that the student plans to complete the dissertation, he or she must submit the "[Application for Degree/Certificate](#)" form to the Business Office by the required deadline.

### **Preparation of Thesis and/or Dissertation Manuscript**

See information about preparation of Thesis and/or Dissertation Manuscript under [Requirements for Advanced Degrees- Candidates for Masters Degrees earlier in this document](#).

### **Dissertation Defense**

The graduate committee has direct charge of all matters pertaining to the dissertation. The student's dissertation must have the unanimous approval of his or her dissertation committee and of the chair of the graduate program before arrangements are made for the final examination for the degree. Members of the student's graduate committee serve as the examination committee.

### **Final Oral Exam (Dissertation Defense)**

After the student's program has been notified of the appointment of an outside examiner, the program director, in conjunction with the chair of the examination committee, may proceed to schedule the final oral examination.

Because of the time required to give adequate consideration to the student's research, the student should submit the dissertation to the graduate committee well in advance of the final oral defense. Normally, two months is recommended; the student should consult the committee.

The final oral examination is open to any person wishing to attend. Members of the graduate committee must be given sufficient time to question the candidate about the dissertation. The final defense is a public examination, however, and the committee chair is responsible for the conduct of an open and impartial examination, including reasonable participation by observers. At the conclusion of the examination, it is customary for the chair to request that everyone except the graduate committee leave the room, so that the members may reach a decision. This procedure should not be invoked at any other time during the examination and should not preclude any questions from either committee members or outside observers.

No member of a graduate committee can be expected to participate in a dissertation defense if that member has not had at least two weeks to read and consider the dissertation beforehand.

At the final examination, the student will be required to respond to examiners' questions concerning the dissertation and to defend the validity of the dissertation. To pass, the student must receive unanimous approval from the total graduate committee present. All members of the graduate committee who accept the dissertation in partial fulfillment of requirements for the doctorate shall so attest by their signatures on the "[Certification of Degree Requirements](#)" form. If the outside examiner does not signify approval in this manner, he or she should give the reason for dissent by submitting a separate memorandum to the VCAA or designee within three days of the examination.

If at the final examination the examiners generally approve of the dissertation but require significant changes and are not yet prepared to sign the "Certification of Degree Requirements" form, the chair of the graduate committee will coordinate with other members of the committee to compile all required changes and will inform the student of the scope and substance of those changes. The committee will establish how the changes will be reviewed and approved.

Following the oral exam and approval of the dissertation, the chair of the graduate program submits to the Graduate Division the signed "Certification of Degree Requirements" form, indicating that the student has now fulfilled all academic requirements for the doctoral degree and has successfully defended the dissertation. Members of the dissertation committee sign the Certification of Degree Requirements; the outside examiner does not sign this form.

### **Remote Participation**

Normally, all members of the graduate committee and the outside examiner are present at the defense. At the discretion of the program, with the unanimous consent of all members of the graduate committee and the student, committee members or the outside examiner may participate

in the defense via real-time teleconferencing or real-time videoconferencing. In all cases, the chair and at least one other member of the dissertation committee must be physically present.

If in exceptional circumstances one member of the graduate committee cannot be present (either physically or *virtually*), they may submit questions and comments in writing. Such arrangements must be approved in advance by the program and must have the unanimous consent of all other members of the graduate committee and the student.

## **Filing the Accepted Dissertation**

### ***Submission***

#### Preparation of Dissertation Manuscript

The Edwin H. Mookini Library acts as a broker in submitting your dissertation for publication by ProQuest/UMI. Only manuscripts in the PDF electronic format are accepted. The library can convert a Word document, but please allow extra time to review the converted copy before it is sent to ProQuest.

Please refer to [http://library.uhh.hawaii.edu/research\\_tools/T&DPolicy\\_Nov09.pdf](http://library.uhh.hawaii.edu/research_tools/T&DPolicy_Nov09.pdf)

for instructions on preparation of graduate manuscripts.

A publishing fee of approximately \$55.00, subject to change, will be assessed. For this fee you will receive one (1) hardbound 8.5 x 11 copy of your dissertation. The library will also purchase a hardbound copy and add it to their collection. Other publishing options are available for an additional fee. Please refer to the web site for more details.

The form "[Thesis/Projects/Dissertation Completion](#)" (Form 3) should be completed at the same time the dissertation is submitted to ProQuest, with copies submitted to both the Graduate Division and the Records Office. The student should keep a copy for his or her file.

### **Deadlines**

Degree completion deadlines are noted in the University Calendar.

### **Degree Conferral and Commencement**

As noted under Master's degree requirements.

### **Completion Letter**

Students who complete all degree requirements well in advance of the awarding of the degree may, upon request, receive a statement from the VCAA or designee certifying that all requirements for the degree have been completed.

## **Checklist For Completion of Degree Requirements for the Doctoral Degree**

- **Graduate program** : Assigns principal advisor and graduate committee. Completes [Form 1: Graduate Committee](#)
- **Student** : Satisfies residence and course requirements.
- **Student** : Passes research skills examinations (if required).
- **Graduate program** : Arranges comprehensive examination.
- **Student** : Takes comprehensive examination.
- **Student** : Writes a prospectus. (Completes [Form 2: Thesis/Projects/Dissertation/Proposal](#))
- **Student**: Completes, submits and receives approval from the IRB for theses involving human subjects, or from the Institutional Animal Care and Use Committee, if theses involving use of vertebrate animals. Where appropriate, permission from other entities, such as the Institutional Biosafety Committee, may be required.
- **Student**: Submits [Form 3: Thesis/Dissertation/Projects Completion](#) to the Graduate Division.
- **Graduate program** : Submits "[Recommendation for Admission to Candidacy for Doctoral Degree](#)" form to the Graduate Division.
- **Student** : Maintains appropriate registration for dissertation credit each semester, including semester in which all degree requirements will be completed.
- **Student** : Submits "Application for Degree/Certificate" form to the Business Office by the required deadline.
- **Student** : Completes dissertation.
- **Graduate Program**: Submits [Form 4: Certification of Degree Requirements](#) to the Graduate Division.

## **Appendix I** **Resources for Graduate Students**

### I. Academic Setting and Student Services

A. [UH Hilo at a Glance](#)

B. [Housing](#)

C. [Tuition](#)

D. [Financial aid](#)

### E. Academic Support Services

1. [Library](#)

2. [Computing and Telecommunications](#)

3. [Counseling Services](#)

4. Health Services [link: [www.uhh.hawaii.edu/studentaffairs/health/](http://www.uhh.hawaii.edu/studentaffairs/health/)]

II. Academic Policies, Procedures, and Deadlines

A. [General Catalog](#)

B. [Billing and Payment information](#)

**Appendix II.**

**Forms for Graduate Studies**

[Graduate Directed Reading or Research Course Form](#)

[Graduate Petition to Transfer, Substitute and/or Waive Courses](#)

[Petition to Enroll in Graduate Coursework as an Unclassified Student](#)

[Petition to Continue from a Master's Program to a Doctoral Program](#)

[Recommendation for Admission to Candidacy for a Doctoral Degree \(PhD\)](#)

[Petition for Submission of Credit Toward an Advanced Degree for Courses Taken by an Undergraduate](#)

[Graduate Repeat Course Notification Form](#)

[Student Overload Approval Form Graduate Program](#)

[Petition for Leave of Absence](#)

Forms for Master's and Doctoral Degrees:

A. <http://www.uhh.hawaii.edu/studentaffairs/records/forms.php#gradlevel>

Form 1: [Graduate Committee](#)

Form 2: [Thesis/Dissertation/Projects Proposal](#)

Form 3: [Thesis/Dissertation/Projects Completion](#)

Form 4: [Certification: Completion of Degree](#)

Procedure for submitting thesis/dissertation to the library:

[http://library.uhh.hawaii.edu/research\\_tools/theses.htm](http://library.uhh.hawaii.edu/research_tools/theses.htm)

B. [Office of the Registrar](#), Commonly Used Forms (not specific to Graduate Studies):

C. Degree Requirements: Students must consult the requirements of their specific programs. General information about university requirements can be found in the [catalog](#).

## D. University Policies and Regulations

1. [Student Conduct Code](#)
2. [Student Academic Complaint Policy](#)
3. Human Subjects and Animal Care Policy

Students must receive approval from the Institutional Review Board (IRB) for theses or dissertations involving human subjects or from the Institutional Animal Care and Use Committee for theses or dissertations involving use of vertebrate animals. Approval from these institutional committees, where appropriate, must be sought at the time of approval of the thesis/dissertation topic, and research on the thesis or dissertation may not commence until after IRB approval is granted. Where appropriate, permission from other entities, such as the Institutional Biosafety Committee, may be required.

### **Appendix III** **Financial information**

Graduate students apply for financial aid in the same way undergraduate students do, by filing the FAFSA. The UH Hilo financial aid code is 001611.

Graduate students are eligible for a number of types of financial aid, including tuition waivers, grants and loans. The priority deadline for packaging of financial aid is March 1. Students must have been accepted before financial aid will be awarded; a completed financial aid application must be on file with the Financial Aid office for awards to be made. Please see <http://www.uhh.hawaii.edu/financialaid/> for more information.

The 2010-2011 estimated budget can be viewed here:

<http://www.uhh.hawaii.edu/financialaid/documents/estimatedbudget10-11.pdf>

#### Financial Aid Eligibility

To maintain financial aid eligibility, students must fulfill satisfactory academic progress requirements. These requirements may be viewed in their entirety at <http://www.uhh.hawaii.edu/financialaid/progress.php>

In general, satisfactory academic progress is defined as:

1. Maintaining a 3.0 GPA at the end of the academic year

2. Attaining a 75% completion rate towards the educational objective for hours attempted at UH Hilo. The completion rate is calculated by dividing hours earned by hours attempted.
3. Courses with grades of F, W, I, NC and repeated courses count as hours attempted.
4. Hours declared in academic bankruptcy count as hours attempted.
5. Graduate students will be eligible for financial aid for a maximum of 45 attempted credit hours. Transfer hours are included in the total number of hours attempted.
6. Pharmacy students will be eligible for financial aid for a maximum of 197 attempted credit hours. Transfer hours are included in the total number of hours attempted.

#### Satisfactory Progress Appeal Process

A student who is placed on Financial Aid Suspension may appeal the denial of financial aid. The appeal must be made by submitting a signed written letter to the Director of Financial Aid no later than 10 days after receipt of the notice of Financial Aid Suspension. The appeal will be directed to the Appeals Committee whose decision will be final. The decision will be based on demonstration of one of the following situations:

1. Error of fact;
2. Mitigating circumstances. Circumstances considered may include illness or injury, family difficulties, interpersonal and college adjustment problems.

If the appeal is granted, financial aid will be continued for a probationary period. The student will be advised in writing of the action on the appeal.

Graduate Assistantships and Employment

<http://www.uhh.hawaii.edu/academics/graduate/documents/gradasstpolicyfinal07.doc>.

#### **Appendix IV: Miscellaneous Information**

##### **University equal opportunity and affirmative action policy**

The University of Hawai'i at Hilo is an equal opportunity institution of higher education, and does not discriminate on the basis of race, gender, sexual identity, age, disability, religious affiliation, or country of origin.

## **Notice to students regarding privacy rights**

The **Family Educational Rights and Privacy Act of 1974 (FERPA)** affords students certain rights with respect to their education records. You may familiarize yourself with your rights by reading the following link: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **Veteran's Benefits**

<http://www.uhh.hawaii.edu/studentaffairs/records/veteran.php>

Veterans who are continuing students must contact the Office of the Registrar after completing each semester's registration in order to continue receiving benefits.

All programs available to veterans/children of veterans are administered through the UH Hilo Office of the Registrar. If you are eligible for assistance through these programs, please contact the Office of the Registrar.

Questions concerning eligibility may be directed to the Veterans Administration by calling 1-888-GIBILL1(1-888-442-4551) or going online to <http://www.gibill.va.gov/>

Vocational Rehabilitation participants should contact the Department of Veterans Affairs, Vocational Rehabilitation, Rehabilitation Counselor, David Sheridan at (808) 935-6691.

## **Appendix V**

### **Administrative Organization of the Graduate Division**

The Graduate Division is headed by the Coordinator of Graduate Education at UHH, who also serves as chair of the Graduate Council. The Graduate Council is the chief recommending body on graduate policy for the university. The Graduate Council has three standing committees: Admissions, Curriculum, and Programs.