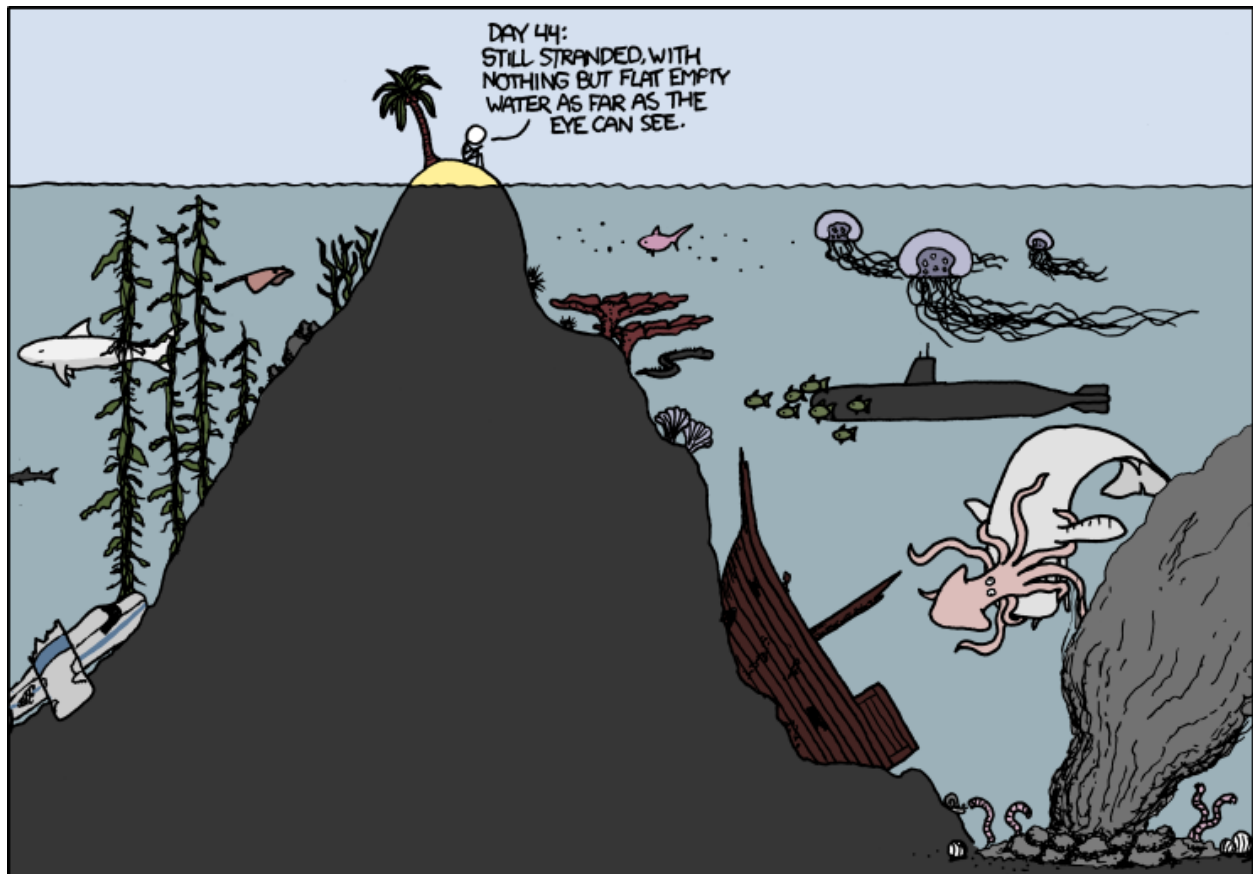


# Marine Biology Graduate Program Student Handbook



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## **Introduction**

This handbook sets forth the basic policies, requirements and procedures for graduate students pursuing a graduate degree in Marine Biology. Please read this carefully as you are responsible for the information contained within. Welcome to the Marine Biology Graduate Program!

## **Program Overview**

### **Organization**

#### Administrative Organization

The graduate program in Marine Biology is a joint program offered by the College of Natural Sciences (CNS) and the School of Ocean and Earth Science and Technology (SOEST) to award PhD and MS degrees in Marine Biology. The program began in 2012 and includes 44 regular faculty whose research interests include, but are not limited to, marine ecosystems, marine biogeochemical processes, reef and oceanic fisheries and human/marine interactions.

The Program is administered by SOEST and CNS under the direction of the Program Directors, Jo-Ann Leong and Tim Tricas. The Program Directors also act as the Graduate Chairs of the Program. The Program has one staff member, Lindsay Root (Program Coordinator).

The Program's policies are governed by a series of committees that include the Marine Biology Admissions Committee and Marine Biology Curriculum Committee. The former committee reviews graduate application materials and determines students for admission, while the latter is consulted on curricular issues including, but not limited to, course and program requirements. *Ad hoc* committees will be formed to address program issues or concerns as needed.

#### College of Natural Sciences (CNS)

The College of Natural Sciences is a part of the College of Arts and Sciences. Dr. William Ditto is the Dean of the College of Natural Sciences. The Biology, Botany, Chemistry, Information & Computer Sciences, Mathematics, Microbiology and Physics & Astronomy Departments are within CNS. The CNS offices are located in Bilger Hall, room 102.

#### School of Ocean and Earth Science and Technology (SOEST)

The School of Ocean and Earth Science and Technology is a multidisciplinary school that includes the Departments of Oceanography, Geology and Geophysics, Meteorology, and Ocean and Resource Engineering as well as the Hawai'i Institute of Geophysics and Planetology, the Hawai'i Institute of Marine Biology, the Hawai'i Natural Energy Institute, the Sea Grant and Space Grant College Programs, the Hawai'i Undersea Research Laboratory, and the Joint Institute of Marine and Atmospheric Research. Dr. Brian Taylor is the Dean of SOEST. The SOEST offices are located in Pacific Ocean Science and Technology (POST) building, suite 802.

## **Marine Biology Graduate Program**

### Graduate Faculty:

The Marine Biology Graduate Program is an interdisciplinary program that integrates participating units in CNS and SOEST at UH Mānoa. Regular graduate faculty are members of participating Departments/Units in these two colleges and lead the program in its curricular activities. Cooperating graduate faculty come from other departments/Units within the University system, and Affiliate graduate faculty from

non-University establishments such as State and Federal agencies. All Regular and Cooperating faculty, and some Affiliate faculty, can serve as Chairs of Masters and PhD committees.

#### Committees:

The Admissions and Curriculum Committees consist of at least 4 faculty, 2 faculty members from both SOEST and CNS. Committee members are appointed by the Co-Directors and serve a 2-year term for the Admissions Committee and a 3-year term for the Curriculum Committee.

An Advisory Council comprised of non-university partners will be formed to provide information on employment, research needs of the region, and will advise the Marine Biology Graduate Program. The Council will be lead by a Chair that serves a 2-year term. The position of Chair will rotate among members. The Advisory Council will review current issues and provide recommendations to their Chair for presentation at Program Faculty Meetings. Council members are expected to facilitate learning and research opportunities for graduate students in the Marine Biology Graduate Program.

#### Graduate Student Representatives

Each year the graduate students elect 2 students to represent their interests at the faculty meetings and on the Curricular Committee (if requested).

#### Graduate Division

The Marine Biology Graduate Program is part of the University's Graduate Division, which is headed by the Graduate Dean. The Graduate Division offices are on the 3rd floor of Spalding Hall, adjacent to Edmondson Hall. The Marine Biology Graduate Program must comply with many rules of Graduate Division that are available at:

<http://manoa.hawaii.edu/graduate>

<http://manoa.hawaii.edu/graduate/content/marine-biology>

### **Program Activities**

#### Marine Biology Graduate Program Seminars

The Marine Biology Program hosts a seminar series on Fridays from 3:30-4:30 pm during the regular academic year. All Marine Biology graduate students and faculty are expected to attend these weekly seminars. For more information, check with Marine Biology's webpage for speakers and location (see [http://www.hawaii.edu/marine\\_biology/graduate/](http://www.hawaii.edu/marine_biology/graduate/)). Friday seminars are usually followed by a social hour often in conjunction with the Zoology or Oceanography graduate programs.

#### Other Seminars in Participating Departments and Units

If you'd like to attend a HIMB, Oceanography or Botany/Zoology Seminar, please check the Program calendar for upcoming speakers and topic or check the individual program's calendars

<http://www.soest.hawaii.edu/oceanography/seminar.html>

<http://manoa.hawaii.edu/biology/?q=content/joint-botanyzoology-seminar-series>

<https://sites.google.com/site/himbseminar/>

Annually the Biology department holds the Tester Symposium and the Oceanography department holds the Conference of Biological Oceanography Graduate Students (CBOGS) Symposium.

## **Program Requirements**

### **Disclaimer**

This handbook outlines the requirements to receive a graduate degree in Marine Biology from the University of Hawai'i at Mānoa. While every effort has been made to make this document as accurate as possible, it is not a legal document. Also, note that the degree requirements come from two sources: the University-wide requirements, set by the Graduate Division, and the Marine Biology Graduate Program.

### **Which Requirements and Rules Apply to Me?**

The degree requirements applicable to each student are those that were in effect at the time the student entered (or reentered) the program. For future reference, please keep a version of the Graduate Handbook applicable to the semester you were admitted.

### **Entering Students**

Students admitted to the Marine Biology graduate program are expected to have strong undergraduate or MS training in biological oceanography, environmental science, marine science, marine biology, zoology, microbiology, botany, biology or other life sciences. The GRE general exam also is required. Foreign students, whose native language is not English, will be required to satisfactorily pass the TOEFL exam (see <http://manoa.hawaii.edu/graduate/content/english-proficiency>).

### **Interim Committee (IC) and Preliminary Conference**

Upon admission to the Marine Biology Graduate Program, each student will attend a Preliminary Conference with their Interim Committee that is comprised of the student's advisor/faculty sponsor and two additional members of the Marine Biology Graduate Faculty. The Program Coordinator in conjunction with the Graduate Chairs will assign the two additional faculty members to the Interim Committee.

The Preliminary Conference is to review any general deficiencies in preparation (such as a lack formal coursework in calculus, chemistry, or physics at the undergraduate level) and recommend appropriate courses for the student. The Preliminary Conference will take place by the end of the first week of classes of the Fall semester. The student's Thesis or Dissertation Committee will replace the Interim Committee.

### **BIOL 601 and BIOL 602 Core Courses**

All students entering the program are required to enroll in and successfully complete the BIOL 601 and BIOL 602 courses in their first year of study. At the end of the first year of study, the student's performance in these courses serves as a written diagnostic tool that is used by the students advisory committee and course instructors to assess continuation whether the student is best suited for the MS or PhD track. Students failing to successfully complete BIOL 601 and BIOL 602 will be dropped from the program. Students that enter with a Master's degree may request, via their advisor, to test out of BIOL 601 and/or BIOL 602 by written exam administered by the course instructor(s).

## Annual requirements for all students

### Progress Report

All Marine Biology Graduate Students, except those just admitted in August, are required to submit a yearly progress report to the Program Coordinator's office no later than September 1st. This report should describe research progress, course work taken, and any other activities during the preceding year. It should also outline plans for the coming year and report progress towards or plans for meeting any course work requirement. The student's thesis or dissertation committee, and Graduate Chairs will review these reports. Students failing to submit reports or those not making sufficient progress will be put on probation for the Fall semester (see <http://manoa.hawaii.edu/graduate/content/disciplinary-actions>).

### Thesis/Dissertation Committee Meeting

All Marine Biology graduate students are required to meet with their committees, at least, once a year. Failure to submit documentation of these meetings (no later than 15 May) will result in probation for the Fall semester.

### Research Presentation

After the 4<sup>th</sup> semester, all graduate students are required to make an annual public presentation on their thesis or dissertation research. Venues for this presentation include the Tester Symposium, Conference of Biological Oceanography Graduate Students (CBOGS), annual meetings of professional societies, etc. The students should inform the Program Coordinator when they are to give their presentations and include this information in the annual progress reports.

## Theses and Dissertations

The Marine Biology Graduate Program offers the Master's (Plan A only) and PhD degrees. In addition to coursework, each MS student is required to complete a Thesis and each PhD student a Dissertation on their graduate research project. A style and policy guide can be found at [http://manoa.hawaii.edu/graduate/files/forms/tdstylepolicy\\_e.pdf](http://manoa.hawaii.edu/graduate/files/forms/tdstylepolicy_e.pdf). In addition, the Program requires that sections or the entirety of the thesis or dissertation must be written in a format suitable for publication in a peer-reviewed publication.

### Master's Degree —Thesis (Plan A)

#### *Requirements*

#### Residency

Master's students must complete at least two semesters of full-time enrollment (or the equivalent in credit hours) at UH Mānoa.

#### Course Requirements

A minimum of 30 credits with a grade of B, or better, is required by Graduate Division to complete a Plan A Master's degree and maintaining a GPA of at least 3.0.

- At least 18 credits of coursework (14 credits of formal courses and up to 4 credits of 1 unit seminar courses) and between 6 to 12 credits of Research (699) or Thesis (700) work.
- All candidates will be required to enroll in and pass with a grade of B, or better, the introductory graduate core courses in Marine Biology (BIO 601 and 602; 4 credits each).

Required Coursework:

- BIOL 601 and 602 (4 credits each)
- A Statistics or Biometry Course (may be waived by Curriculum Committee if undergraduate coursework is found to be sufficient)
- One Graduate Seminar in the Marine Biology Program or in a related Program (Zoology, Oceanography, etc.)
- Other courses\* deemed appropriate by the Interim Committee or Thesis Committee
  - 600-700 level courses
  - Maximum of 6 credits of 400 level courses
  - 699 (only 6 units will count toward the degree)
- Enroll in 700 (thesis, up to 12 credits)

\*Other related courses are those that are directly applicable to the student's research program. While at UH you might want to take advantage of the University's strengths in arts, drama, Asian studies, etc., but unless any of those courses can be shown to be directly related to your research, they will not count as part of the 30 credits. If in doubt check with your Interim Committee, Thesis Committee or Program Coordinator at the beginning of the semester in which you intend to take the course.

#### Time Limit

The Marine Biology Graduate Program considers sufficient progress to be a student capable of meeting all requirements for the Master's degree within three years of enrollment. Extensions require approval by the Graduate Chairs. To request an extension a student must submit a letter to the Graduate Chairs and endorsed by their Advisor, that contains three elements:

- Formal request for an extension with the length of time specified;
- Detailed explanation as to why an extension is appropriate; and
- Detailed and realistic (i.e. feasible) plan for the completion of the degree within the requested time.

#### Thesis Committee

Plan A thesis committees are made up of at least three members of the UH graduate faculty, including the Advisor. At least two members of the committee, including the Advisor, should be from the Marine Biology graduate faculty. Qualified non-UH graduate faculty may serve on Plan A committees by petition to the Graduate Chairs who can request approval by Graduate Division. Please see Graduate Division for a list of potential committee members: <http://manoa.hawaii.edu/graduate/content/select-committee-member>

The committee is officially established by filing Graduate Division Form II. It is strongly recommended that the committee be formed unofficially well before admission to candidacy.

#### Steps

1. Pre-Candidacy: In the first semester of enrollment, the student will organize a meeting of their Interim Committee to meet with their Interim Committee members, seek initial guidance, and evaluate undergraduate course deficiencies. **This is to be completed before the end of the first week of classes.**  
**Form Required: Graduate Division Master's Plan A Form I**
2. Formation of the Thesis Committee: The Thesis committee is to be formed no later than 2 semesters after entering the program.



3. Advancement to Candidacy and Approval of Thesis Proposal: After forming a Thesis Committee, MS degree candidates will present a written thesis proposal to their graduate committee **no later than the end of the 3<sup>rd</sup> semester of enrollment**. If the proposal is accepted, file Form II.

***Form Required: Graduate Division Master's Plan A Form II***

*\*Note: If the proposed research involves the use of human subjects, nonhuman vertebrate animals, recombinant DNA, radioactive materials, scuba diving, fieldwork, or hazardous materials or activities, approval must be obtained from the appropriate institutional office or committee (e.g., Institute Animal Care and Use Committee, Diving Safety Office, etc.) before research can begin, and copies of the approvals should be submitted with Form II.*

4. Enroll in BIOL/ZOOL/BOT/OCN 700 in subsequent semesters
5. Write Thesis: The approved proposed thesis proposal must result in an MS thesis that is a scholarly contribution based on original research conducted by the student under the supervision of the thesis committee chair.  
*\*Note: Certain aspects of the style of the thesis are set by the Graduate Division see <http://manoa.hawaii.edu/graduate/content/style-policy> for more information*
6. Thesis Defense: The final examination for the Master's Degree (Plan A) is an oral thesis defense presentation to the thesis committee. The defense is open to all faculty and students.  
***Form Required Graduate Division Master's Plan A Form III***
  - a. Copies of the thesis must be submitted to committee members at least two months prior to the date of the defense. All members of the thesis committee must be present at the defense; see —proxy members in thesis/dissertation defenses issued by the Graduate Division for exceptions (see <http://manoa.hawaii.edu/graduate/content/final-defense>).
  - b. A majority of the committee must vote “pass,” otherwise the candidate fails. Students failing the defense may repeat it only once. Students who fail the second examination are dropped from the program.
7. Thesis Submission & Approval: Two copies of the thesis, one with the original signature page signed by members of the committee in black ink, the other with a copy of the signature page, must be deposited with the Graduate Division. A PDF version of the thesis must also be submitted to the Marine Biology Graduate Program on a compact disc.

***Form Required: Graduate Division Master's Plan A Form IV***

8. Exit Interview: All graduate students will be required to participate in a written exit interview with the option to meet with the Program Coordinator and/or Graduate Chairs prior to graduation.

## Doctor of Philosophy Degree

### Requirements

#### Residency

Doctoral students must complete at least three semesters of full-time enrollment (or the equivalent in credit hours) at UH Mānoa.

#### Course Requirements

Students entering with a BS or BA degree:

Complete at least 18 credits of coursework (14 credits of formal courses and up to 4 credits of 1 unit seminar courses) and between 6 to 12 credits of Research (699) or Dissertation (800) work.

- Complete BIOL 601 and 602 (4 credits each) with a grade of B or better.
- Take a graduate level Statistics or Biometry Course (may be waived by Curriculum Committee if undergraduate coursework is found to be sufficient)
- Take additional courses\* identified by the Interim or Dissertation Committees
  - 600-700 level courses
  - Maximum of 6 credits of 400 level courses
- 699 (only 6 units will count toward the degree)

*\*Although there are no formal course requirements, a student must maintain continuous enrollment of at least one credit per semester (excluding summer). Failure to do so is tantamount to resignation from the graduate program. To be re-instated the student must formally re-apply. If you are supported on a Graduate Assistantship (GA) you must enroll for 6 credits of research or course work during each semester for which you are awarded a GA.*

Students entering with MS degree (or equivalent) in the life sciences:

- May request, via their advisor, to test out of BIOL 601 and/or BIOL 602 by written exam administered by the course instructor(s).
- Complete courses prescribed by Interim Committee or Dissertation Committee
- Enroll in 800 (dissertation).

#### Teaching Experience

The Marine Biology Graduate Faculty considers experience in teaching as an integral part of the academic training program, and teaching experience is required of all doctoral students. This experience usually takes the form of a teaching assistantship of at least one semester, but may also be fulfilled by experience in teaching high school biology or other teaching experience. These later options must be approved by the Graduate Chairs and documented and coordinated with the Program Coordinator.

#### Time Limit

The degree must be completed within seven years of admission to the graduate program. For students admitted directly into the PhD track, this time limit begins when the student was admitted to the Program. For students transferring from the MS track to the PhD track without completing the MS, the time limit begins when the student was admitted into the MS track (see section on transferring).

Extensions of these time limits require approval by the Marine Biology Graduate Chairs and the Graduate Division. To request an extension a student must submit a letter, endorsed by their Advisor, to the Graduate Chairs that contains three elements:

- A formal request for an extension with the length of time specified;
- A detailed explanation as to why an extension is needed; and

- A detailed and realistic (i.e. feasible) plan for the completion of the degree within the requested time period.

#### Dissertation Committee

The Dissertation Committee must include at least five faculty members, including the advisor who is the dissertation committee chair. The chair must be a member of the Marine Biology graduate faculty, and a majority (i.e., 3 or more) of the committee members should be on the Marine Biology graduate faculty. Any member of the UH graduate faculty can serve on a Marine Biology dissertation committee. To include non-UH graduate faculty on a committee, a petition with the person's *curriculum vita* should be submitted to the Graduate Chairs for approval by Graduate Division. For potential committee members, select Marine Biology on the following Graduate Division web page <http://manoa.hawaii.edu/graduate/content/select-committee-member>.

#### University Representative (also known as Outside member):

One member of the committee must serve as the University Representative. The University Representative's primary function is to serve as a representative of the Graduate Division to ensure procedures and standards are fairly and reasonably applied. The University Representative must be a tenured member of the graduate faculty at UH and is not a member of the Marine Biology Graduate Faculty. Students should speak with their advisors to discuss potential University Representatives.

#### Steps

1. Pre-Candidacy: In the first semester of enrollment, the student will organize a meeting of their Interim Committee to meet with their faculty advisors, seek initial guidance, and evaluate undergraduate course deficiencies. **This is to be completed prior to the end of the first week of classes.**  
**Form Required: Graduate Division Master's Plan A Form I**
2. Form the Dissertation Committee: See above for the requirements of the committee. Once the committee is formed, submit a Proposed Dissertation Committee Form to the Program Coordinator. If any proposed faculty are not members of the UH graduate faculty, a *curriculum vita* and memo needs to accompany the form justifying their participation. The Graduate Chairs will review the form, memo and *curriculum vita* and, if approved, forward to the Graduate Division for approval. This must be completed before the comprehensive exam is scheduled. The Dissertation committee is to be formed no later than 3 semesters after entering the program.  
**Form Required: Proposed Dissertation Committee Form**
3. Oral Comprehensive Exam: The Dissertation Committee will administer to the student a comprehensive oral examination. The purpose of this exam is to ensure that the student has A) the general knowledge as well as B) knowledge related to the student's dissertation field or research area and C) the ability to think critically and creatively as is necessary for conducting independent research at the PhD level. All criteria must be evaluated. The entire Dissertation Committee must be present at the exam; any other member of the UH graduate faculty may also attend.

It is the student's responsibility to schedule the exam, which must be completed by the end of their 6<sup>th</sup> semester. If the exam is not scheduled it by the end of the 5<sup>th</sup> semester, the Graduate Chair will schedule the exam on behalf of the student. Unless the Graduate Chair grants a

specific exception, failure to complete the exam by the deadline will result in dismissal from the program.

At the end of the oral exam, the student will be excused from the room. Prior to any discussion among the committee members about the student's performance, they will conduct an anonymous, non-binding pass/fail written vote to assess the initial impressions of each committee member. After discussion, the committee will take a final vote. Passing the Comprehensive Exam requires approval of at least four out of five committee members.

There are three possible outcomes for the Oral Comprehensive Exam:

- I. Pass. This meets one criterion for the student to advance to Ph.D. candidacy.
- II. Fail, but with the committee's permission to retake the exam. The Comprehensive Exam can be retaken only once. The second attempt to pass the exam should occur within two months of the first exam and cannot exceed the 6-semester time limit for completion of the entire exam process. The committee and student may consider adding a written component to the exam for the second attempt, particularly if the oral exam format was considered to play a significant role in the student's poor performance.

*Note: Graduate Division rules allow a student only two attempts to gain admission to Ph.D. candidacy. A second denial results in loss of status as a classified graduate student and dismissal from the program.*

- III. Fail. Students without a prior master's degree in Marine Biology may, at the discretion of the committee, transfer to the MS program. A student with a prior master's degree in Marine Biology, or one without such a degree, but who is not granted permission to transfer to the MS program, will lose their status as a classified graduate student and will be dismissed from the program.

Within one week of the exam, the Dissertation Chair and Committee will prepare a written report, to be signed by all committee members, relating the outcome of the exam and summarizing reasons for the committee's evaluation. This report should be modeled on an NSF panel summary, with the aim of providing the student with valuable, substantive feedback on both the strengths and weaknesses of their performance. Copies will be given to the student and entered in the student's file.

**Form Required: Graduate Division Doctorate Form II (in part)**

*\*Note: If the proposed research involves the use of human subjects, nonhuman vertebrate animals, recombinant DNA, radioactive materials, scuba diving, field work, other hazardous materials or activities, approval must be obtained from the appropriate institutional office or committee before research can begin, and copies of the approvals should be submitted with Form II.*

4. **Dissertation Proposal:** A dissertation proposal must be formulated, discussed, and accepted by the approved Dissertation Committee by the end of the 6<sup>th</sup> semester. The dissertation proposal format should follow that of a research proposal and clearly define the scientific problem, questions or hypothesis; include detailed Methods; predicted outcomes and significant of their research. Students should work with their sponsor and committee members to develop the research proposal.

**Form Required: Graduate Division Doctorate Form II (in part)**

5. **Advancement to Candidacy:** Upon successful completion of the comprehensive exam and acceptance of Form II by the Graduate Division, the student is considered a Doctoral Candidate and may request All But Dissertation (ABD) certificate from the Graduate Division. Student may now enroll in dissertation research ZOOL, BOT, MICR, OCN 800.

6. Write Dissertation: Under the guidance of the dissertation committee, the candidate prepares a doctoral dissertation according to the rules established by the Graduate Division (see <http://manoa.hawaii.edu/graduate/content/thesis-dissertation>) and the dissertation committee.
7. Submit Dissertation: A draft of the final Dissertation must be submitted to the dissertation committee 6 weeks prior to the public defense. Committee members will read the dissertation and if approved, sign Form III after the public defense.
8. Defend Dissertation: The final examination is in the form of a dissertation defense, which consists of a public oral presentation by the candidate of the dissertation research, and addressing question by the public and dissertation committee. The full dissertation committee must participate. The examination must be at least one-hour in length. The defense must be scheduled, at least, one month in advance. Announcement of the defense is submitted to the Graduate Records Office at least three weeks prior to the date of the defense (4 weeks in advance during summer). The defense must be announced in the University Calendar to be a valid dissertation defense.

Results of the defense are reported on Form III. A majority of the members of the doctoral committee, including the committee chair, must vote "Pass," otherwise the candidate fails. Candidates failing the final examination may repeat it only with approval of both the Graduate Program faculty and the Graduate Dean. Candidates that fail the final examination twice are dropped from both the Graduate Program and the Graduate Division. For other Graduate Division rules and regulations (including the policies in regard to Proxy committee members) <http://manoa.hawaii.edu/graduate/content/current-students>

**Form Required: Graduate Division Doctorate Form III**

*Must submit Form III after defense or no more than three weeks prior to Graduate Division due date*

9. Publish: Doctoral students are required to publish their dissertation document. Students may publish through ProQuest or an alternative publisher. To publish through ProQuest, see <http://manoa.hawaii.edu/graduate/content/submission-publication>. Students seeking to publish through an alternative publisher must obtain advance approval from the Graduate Division. Actual publication must occur within one year of graduation.
10. Final Dissertation Submission: Final dissertation must be submitted to Graduate Division by due date along with Form IV that has been signed by all committee members.  
**Form Required: Graduate Division Doctorate Form IV**  
*See Calendar for due dates (<http://manoa.hawaii.edu/records/calendar/index.html>)*
11. Exit Interview: All graduate students will be required to participate in a written exit interview with the option to meet with the Program Coordinator and/or Graduate Chairs prior to graduation.

## **Transfers from MS to PhD track**

Students may transfer from the MS to the PhD track in two ways.

1. A student who enters the MS program but subsequently would like to move directly to the PhD track needs to obtain the unanimous written approval of their MS Committee on the "Approval to Proceed toward Ph.D. Candidacy" form and then notify the Graduate Chairs. The letter from the committee should include a clear statement that the student has demonstrated the intellectual and creative ability to attempt the PhD track and provide a reason(s) for why the student wasn't originally admitted to the PhD program. The student switching tracks is held to the PhD timeline (including the comprehensive exam timing), which begins with their original admission to the Program. In other words, switching tracks in this way does not increase the total timeline for the student in any way.
2. A student working toward a Master's degree in Marine Biology, who desires the completion of an MS degree and subsequent transfer to the Ph.D. track should take no official action until near the end of the MS program. At that time, the student must obtain the unanimous written approval of their MS Committee on the "Approval to Proceed toward Ph.D. Candidacy" form before notifying the Graduate Chair. The letter from the committee should include a clear statement that the student has demonstrated the ability to conduct independent research and present their Thesis research either in peer-reviewed publications or at national or international presentations. Whether or not unanimous approval is given, this form must be signed by the MS Committee members and the student no later than at the signing of Form IV, which accompanies submission of the MS thesis.

## **Academic Rules, Regulations and Policies**

### **Minimum GPA**

Graduate students are required to maintain a 3.0 GPA

- In all UH courses that are to be applied to degree requirements
- In all courses taken as a classified degree-seeking graduate student
- In all graduate (600-level or higher) courses.

Students may petition Graduate Division to exclude from the GPA up to two grades lower than B for undergraduate courses taken in the first semester of graduate school. If this is done those courses cannot be counted towards degree requirements. Doctoral students may petition to be exempted from the GPA minimum requirement for one semester.

### **Academic Probation**

Students whose cumulative grade point average fails to meet these GPA minimum requirements after completing 12 credit hours or two semesters of course work are placed on academic probation for the following semester. Students admitted conditionally (due to low undergraduate GPA) will be placed on academic probation if they fail to meet the minimum GPA requirement after completing one semester.

Students who fail to attain the required minimum GPA at the end of the probationary semester are dismissed from graduate school.

### **Enrollment**

After admission to candidacy, students must be registered each semester (excluding summer session) for course work, thesis/dissertation, or research credit. Students who are not enrolled, or are on an approved leave of absence, are regarded as having withdrawn from the degree program, and will be required to apply for readmission if they wish to resume graduate studies.

### **Course Loads**

A graduate student is considered as enrolled full time if his/her course load is

- 8 – 16 credits if not a graduate assistant (students whose financial aid, e.g., fellowships, requires they be enrolled full time, must be registered for at least 8 credits)
- 6 – 9 credits if a graduate assistant
- At least one credit of Dissertation 800 if a doctoral candidate
- One credit of Thesis 700 if a Master's Plan A candidate and all degree credit requirements, including that for Thesis 700, have been met.

Audited courses do not count towards these course-load limits. The upper limits may be exceeded with permission from the student's advisor, the Graduate Chairs, and the Graduate Division. Students must be enrolled in at least one course or register for one credit of 700/800 during the semester in which they graduate.

### **Grades**

Only courses in which a letter grade of B or better was earned can be counted towards degree requirements. Graduate students may take courses credit/no credit (CR/NC) or may audit courses, but such courses cannot be counted towards degree requirements.

### **Incompletes**

An "I" (Incomplete) is given to students who fail to complete a small but important part of a semester's work in a course before the semester grades are determined. Students are expected to complete all

courses and will be allowed to graduate with “I” grades on their transcript only by permission from the Graduate Chairs and Graduate Division. Students receiving an “I” should contact the instructor to determine the steps to be taken to remove it. Policies and deadlines regarding the removal of “I” grades can be found here: <http://manoa.hawaii.edu/graduate/content/grading-policies>.

#### Transfer of Credits (only applicable to MS students)

Credits for courses taken prior to entering the graduate program, or at another institution while in the graduate program at UH, may be transferred and applied to MS graduate degree requirements, subject to the following conditions

- Transfer credits do not reduce the minimum residence requirements
- Up to 15 credits earned at another accredited institution that were not used for a previous degree may be transferred.
- Only courses in which a B or better was earned may be transferred
- Courses that were taken within 7 years of completion of the degree

#### UH Unclassified Credits (only applicable to MS students)

Up to 15 credits earned at UH as an unclassified post-baccalaureate student prior to entering the graduate program may be transferred. Courses must have been taken within five years of entry into the graduate program. Credits for directed research (699) cannot be transferred. The request to transfer credits must be made during the first semester in the graduate program, and must be approved by the Graduate Chairs and Graduate Division.

#### Leaves of Absence

Students who have been admitted to candidacy may be granted leave from their studies on recommendation of the Graduate Chairs and approval by the Dean of the Graduate Division. Leave of absence is not normally granted for a period longer than one year. The date of return from a leave must be set at the time the leave is requested. Students not returning from leave on time will be required to apply for readmission to the University in accordance with established regulations.

Students on approved leave do not pay tuition fees, time on approved leave is not counted against the five- or seven-year limits for completion of degree programs, and no re-admission procedure is required.

#### Research Regulations

Federal, State and University regulations require that proposed research projects of certain types be reviewed and approved to ensure that the proposed research complies with applicable protective standards. Students who are unsure whether these regulations apply to their research should consult with their advisor, with Graduate Division, or with the Office of Research Services.

#### For Compliance regarding

- Human Studies
- Environmental, Health and Safety
- Institutional Animal Care and Use
- Laboratory Animal Service

And for UH Ethical Standards, please see The Graduate Division’s website <http://manoa.hawaii.edu/graduate/content/compliance-ethical-standards>



## **Graduate Assistantships and Other Types of Support**

### Teaching Assistantships

Graduate teaching assistantships (TA-ships) are available in the department in which your advisor resides for students who have a minimum 3.0 GPA. TA-ships carry a stipend that is paid over a 12-month period for 9 months of service. Tuition is waived for all students with graduate assistantships (including teaching and research assistantships). Graduate assistants are expected to spend half time (not more than 20 hours per week) working for the department in instruction (12 hours per week) and associated duties (8 hours).

### Application

Application forms may be obtained by writing to the Chair of the Department in which your faculty advisor resides, and the application may be processed simultaneously with the application for admission. However, recommendations for appointments as graduate assistants are finalized only for applicants who have been admitted to the Graduate Division as potential degree candidates for the period during which they will be serving as graduate assistants.

### Course Load

All graduate assistants must carry a minimum of 6 credit hours, but may carry a maximum of 9 credit hours each semester. Audit hours do not count toward the minimum. The 6 credit hours may be at any level, 100-800. Graduate assistants taking only Dissertation 800 for less than 6 credits may be certified by the Graduate Division as carrying a full load. To be eligible for such certification, receipt of Student Progress Form IV verifying that the dissertation proposal has been approved must be recorded in the Graduate Division.

### Tenure of Assistantships

Teaching assistantships are awarded and reviewed each semester.

### Foreign Teaching Assistants

The English Language Institute has developed a course to provide practice for foreign teaching assistants in speaking in classroom situations with an emphasis on oral skills ESL 111. Foreign teaching assistants are encouraged to take this course, Practicum for Foreign Teaching Assistants.

### Research Assistantships

Research assistantships frequently are available to qualified students in connection with research projects of the faculty. Such assistantships rarely are available until after the faculty has had the opportunity to assess the student's research potential. The stipend and working conditions are similar to those of graduate teaching assistantships, although research assistantships may or may not include a tuition waiver. Tuition waivers are dispersed from the Office of Research Services, and are only awarded if the student is working during 12 of the 16 weeks of the semester. Tuition waivers are not awarded to students directly receiving funding for assistantships from sources outside of the University, and are not directed through the Office of Research Services.

### East-West Center Scholarships

These scholarships are designed to promote mutual understanding by bringing together students from Asia, the Pacific area, and the United States for study, interchange of ideas, and shared living experiences. Grants are ordinarily for 24 months and include travel to and from Hawai'i, tuition, books, food and lodging, health insurance, and a small monthly personal allowance. Support may also include an Asian study grant, given to qualified candidates, enabling them to study language and complete research in the field.

Eligibility is based on high academic achievement, excellent health, ability to relate to Asians, and interest in contributing to the Center. Candidates must commit themselves to a concentration in some major aspect of the Asian-Pacific field, including a language.

Applications for East-West Center scholarships and additional information may be obtained by writing to The Selections Office, East-West Center, 1770 East-West Road, Honolulu, Hawai'i 96822. The deadline for receiving completed applications for the following academic year is December 15.

#### Part-time Employment

Part-time employment sometimes is available with the Hawai'i Institute of Marine Biology, the National Marine Fisheries Service Honolulu Laboratory, the United States Fish and Wildlife Service, the Bernice P. Bishop Museum, and local offices of other agencies.

#### Tuition Waivers

Tuition exemptions are included in each teaching assistantship contract. Other tuition waivers, some requiring that the student's work have a Pacific-Asia focus, are available through the Graduate Division. Inquiries about the availability of waivers should be made at the time of application. Applicants should thoroughly explore the University's website to discover potential sources of support and to find out how they may apply for such support.

#### Additional Employment

It is expected that the combined responsibilities of graduate student and assistant will occupy all the time available to a student during the academic year. University policy on outside (off-campus) or overload (on-campus) employment by a graduate assistant in addition to the assistantship limits such employment to eight hours per week.

#### Health Insurance

Graduate assistants may enroll in the State Health Fund medical insurance program if appointed at 0.50 FTE for a period of at least three months. There are several plans to choose from, both single and family, with the cost shared in part by the State. Alternatively, assistants may enroll in one of the student health plans, either single or family

## **APPENDIX 1: Student Conduct and Ethics**

The following text is from the University of Hawai'i Graduate Division webpage:

<http://manoa.Hawaii.edu/graduate/content/conduct-code>

The University of Hawai'i at Mānoa exists for the pursuit of knowledge through teaching, learning, and research conducted in an atmosphere of physical and intellectual freedom. Members of the UHM academic community are committed to engage in teaching, learning, research, and community service and to assist one another in the creation and maintenance of an environment that supports these activities.

Members of the academic community may not violate the rights of one another nor disrupt the basic activities of the institution. Students who are disruptive are subject to a variety of disciplinary actions that may include reprimand, probation, restitution, suspension or expulsion. Continued enrollment at UHM is contingent on appropriate academic conduct. Some graduate students are professionals or professionals-in-training in their respective fields, and as such, are subject to the ethical and conduct standards of their profession. Students may be dismissed by such fields for behavior which is determined to violate the codes of conduct set by that profession. These codes may be guided by the profession's accrediting or licensing bodies. Appeals of the dismissal will be heard by the dean of that school (or the dean of the college in which the department is housed).

It must be recognized that members of the academic community have the same privileges and responsibilities with respect to the law as do members of the larger society. As a result, members of the UHM campus community must acknowledge that when the interests of the university are violated by a student, the student is accountable to the institution and may also be held responsible to civil authorities. These interests of the university are described in the [University of Hawai'i at Mānoa Student Conduct Code](#).

Any questions regarding the Student Conduct Code should be addressed to the Dean of Students

## **APPENDIX 2: Safety in Research and Creative Activities**

To ensure a safe and healthy working environment for faculty, students and staff, the University of Hawai'i at Mānoa sets and enforces rigorous safety standards that meet and exceed local, state and federal law. The Environmental Health and Safety Office (EHSO) at the university sets a multitude of rules and regulations pertaining to common laboratory materials and other research related activities in Hawai'i, and they may be quite different from those at other institutions. The university has specific programs and requirements for

- a. **Radioactive material**
- b. **Biological "commodities"** - including micro-organisms, plants, animals, biological toxins, cell or tissue samples, recombinant DNA, etc.
- c. **Compressed gas (SCUBA) diving**
- d. **Certain chemicals and hazardous materials**
- e. **Disposal of hazardous waste**

In addition, there are regulations governing the importation and shipment of these materials or types of equipment into the State and/or university. For more information, please visit the EHSO website at <http://www.hawaii.edu/ehso/>

Students who work in a laboratory setting are required to attend and maintain health and safety training in skill areas that are relevant to their work. The EHSO offers a variety of training programs in laboratory safety, radiation safety, hazardous waste, scientific diving, fire extinguisher use, and shipping of biological commodities. Please contact EHSO to check on class schedules or to arrange for training. Labs and lab members must be certified in compliance with EHSO guidelines at all times.

EHSO Director's office (808) 956-8660

Radiation Safety Program	(808) 956-8591
Biological Safety Program	(808) 956-3197
Diving Safety Program	(808) 956-9643
Fire Safety Program	(808) 956-4953
Hazardous Materials Management Program	(808) 956-3198
Laboratory Safety Program	(808) 956-5180
Environmental Compliance Program	(808) 956-9173