2018-2019*
Zoology Graduate Student and Faculty Handbook

ESSENTIAL READING & REFERENCE

* Supersedes all previous editions (especially those undated).
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IMPORTANT 2018-2019 UPDATES and REMINDERS

This year we have attempted to make the handbook more accessible and useful as a quick reference guide, adding FAQs (Appendix I) and an Index (at the end of this handbook). Besides corrections and clarifications, most of the content is the same as last year, with a few notable updates:

(1) The Office of Graduate Education (OGE) has been renamed the Graduate Division (GD).
(2) Graduate students and advisors must submit an Annual Committee Meeting Report form to the Chair of the Graduate Instruction Committee (Chapter 6-I and 7-II).

Although not updates, here are important reminders (read cited sections for details):

(1) After the first year in the program, all graduate students must do the following every year:
(a) take a biology-related course, (b) meet with their committee, and (c) give a public presentation (Chapter 6-I-A).
(2) The Graduate Division has a policy that the University Representative must be “at arms length” from other graduate committee members (Chapters 2-IV and 6-I).
(3) A completed Graduate Assessment Form must be submitted with Form II and Form III (Chapter 7-III).
(4) Graduate students are automatically placed on academic probation by the Graduate Division after 7 years in the program (Chapter 4-I).
(5) Depending upon the degree, ZOOL 700, 700F, or 800 must be taken during the final semester of graduation (Chapter 6-I-A).
(6) The Graduate Division has a policy that graduating PhD students must complete the Survey of Earned Doctorates (Chapter 6-III).
(7) The Graduate Division has a policy that PhD graduates must publish their dissertation by submitting a ProQuest form and payment to the GD (Chapter 6-III).

PREFACE

E komo mai (Welcome) to the Zoology Graduate Program at the University of Hawai‘i at Mānoa! This new graduate student and faculty handbook is the result of a concerted effort to revise, update, and streamline the program. The success of these efforts depends on Zoology graduate students and faculty diligently making use of this handbook, and continuing our collective work to improve our program. We especially seek constructive feedback on what is and is not working. We intend to revise this handbook annually, so please send suggestions for additions and improvements over the course of the academic year. Our primary goal is to facilitate graduate education and research in zoology.

ACKNOWLEDGMENTS

Many faculty and graduate students have been involved in revising the Zoology Graduate Program, yet I especially thank the all-volunteer Ad Hoc Committee for the Revision of the Biology/Zoology Graduate Program (AH-CR-BZ-GP, pronounced “Ah Crap, Busy Goop”): former Chair of the Department of Biology (ex officio) Dr. Andy Taylor, Drs. Peter Marko, Amy Moran, Bob Thomson, and Amber Wright from Biology, Dr. Rob Cowie from the Pacific Biosciences Research Center (PBRC), and Dr. Rob Toonen from the Hawai‘i Institute of Marine Biology (HIMB). Also very helpful have been Graduate Student Representative Tom Iwanicki, Biology departmental staff, especially Pia Dizon and Samantha Giridhar, and the staff of the Graduate Division (formerly the Office of Graduate Education). Mahalo to all!

Aloha -- Mark Hixon, Zoology Graduate Chair
E komo mai (Welcome) to the Zoology Graduate Program (ZGP) at UH Mānoa! The Department of Biology administers this program. This quick guide is designed to help you get started. If you have any questions, you should first check this handbook thoroughly, then ask (in sequence) your graduate advisor, Samantha Giridhar (ZGP Academic Support: zoolgrad@hawaii.edu), and Dr. Mark Hixon (ZGP Chair: hixonm@hawaii.edu), including your advisor in your e-mail message. Here are your first steps:

(1) **Statement of Intent to Register** (SIR): Submit your SIR to the Graduate Division (GD). This statement was attached to the letter of admission. To submit your SIR, you may either e-mail the GD at gradsir@hawaii.edu and let them know you are planning to enroll, or postal mail the SIR form (attached to your letter of admission from the GD). Please include your full name, UH ID#, and graduate program (Zoology).

(2) **MyUH**: Go on-line to myuh.hawaii.edu to set-up your UH e-mail and UH username accounts. This can be done as soon as you have accepted the offer to enter our program from the GD, even before you move to Hawai‘i. You will need either your UH Number (from the acceptance letter you received) or your Social Security Number. Please be sure to send your new UH e-mail address to the Manager of the Department of Biology Pia Dizon (pdizon@hawaiil.edu), Samantha Giridhar (zoolgrad@hawaii.edu), Dr. Hixon (hixonm@hawaii.edu), and your graduate advisor. Also, be sure to submit your Health Clearance form as you cannot complete registration without it.

(3) **Registration and Tuition**: Please check your MyUH account regularly for information regarding registration for courses and payment of any fees, and the Academic Calendar for deadlines. Fall 2018 registration is May 23 - August 28 (late registration with $30 fee August 20-28). You should register for ZOOL 691C “Seminar: Zoology Literature,” which is a required one-credit orientation for new graduate students. (The analogous course in the Marine Biology Graduate Program is MBIO 691I.) Fall 2018 classes start Monday, August 20. The Graduate Division New Student Orientation is August 13.

(4) **UH Identification Card**: Once you have registered and have any printed proof of registration as well as your personal ID, please go to the window at the Campus Center (above the bookstore) to obtain your UH ID card. Be sure to ask for a bus pass sticker for your card (included in your fees).

(5) **Teaching Assistants and Fellows**: If you applied for and were granted a TA-ship, please see Pia Dizon in the Biology office (Edmondson 216) for employment paperwork, which includes insurance. You will be contacted regarding a required 3-day TA training course, starting Aug 13 or 14 (depending on your status). If you are an NSF Graduate Research Fellow, please contact and introduce yourself to Graduate Division Dean Dr. Krystyna Aune (krystyna@hawaii.edu), who will be hiring a new Scholarships and Fellowships Coordinator. International students cannot be paid until they have Social Security Numbers.

(6) **Keys and Mailbox**: All Zoology graduate students are entitled to a card key that opens the second floor door to Edmondson Hall and the mailroom (Edmondson 214), where you will have a mailbox. Any additional keys you are authorized to have will be determined and arranged by your graduate advisor and your TA supervisor. Before you are authorized to have additional keys, you must have completed or be registered to take the Lab Safety Training course. You will be notified when your keys can be picked-up at the Department of Biology office (Edmondson 216).
(7) **Interim Committee Meeting**: Your interim committee is intended to help you address any course deficiencies and plan your graduate curriculum until you have formed your specific graduate committee. You will be notified which faculty will be serving on your interim committee, and you will be responsible to schedule that meeting during your first semester. At that meeting, you and your interim committee will fill-out the relevant **Form I**, then submit it to Zoology Graduate Chair Dr. Hixon.

(8) **Program Assistance**: For issues regarding employment, keys, travel reimbursements, and other administrative matters, please contact Pia Dizon (Biology Program Manager) and Audrey Shintani (Biology Administration Officer).

And, finally,...

On-line are **useful guides** for moving to Hawai`i ([http://shidler.hawaii.edu/moving-guide](http://shidler.hawaii.edu/moving-guide)) and living in Honolulu ([http://manoa.hawaii.edu/about/honolulu.html](http://manoa.hawaii.edu/about/honolulu.html)). Additional helpful resources are in the **Appendix** of this handbook, including specific help for **international students**. And, of course, do make use of the **Zoology Graduate Program Quick Reference Guide**, starting on the next page.
ZOLOGY GRADUATE PROGRAM QUICK REFERENCE GUIDE

This guide does not replace the handbook, but rather provides quick reference for using the handbook. DO NOT RELY ON OLD VERSIONS OF THE HANDBOOK! (See also Appendix I: FAQs)

There are 2 sets of rules and procedures: (1) university-level (administered by the Graduate Division [GD]) and (2) program-level (administered by the Department of Biology):

(1) Graduate Division Rules & Guidance: https://manoa.hawaii.edu/graduate/content/current-students and Style and Policy Manual for Theses and Dissertations, as summarized in this handbook.

(2) Zoology Program Rules & Guidance: this handbook.

Graduate Committee Composition: Please refer to the chapter on Graduate Faculty Policies.
Nominally, Level 3 faculty may advise PhD and MS students, Level 2 faculty may advise only MS students, and Level 1 may serve on graduate committees but not be advisors. Note that only Level 3 non-Zoology graduate faculty may serve as University Representatives (URs), and according to the GD, URs must be “at arms length” from the rest of the committee (i.e., not a member of the ZGP, no spouses, etc.). You are expected to work with your advisor to form your committee by the end of your first year in graduate school. Doctoral students will submit Form IIA once the committee is selected. For further information: https://manoa.hawaii.edu/graduate/content/select-committee-member

Coursework and Degree Requirements: Please refer to the chapter on Graduate Curriculum Policies. The Zoology Graduate Program requires that new students take ZOOL 691C (an orientation seminar) during their first Fall Semester, and all students take at least one credit of biology-relevant graduate seminars or other coursework each year. The GD has more specific requirements that are MANDATORY regarding course loads, academic progress, and the following:

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

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

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

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

Form II:
• For PhD, this Advance to Candidacy form is used to appoint the dissertation committee and report the outcome of the comprehensive exam and dissertation proposal meeting.
• For Master’s Plan A, this Advance to Candidacy form is used to appoint the thesis committee and approve the research topic.
• For Master’s Plan B, this Degree Completion form is used following the research paper and/or presentation date.
**Form III**: PhD Dissertation Evaluation or Master’s Plan A Thesis Evaluation form is used to report the outcome of the dissertation or thesis defense.

**Assessment Form**: for PhD and Master’s Plan A (thesis) students have two assessments: The initial assessment is to be conducted at advancement to candidacy meeting (with Form II), and the final assessment is to be conducted at the dissertation or thesis defense (with Form III). **Master’s Plan B (non-thesis)** students have only a final assessment at the degree completion meeting (with Form II).

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

**Other Actions Requiring Forms** ([https://manoa.hawaii.edu/biology/graduate/forms](https://manoa.hawaii.edu/biology/graduate/forms)): Fill-out, sign, and submit digitally to the Graduate Division (GD) ([graduate.education@hawaii.edu](mailto:graduate.education@hawaii.edu)):

**Master’s Plan A Forms**:
- **Master’s Petition to Enroll in GRAD 700F**: submit to GD

**PhD Forms**:
- **Final Oral Examination for Doctoral Dissertation Defense**: submit to GD at least 2 weeks before dissertation defense

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

**Petitions Requiring Memos from the Graduate Chair to the GD**: The graduate advisor should send an e-mail of explanation to the Graduate Chair ([hixonm@hawaii.edu](mailto:hixonm@hawaii.edu)) to request any of the following actions:
  - to extend a thesis or dissertation submission date (see [Academic Calendar](https://manoa.hawaii.edu/graduate/content/forms) for deadlines)
  - to add a non-UH graduate committee member (*permanently*) – include the person’s current CV
  - to replace a graduate committee member with an ad-hoc committee member (*temporarily*) – include the person’s current CV
  - to be awarded an MS degree (Plan B non-thesis) en route to a PhD (for PhD students only)
  - to transfer between degree programs (MS A to MS B, MS B to MS A, or PhD to MS A or B). (Note that transferring from an MS to a PhD program requires one to apply to the Graduate Division.)

The Graduate Chair will then write a memo to the GD to seek approval for any of the above requests.

**Other Petition Forms** ([https://manoa.hawaii.edu/graduate/content/forms](https://manoa.hawaii.edu/graduate/content/forms)):
- **Master’s Petition to Revise Thesis Committee**: submit to Graduate Chair
- **Master’s Petition for Remote Committee Participation**: submit to GD: required only for the final defense (not the comprehensive exam)
- **Doctoral Petition to Revise Dissertation Committee**: submit to Graduate Chair
- **Doctoral Petition for Remote Committee Participation**: submit to GD: required only for the final defense (not the comprehensive exam)
- **Petition for Leave of Absence** (see GD on-line information)
- **Petition to Transfer Credits** (see GD on-line information)
- **Petition to Substitute or Waive Courses**
- **Petition for Submission of Undergraduate Excess Credits Toward a Master’s Degree**
Limits of Support and Time in Graduate School: The Zoology Graduate Program guarantees to the extent possible a minimum of 5 yr of support (6 yr max TA support) for PhD students and 2 yr of support (3 yr max TA support) for MS students who are making adequate progress based on annual reviews. (The GD automatically places graduate students on academic probation after 7 yr, yet you are expected to graduate well before then, and the program may put you on probation before 7 yr if necessary.)

Review and Assessment: Please refer to the chapter on Graduate Review and Assessment Policies. By January 31 of each year (e.g., 31 Jan 2019), each graduate student (except first-year students) will submit to the Chair of the Graduate Instruction Committee a checklist and curriculum vitae for the previous calendar year (e.g., Jan-Dec 2018), using a special form available on-line. Following your annual review, you and your advisor must sign and return your annual review report by April 30. Preliminary and final assessments will use forms provided during graduate committee meetings associated with Forms II and III.

Timetable for Master’s Plan A (thesis)*:

| First Fall Semester | • ZOOL 691C orientation seminar (see Ch 6, Sec IA)  
|                     | • Interim Committee meeting (MS plan A Form I) |
| By end of year 1    | • choose & meet with thesis committee to approve thesis proposal (MS plan A Form II) and have initial assessment (see Ch 7 for Assessment Form). |
| By end of year 2    | • complete coursework requested by Interim Committee and thesis committee |
| Year 2 and every year until graduation | • submit annual progress report to GIC (see Ch 7)  
|                     | • meet with thesis committee & submit Annual Graduate Committee Meeting Report Form (see Section 1A) |
|                     | • give public presentation (see Ch 6, Sec IA)  
|                     | • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Ch 6, Sec IA) |
| By end of year 3 (5 years maximum) | • In final semester, enroll in at least 1 credit of ZOOL 700 or 700F  
|                     | • apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)  
|                     | • submit thesis to committee for review at least 2 weeks before defense, or earlier if requested by the committee  
|                     | • defend thesis (MS plan A Form III) and have final assessment (see Ch 7 for Assessment Form)  
|                     | • submit thesis to Zoology Graduate Program and GD (MS plan A Form IV)  
|                     | • complete GD graduation requirements (Ch 6-III) |

* All forms are available on the Zoology Graduate Program web page and on the Graduate Division web page.

Timetable for Master’s Plan B (non-thesis)*:

| First Fall Semester | • ZOOL 691C orientation seminar  
|                     | • Interim Committee meeting (MS plan B Form I) |
| By end of year 1    | • choose & meet with advisory committee to approve research proposal |
| By end of year 2    | • complete coursework requested by Interim Committee and advisory committee |
Year 2 and every year until graduation

- submit annual progress report to GIC (see Ch 7)
- meet with advisory committee & submit Annual Graduate Committee Meeting Report Form (see Section IA)
- give public presentation (Ch 6, Sec IA)
- enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (Ch 6, Sec IA)

By end of year 3 (5 years maximum)

- apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)
- present research report to advisory committee (MS plan B Form II) and have final assessment (see Ch 7 for Assessment Form)
- complete GD graduation requirements (Ch 6-III)

* All forms are available on the Zoology Graduate Program web page and on the Graduate Division web page.

**Timetable for PhD**:  

| First Fall Semester | • ZOOL 691C orientation seminar (see Section IA)  
|                     | • Interim Committee meeting (PhD Form I) |
| By end of year 2    | • choose & meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form) |
|                     | • complete coursework requested by Interim Committee and dissertation committee |
| Within 1 year of submitting Form IIA | • oral comprehensive exam and advance to candidacy (PhD Form II) |
| Year 2 and every year until graduation | • submit annual progress report to GIC (see Ch 7) |
|                     | • meet with dissertation committee & submit Annual Graduate Committee Meeting Report Form (see Ch 6, Sec IA) |
|                     | • give public presentation (see Ch 6, Sec IA) |
|                     | • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Ch 6, Sec IA) |
| By end of year 5 (7 years maximum) | • in final semester, enroll in at least 1 credit of ZOOL 800 |
|                     | • submit dissertation to committee at least 4 weeks before defense |
|                     | • apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form) |
|                     | • notify GD of defense time & place at least 2 weeks before defense (Dissertation Defense Form) |
|                     | • defend dissertation (PhD Form III) and have final assessment (see Ch 7 for Assessment Form) |
|                     | • submit dissertation to Zoology Graduate Program and GD (PhD Form IV) |
|                     | • complete GD graduation requirements (Ch 6-III) |

* All forms are available on the Zoology Graduate Program web page and on the Graduate Division web page.
Chapter 1
INTRODUCTION

I. Overview

E komo mai (Welcome) to the Zoology Graduate Program (ZGP) at the University of Hawai‘i at Mānoa (UHM)!

The ZGP is an interdisciplinary program administered by the Department of Biology (please see the organizational chart at the end of this chapter). The program offers PhD, MS Plan A (thesis), and MS Plan B (non-thesis) degrees, and includes faculty and graduate students from the Department of Biology and various other units on campus. Teaching assistantships for graduate students in the program are provided and administered by the Department of Biology.

This handbook is intended to provide essential and concise information for both faculty and graduate students to succeed in the program with minimal difficulty, so please read this handbook outright then refer to it as needed. It is the shared and equal responsibility of both the major professor and the graduate student to follow the rules and procedures of the Graduate Division and the Zoology Graduate Program. Please be sure to use only the latest edition of the handbook, which will always be available on-line:

manoa.hawaii.edu/biology/graduate/guides.

The handbook is digital to take advantage of many relevant web links. Constructive suggestions for improvement of the handbook are always welcome – please send your ideas to the key contacts listed on the organizational chart.

II. Graduate Division (GD)

It is essential to keep in mind that all graduate programs on campus must follow the rules and procedures of the UHM Graduate Division (GD). These rules and procedures are revised on occasion, so the ultimate word on university-level policies will always be the GD web page:

https://manoa.hawaii.edu/graduate/.

Rules and procedures specific to the Zoology Graduate Program are included in this handbook, which will be revised annually. Please be sure that you refer to the most recent version of this handbook.

III. Professional Conflict

Conflict is inevitable in most human endeavors, and our goal is to prevent simmering conflicts from festering into major grievances. Regardless of what combination of students, faculty, or staff are involved, unresolved conflict is anathema to a successful graduate program. Thus, we address this issue up-front.
It is imperative to keep in mind that the graduate advisor-advisee relationship is a mutually voluntary mentor-apprentice arrangement. If either the major professor or the graduate student face difficult challenges with the other, it is important to seek help for resolution.

Regardless of who is involved in the conflict, the Chair of the Zoology Graduate Instruction Committee (Dr. Amber Wright, anwright@hawaii.edu, Edmondson 314), the Chair of the Zoology Graduate Program (Dr. Mark Hixon, hixonm@hawaii.edu, Edmondson 417), and the Chair of the Department of Biology (Dr. Gert de Couet, biochair@hawaii.edu, Edmondson 409) are all available for joint or private meetings, which may be open or confidential at your request, except in the case of Title IX issues.

If grievances persist, then formal, campus-level action may be required.

- Procedures for academic grievances: manoa.hawaii.edu/graduate/content/academic-grievance
- Procedures for discrimination or sexual harassment: manoa.hawaii.edu/titleix

It is important for anyone who witnesses or experiences harassment of any form to contact the Title IX office immediately.

The UH Whistleblower Hotline (1-855-874-2849) was launched to encourage and enable any member of UH or the general public to make good faith reports of misconduct. University of Hawai‘i students, faculty and staff have an important resource to confidentially report violations of laws, rules, regulations and UH policies. If you observe or suspect any fraud, waste, abuse, or other conduct you believe is in violation of the University’s policies or other laws, rules, or regulations, you are encouraged to report your concerns.

The University of Hawai‘i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers admission and access to, and participation, treatment, and employment in the University’s programs, activities, and services. For more information on equal opportunity policies, Title IX and ADA/Section 504 Coordinators, and University complaint procedures, visit the following website: www.hawaii.edu/eeo, or contact:

University of Hawai‘i
System Office of Student Affairs
2444 Dole Street
Honolulu, HI 96822
Phone: (808) 956-8753
Organizational Chart & Important Contacts (with links)

NOTE: The Zoology Graduate Program is administered by the Department of Biology.

College of Natural Sciences

- Departments:
  - BIOLOGY
    - Botany
    - Chemistry
    - Information & Computer Sciences
    - Mathematics
    - Microbiology
    - Physics & Astronomy

  Programs include:
  - Library & Information Science, Marine Option (MOP), Marine Biology Graduate (joint with SOEST)

Graduate Division

- ZOOLOGY GRADUATE PROGRAM
  - Biology Department Chair: Dr. Gert de Couet
  - Zoology Graduate Chair: Dr. Mark Hixon
    - Zoology Graduate Faculty (including non-Biology faculty)
    - Zoology Graduate Students (including non-Biology students)

Important Contact Information

Dr. Mark Hixon (Zoology Graduate Chair):
  hixonm@hawaii.edu, 808-956-6427, Edmondson 417

Dr. Amber Wright (Graduate Instruction Committee Chair):
  anwright@hawaii.edu, 808-956-3639, Edmondson 314

Samantha Giridhar (Academic Support):
  zoolgrad@hawaii.edu, 808-956-4743, Edmondson 216

Pia Dizon (Program Manager):
  pdizon@hawaii.edu, 808-956-7315, Edmondson 216

Audrey Shintani (Administration Officer):
  ashintan@hawaii.edu, 808-956-4711, Edmondson 216

Tom Iwanicki (Graduate Student Representative):
  iwanicki@hawaii.edu

Biology Department Main Office (general inquiries):
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Chapter 2

ZOOGOLOGY GRADUATE FACULTY POLICIES

I. Categories of Graduate Faculty as defined by the UHM Graduate Division (GD)
manoa.hawaii.edu/graduate/content/types-levels, with additional explanation provided by the
Associate Dean of the GD, and with details added by the Zoology Graduate Program:

<table>
<thead>
<tr>
<th>Levels:</th>
<th>Types:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (formerly “Full”)</td>
<td>3</td>
</tr>
<tr>
<td>can chair PhD and MS committees (&amp; can be the University Representative on graduate student committees in non-Zoology programs):</td>
<td></td>
</tr>
<tr>
<td>2 (formerly “Associate”)</td>
<td>2</td>
</tr>
<tr>
<td>can chair MS but not PhD committees (&amp; cannot be a University Representative):</td>
<td></td>
</tr>
<tr>
<td>1* (Affiliate &amp; Emeritus)</td>
<td>1*</td>
</tr>
<tr>
<td>can serve on MS and PhD committees, but not chair committees (&amp; cannot be a University Representative):</td>
<td></td>
</tr>
</tbody>
</table>

**Regular**
UHM faculty whose locus of employment is an academic department (i.e., Biology):

<table>
<thead>
<tr>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>all Department of Biology (tenure-track) faculty</td>
</tr>
<tr>
<td>(subject to periodic review; see section III).</td>
</tr>
</tbody>
</table>

**Cooperating**
UHM faculty whose locus of tenure is in a “non-host” unit (e.g., PBRC, HIMB, Department of Botany) or another UH campus (i.e., UHH):

<table>
<thead>
<tr>
<th>Cooperating</th>
</tr>
</thead>
<tbody>
<tr>
<td>non-Biology, tenure-track UH faculty by petition from Department of Biology graduate faculty to GD (subject to periodic review; see section III); these are level 3 graduate faculty in their home graduate program (e.g., MBIO, NREM, OCN).</td>
</tr>
</tbody>
</table>

**Emeritus Department of Biology faculty** (GD requires only a copy of the emeritus appointment letter to change former regular faculty to emeritus faculty & allow continued service on committees).

**Affiliate individuals not employed by UH** but qualified to serve on Zoology graduate committees. Faculty who have resigned or retired from UH (including non-Biology emeritus faculty) may be reappointed as affiliate graduate faculty.

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* Note from the GD: Faculty who retire and are awarded emeritus status may continue to chair the committees of their graduate students who advanced to degree candidacy before the faculty member retired. Because consideration and awarding of emeritus status occurs well after retirement, any graduate students of newly retired faculty who have not yet advanced to degree candidacy should find new graduate advisors, and the former advisor may continue to serve on the committee.

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1 Approved by Biology Faculty 11 March 2016, with revisions by GD on 14 July 2017, with subsequent clarifications.
II. Appointment to Zoology Graduate Faculty:

**Graduate Division policy:** *The regular faculty members of each graduate program ... determine the rights (including voting rights) and responsibilities of cooperating, affiliate, and other members of their graduate faculty, as they pertain to the governance of their graduate program.*

(Manoa.hawaii.edu/graduate/content/types-levels)

**Graduate Division policy:** *To nominate graduate faculty, the graduate chair, with the support of the majority of the graduate faculty [with voting rights as defined by the above GD policy] shall send via their department chair and college/school Dean, the Graduate Faculty Nomination Form together with a current CV.*

(Manoa.hawaii.edu/graduate/content/nomination-appointment-faculty)

**Zoology Graduate Program Policy:** Prospective cooperating and affiliate graduate faculty will submit a current CV and memo to the Zoology Graduate Chair explaining the reason for applying, what the candidate will add to the program, and agreeing to abide by the responsibilities of Zoology Graduate Faculty (see section III). The candidate will present a research seminar, and the Zoology Graduate Faculty will then vote on the candidate. If a favorable recommendation from the entire Zoology Graduate Faculty is approved by the Regular Graduate Faculty, then the nomination will be forwarded to the GD for appointment.

III. Responsibilities of Graduate Faculty:

**A. Graduate Division Policy on Graduate Faculty Standards:**

Manoa.hawaii.edu/graduate/content/standards-responsibilities:

The following is **official GD policy** (see below for additional Zoology Graduate Program responsibilities):

*For level 3 (formerly full) graduate faculty status, #1, 2 & 3 must be maintained...and for level 2 (formerly associate) graduate faculty status, #1 & #2 OR #1 & #3 must be maintained:*

1. To remain current in her or his field as demonstrated by active participation in department, college, university and national or international professional activities;
2. To be active in scholarship as evidenced over a five-year span by two or more refereed publications...as appropriate to the field;
3. To participate in teaching and guiding graduate students as demonstrated by participating in two or more of the following activities: teaching graduate level courses, serving on graduate student committees; providing financial support for graduate students; and serving on policy, examination, or program committees of a graduate program.

**B. General Expectations of Graduate Faculty:** All Zoology Graduate Faculty are expected to (1) maintain active research programs by applying for research grants and publishing in peer-reviewed outlets, and (2) engage actively in mentoring graduate students in the program, which includes being aware of and abiding by the program policies as well as the policies of the Graduate Division, and ensuring that their graduate students do so.
C. *Periodic Graduate Faculty Review* [on hold until the Graduate Division develops guidelines]: All Zoology Graduate Faculty will be reviewed by the program every 5 years, and are expected to participate in the review process. These reviews are in addition to and independent of departmental/college five-year program reviews, periodic GD reviews of graduate faculty, and periodic reviews of tenured Biology faculty by the Chair of the Department of Biology. A **Faculty Review Committee** consisting of 3 Regular and 3 Cooperating faculty members will be elected by the Zoology Graduate Faculty (see section IIID for voting). The review process will consist of the faculty member submitting a summary of his/her accomplishments in graduate education, research, and service (both within the Zoology Graduate Program, including attendance and participation at graduate faculty meetings, as well as within the broader scientific community) over the past 5 years, as follows:

**Graduate Teaching and Mentoring:** Please list (1) all graduate courses, including seminars, taught or co-taught (including course number, title, semester, and year); (2) all graduate students advised, including their degrees and any graduation dates; (3) all service on graduate student committees, both at UH and at other universities; (4) other activities and awards relevant to graduate education.

**Research:** Please list (1) all publications and their status (published, in press, accepted) – do not include papers in preparation, submitted, or under review; (2) grants applied for and funding status, including sources and amounts; (3) research presentations both on and off-campus, including invited seminars at other institutions as well as presentations (talks or posters) at scientific conferences; (4) other activities and awards relevant to research.

**Graduate Service:** Please list all service on (1) Zoology Graduate Program committees (including semesters and years); (2) university, state, national, and/or international committees relevant to research; (3) scientific society committees relevant to research; (4) other activities and awards relevant to graduate service.

If deficiencies are identified, then dismissal from the program may be warranted. Alternatively, the Faculty Review Committee may work with the deficient faculty member to develop mutually acceptable remedial action. The Faculty Review Committee will submit recommendations to the Zoology Graduate Faculty, who will vote and pass recommendations to the Department of Biology for subsequent petition to the GD.

D. **Graduate Faculty Meetings:** Every Regular and Cooperating faculty member of the Zoology Graduate Program must attend and participate in graduate faculty meetings, or provide a reasonable excuse to the Zoology Graduate Chair. Emeritus and Affiliate graduate faculty are encouraged to attend faculty meetings, yet are not required to do so. The Zoology Graduate Chair or designee will schedule and lead faculty meetings, taking roll call. A quorum will be one-half of the current total number of Regular and Cooperating Zoology Graduate Faculty. If a Regular or Cooperating graduate faculty member misses 3 consecutive meetings without good reason, then that member is subject to dismissal from the program.

E. **Graduate Faculty Voting:** Every Regular and Cooperating faculty member of the Zoology Graduate Program is expected to vote on program policy and actions when requested. Emeritus and Affiliate faculty are encouraged to participate in policy and action discussions, yet do not vote.
F. **Graduate Faculty Seminar:** If invited, every Regular and Cooperating faculty member of the Zoology Graduate Program must participate in the annual graduate seminar (ZOOL 691C) for new students in the program (organized by the Zoology Graduate Chair).

G. **Graduate Faculty Teaching and Service:** Every Regular and Cooperating member of the Zoology Graduate Program is expected to chair and/or serve on graduate student committees. Additionally, every **Level 3 (formerly Full) Regular and Cooperating Graduate Faculty** member of the Zoology Graduate Program must serve on Zoology Graduate Program committees and/or teach or co-teach graduate courses. **Level 2 (formerly Associate) and Level 1 (e.g., Emeritus and Affiliate) Graduate Faculty** members of the Zoology Graduate Program are encouraged to participate, yet are not required to do so. Specifically:

1. **Service:** serve on any Zoology Graduate Program committee (e.g., Graduate Admissions, Graduate Instruction, Graduate Curriculum, Graduate Faculty Review, Graduate Program Steering) for at least 2 semesters every 5 years (i.e., each faculty review period).

2. **Teaching:** teach or co-teach graduate courses for at least 2 semesters every 5 years (i.e., each faculty review period).

3. **Combination:** serve on 1 Zoology Graduate Program committee and teach or co-teach 1 graduate course, as detailed above.

H. **Zoology Graduate Program Steering Committee:** This committee of 2 Regular and 2 Cooperating graduate faculty in the program, chaired by the Zoology Graduate Chair, will work proactively with the Zoology Graduate Faculty to implement these requirements.

IV. **Rights of Graduate Faculty:**

A. **Mentoring Graduate Students:** As defined by the GD in the table above (section I), **Level 3 (formerly Full) Regular and Cooperating Graduate Faculty** can chair PhD and MS committees and be the University Representative on graduate student committees in non-Zoology graduate programs, whereas **Level 2 (formerly Associate) Graduate Faculty** can chair MS but not PhD committees and cannot be the University Representative. All graduate faculty can otherwise serve on graduate student committees, and are expected to do so. Note that GD policy is that only Level 3 Zoology Graduate Faculty may serve as a **University Representative**, only for non-Zoology graduate programs, and only when they are “at arms” length from other committee members (i.e., no spouses, etc.). It is important that all graduate faculty read and abide by the GD policies on Committee Composition and Potential Members.

B. **Teaching Assistantships for Graduate Students:** The Department of Biology allocates graduate teaching assistantships in a way that balances instructional needs (of BIOL, ZOOL, and some BOT courses) with support needs of graduate students in the Zoology and other graduate programs. Department of Biology policy is as follows:

- **Priority Allocation of TA Slots:** In the event that graduate teaching assistantships become limiting, priority allocation will be provided to assistant professor (pre-tenure, tenure-track) faculty in the Department of Biology.
• **Regular Graduate Faculty**: There is a *limit of two TA slots* to be associated with any Regular faculty member at any one time. Faculty can petition the Department of Biology via the Zoology Graduate Chair for an additional TA slot under special circumstances.

• **Cooperating Graduate Faculty**: There is a *limit of one TA slot* to be associated with any Cooperating faculty member at any one time. Faculty can petition the Department of Biology via the Zoology Graduate Chair for an additional TA slot under special circumstances.
Chapter 3

ZOOLOGY GRADUATE ADMISSIONS POLICIES

I. Graduate Admissions Committee (GAC)

The Graduate Admissions Committee (GAC) will consist of 4 faculty members (2 regular and 2 cooperating) of the Zoology Graduate Program who commit to a 2-year term. Each year, 2 individuals (1 regular and 1 cooperating) will be replaced such that there is continuity across years in the admissions process. At the start of each academic year, the Zoology Graduate Chair, in consultation with the Chair of the Department of Biology, will solicit volunteers and nominations from the Zoology Graduate Faculty, and select among them to represent the breadth of expertise of the Zoology Graduate Program. GAC membership should cover the major fields of study in the Zoology Graduate Program as well as possible, and will represent the program in evaluating all graduate applications. The first responsibility of the GAC each year is to elect a chair to convene upcoming meetings and be a point of contact for GAC communications. The GAC and Chair of Biology will work with graduate admission committees in programs affiliated with the Department of Biology, including the Marine Biology Graduate Program, to ensure cooperative processing of graduate applicants across programs.

II. Evaluation of Graduate Applicants

A. Initial Screening: Application files are due 15 December each year, at which time they will be collated by Biology staff into an initial spreadsheet that includes key data (GPA, GRE scores, potential advisor(s), etc.). The GAC will then evaluate all applications and members will add their own rankings to the initial spreadsheet, as outlined in Section II.B. below.

B. Evaluation Criteria: Each application file will be reviewed by a minimum of 2 GAC members, including at least one member from the applicant’s field of study, yet excluding any identified sponsors of the applicant. Applicants will be evaluated in terms 5 criteria:

   (1) academic background (courses, grades, etc.);
   (2) letters of recommendation;
   (3) vision and writing (personal statement, etc.);
   (4) previous research experience; and
   (5) overall potential for success in the program.

The GAC will then meet to discuss and categorize the applications into 4 tiers: Outstanding, Acceptable, Marginal, or Unacceptable. IMPORTANT: All Level 2 and 3 Zoology Graduate Faculty will be notified that the applications are in the process of being tiered, and are responsible to confirm that files are complete for any applicants with whom they have specific interest.

C. Ranking of Applicants: In consultation with the chairs of the Zoology Graduate Program and the Department of Biology, the GAC will consider the number of students graduating the previous year, expected availability of TA resources for the coming year, and other resources (grants, office space, etc.) to estimate the maximum number of students likely to be accepted. GAC will

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2 Approved by Zoology Graduate Faculty 24 October 2016, with revisions by GD on 14 July 2017 and subsequent clarifications.
then rank the top applicant files down to roughly triple the maximum number of incoming students that could be accepted in the coming year, unless that number exceeds the applications in the *Outstanding* and *Acceptable* categories, in which case only applicants in those upper two categories will be considered.

D. **Notification of the Graduate Faculty:** By 15 January, the GAC will circulate the categorically tiered *Outstanding* and *Acceptable* applicants on a summary spreadsheet to all Level 2 and 3 Zoology Graduate Faculty in good standing. Faculty who wish to accept a student from the circulated list will have until 1 February to submit a non-binding internal “sponsorship” plan to the chairs of the Zoology Graduate Program and the Department of Biology outlining a plan for support of new and continuing students for their graduate training (current or pending grants, TA requests, etc.) for 5 years for a PhD applicant or 2 years for an MS applicant. No applicant without a faculty sponsorship letter will be acceptable for admission.

E. **Ranking and Selection of Sponsored Applicants:** The GAC will reconvene to rank the pool of sponsored applicants, incorporating the sponsorship plan, guaranteed non-TA support, the minimum number of TA slots available (determined by the Chair of the Department of Biology), and other factors (e.g., preference for new assistant professors, see Chapters 3 IV B and 4 II C). The GAC will then determine which applicants will be offered priority admission and provide a recommendation to the Chair of the Department of Biology for allocation of available TA and other resources (within the guideline set forth in Chapter 3 IV B and 4 II C) to recruit outstanding candidates.

   a. **Early offers of acceptance:** The GAC will decide which students will be made early offers of acceptance based on applicant rankings. Faculty will be notified of decisions regarding early offers by the end of February to notify excellent candidates as early as possible in this process (see Section III below).

   b. **Later offers of acceptance:** As students decline early offers or additional resources become available (e.g., additional TA slots, awarded grants), the GAC will proceed down the ranking list to make offers up to the maximum number of students who can be guaranteed support within the program for any given year.

   c. **Competitive fellowships:** Students who are awarded a substantial competitive fellowship that provides a stipend (e.g., NSF GRF, NOAA Nancy Foster, EPA STAR) will be evaluated by the GAC at any time during the admissions process. The GAC will evaluate any fellowship on a case-by-case, with the standard of comparison being the National Science Foundation Graduate Research Fellowship (NSF GRF).

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### III. Offers to Acceptable Candidates

University policy states:

*The Graduate Division officially admits students based on support and confirmation from graduate programs if requirements for admission have been met. Programs should not provide any form of official notice to applicants of their admission until the official letter from Graduate Education has already been sent. A copy of the admission or denial letter is sent to the department for each applicant.*
However, faculty sponsors of applicants recommended for admissions shall be contacted as soon as possible so that they can communicate the decision immediately with the applicant. A letter from the Zoology Graduate Program will provide informal communication to students that they have been recommended for acceptance to the GD, including the Zoology Graduate Program intention to offer support, and the nature of that support.

IV. Funding Limits for Graduate Students

The Zoology Graduate Program policy is to accept only students who will be supported financially throughout their graduate training. As such, selected applicants will be guaranteed 2 years of support (regardless of source) if entering as an MS student, and 5 years of support (regardless of source) if entering as a PhD student, based loosely on the sponsorship plan at the time of acceptance. Limits and guaranteed support are also intended to set target normative time to graduation; to ensure timely completion of degrees, MS students are eligible for a maximum of 3 years of support (regardless of source) whereas PhD students are eligible for a maximum of 7 years of support from any sources. Exceptions may be considered by petition to the Graduate Instruction Committee (GIC).

V. Graduate Applicant Proficiency

Incoming graduate students are expected to have demonstrated proficiency in the biological sciences, typically by having completed a bachelor’s degree in biology or other life sciences field similar to a Bachelor’s of Science degree in Biology at the University of Hawai‘i at Mānoa. Typical minimum preparatory undergraduate coursework includes:

- 18 semester hours or 27 quarter hours of biology [note that 2 semesters = 3 quarters]
- 3 semesters or 5 quarters of chemistry (general and organic)
- 2 semesters or 3 quarters of physics
- 1 semester or 2 quarters of biochemistry or molecular biology
- 1 semester or 2 quarters of calculus (note that calculus is a required prerequisite for the graduate course in Biometry ZOOL 631)

Prior research experience is especially desirable. The Graduate Admissions Committee will examine each applicant’s transcripts carefully for evidence of sufficient proficiency for graduate studies. Applicants should also discuss with their potential advisors any possible deficiencies that would require remedial coursework. Any additional deficiencies and remediation will be determined during the first-semester interim committee meeting, culminating in the completion of Form I.

APPENDIX: GRE, TOEFL, and IELTS Scores

While there is no official minimum GRE score required for admission, low scores are typically regarded as an applicant not being adequately prepared for graduate school. In any case, Teaching Assistantships will not be offered to students with GRE Verbal scores below 460/151. For university policies and help:

- English Proficiency requirements: manoa.hawaii.edu/graduate/content/english-proficiency
- English Language Institute: manoa.hawaii.edu/graduate/content/english-language-institute
Chapter 4

ZOOLGY GRADUATE STUDENT SUPPORT POLICIES and SOURCES

I. Commitment

The Zoology Graduate Program is committed to supporting graduate students, contingent on the availability of sufficient funds and, beyond the first year, satisfactory performance in both teaching and advancement in the degree program. Assuming sufficient departmental resources, MS students making satisfactory progress are guaranteed 2 years of support (regardless of source), and PhD students making satisfactory progress are guaranteed 5 years of support (regardless of source), with appointments made one year at a time. By petition to the Graduate Instruction Committee (GIC), MS students are possibly eligible for a maximum of 3 years of support, whereas PhD students are possibly eligible for a maximum of 7 years of support. Support can take the form of teaching assistantships (TA), research assistantships (RA), fellowships, or a combination thereof. Upon admission each student will receive a sponsorship plan from their major advisor outlining the plan for support. Regardless of support, current Graduate Division (GD) policy is that graduate students must complete their degrees within 7 years to avoid academic probation.

II. Graduate Teaching Assistantships (TAs)

Teaching Assistantships (TA-ships) are professional positions that support the teaching mission of the university, as well as provide teaching experience for graduate students while pursuing their degrees.

A. Eligibility and Work Load: Zoology graduate students have priority access to teaching assistantships in the Department of Biology if they maintain a minimum 3.0 GPA. Teaching Assistants (TAs) are expected to work half time (i.e., not more than 20 hours per week) in their instructional duties, so that the remainder of the week is available for coursework, research, and other scholarly work toward degree completion. TAs must enroll for 6 to 9 graduate-level (or equivalent) credits toward the degree each semester. Audit hours do not count toward the minimum. TAs taking only one credit Thesis 700F (for MS students) or Dissertation 800 (for PhD students) are defined by the Graduate Division (GD) as carrying a full load. If receiving financial aid, the student should check with Financial Aid Services regarding TA funding and course requirements.

B. TA Application and Placement: The purpose of the TA application is to place qualified graduate students in an appropriate course matching their scientific expertise and level of teaching skill. The TA application is also used to rank applicants for any remaining positions once all support commitments are satisfied. Each semester, TA application announcements are by e-mail, and applications are due to the Department of Biology for placement during the following semester (e.g., apply during Fall Semester for a position during Spring Semester). Once a student has accepted a TA position, they are expected to honor that commitment for the entire duty period. Recommendations for TA placement are made by the Biology instructional faculty and staff, and approved by the departmental chair. The Department of Biology currently prioritizes TA placements as follows: (1) Zoology graduate students (regardless of the unit in which their

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3 Adopted by Biology Faculty prior to 2016, with subsequent clarifications.
advisor resides) and non-Zoology graduate students whose advisors are in the Department of Biology; (2) Marine Biology graduate students with advisors outside of Biology; and (3) students from other graduate programs. Other considerations include special priority for incoming graduate students and students of non-tenured Biology faculty, merit and need-based student petitions, and preferences based on past TA performance.

C. **Caps on TA Positions per Faculty Member:** The number of TA positions available is determined by the needs of the Biology undergraduate program. In order to equitably distribute TA positions across the program, faculty have a cap on the number of graduate students that they can support at the same time (i.e., per semester) as Biology TAs. Regular Zoology graduate faculty may have a maximum of 2 students on TA-ships at any time, and Cooperating graduate faculty may have a maximum of 1 student on a TA-ship at any time. The difference in cap size is due to the fact that Regular Zoology graduate faculty contribute to the undergraduate program by teaching courses that generate TA positions. All faculty are expected to consider the cap when developing sponsorship plans for graduate student support. Exceptions to the cap will be considered by petition to the Chair of the Department of Biology under special circumstances.

D. **Levels of Support for Teaching Assistants:** Full academic year teaching assistantships carry a stipend that is paid over a 12-month period for 9 months of service. Importantly, students who TA only one semester during the academic year lose one month of salary and health insurance over the summer, so it is strongly recommended to TA for a full academic year. Incoming PhD students who already have a master’s degree are supported at Step 8; other students are supported at Step 6 (pay scales: manoa.hawaii.edu/graduate/content/compensation-tax-withholding). In addition, all teaching assistantships include a tuition waiver, yet this waiver does not cover student fees. Teaching 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 (i.e., a typical TA). While on TA-ship, a student may also work as an RA for additional hours of overload per week, subject to approval (use form “Graduate Assistant Petition to Work More Than 20 Hours” downloaded at manoa.hawaii.edu/graduate/content/forms).

III. **Graduate Research Assistantships (RAs)**

Research Assistantships (RA-ships) are professional positions that support the research mission of the university, as well as provide research experience for graduate students while pursuing their degrees. RA-ships are typically supported by external grants to faculty. The exact nature of these positions will therefore vary by project and advisor. The Department of Biology does not provide research assistantships directly. Research Assistants (RAs) working at least 12 weeks of the 16-week semester are eligible for tuition waivers. While on TA-ship, a student may also work as an RA for additional hours of overload per week, subject to approval (use form “Graduate Assistant Petition to Work More Than 20 Hours” downloaded at manoa.hawaii.edu/graduate/content/forms).
IV. Fellowships and Grants for Graduate Students

Note that many external fellowships granted directly to graduate students, such as national competitive fellowships (e.g., EPA STAR, etc.), are not eligible for tuition waivers. National Science Foundation fellowships are an exception in that they are eligible for tuition waivers.

A. **UH Mānoa Department of Biology**: The Department of Biology offers several research and travel awards for graduate students made possible through donations and endowments from alumni and former faculty. Requests for proposals are circulated in early Fall Semester. Awards are made once per year by a selection committee appointed by the departmental chair. For details, see manoa.hawaii.edu/biology/node/674

B. **UH Mānoa Campus**:

a. The [Ecology, Evolution, and Conservation Biology](http://www.hawaii.edu/eecb/current.html) graduate specialization offers several fellowships to its graduate students. For details, see www.hawaii.edu/eecb/current.html
b. The [Graduate Student Organization](http://gso.hawaii.edu/grants-awards) offers grants in support of research and travel. For details, see gso.hawaii.edu/grants-awards
c. The [East-West Center](http://www.eastwestcenter.org/scholarships-fellowships) offers a variety of scholarships and fellowships supporting cross-cultural exchange. For details, see www.eastwestcenter.org/scholarships-fellowships
d. The [Graduate Division](http://manoa.hawaii.edu/graduate/content/achievement-scholarships) working with the Zoology Graduate Program offers Achievement Scholarships and the STAR Giving Tree for graduate students. For details, see manoa.hawaii.edu/graduate/content/achievement-scholarships

C. **Extramural**:

a. **Major National Competitive Fellowships**:
- NSF Graduate Research Fellowship: www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201&org=NSF
- EPA Science to Achieve Results (STAR) Fellowship: www.epa.gov/research-fellowships/star-graduate-fellowships
- National Defense Science & Engineering Graduate Fellowship: ndseg.asee.org

b. **Web Lists of Fellowships and Grants**:
- UH Mānoa Graduate Division: manoa.hawaii.edu/graduate/content/fellowships-scholarships
- Federal Government Grants: federalgovernmentgrants.net
- The Foundation Center: foundationcenter.org
- College Scholarships and Grants: www.collegescholarships.org/grants/graduate.htm
- Graduate Fellowships and Scholarships: www.gradschools.com/financial-aid/graduate-fellowships-scholarships/fellowships-for-graduate-students
- Prof. Marissa Baskett’s Links to Graduate Resources: www.des.ucdavis.edu/faculty/baskett/links/academia.html#Grad
Chapter 5

ZOOLOGY GRADUATE STUDENT ‘OHANA

I. Weekly Departmental Seminars and *Pau Hana*

Each Friday during the school year, the Department of Biology and the Marine Biology Graduate Program host a seminar from 3:30 to 4:30 PM in Biomed B103. Seminars are research presentations by invited speakers, and may include graduate students (doctoral dissertation defenses), UH faculty members and other researchers, and guests from outside the university. Graduate students and faculty are strongly encouraged to attend these weekly seminars, which are open to the general public.

‘Ohana (extended family) is important in Hawai‘i. Following each weekly Friday seminar, the graduate student representatives of the Department of Biology host a *pau hana* (“finished work”) just outside the seminar venue, complete with beverages for purchase and munchies, providing opportunities for graduate students to meet informally with the seminar speaker, as well as with faculty and other UH researchers.

II. Other Graduate Student Events

On Fridays starting at 10:00 AM, the Department of Biology hosts the life science coffee social on the Edmondson second-floor lanai (patio). These events are a great way to socialize with others in the department.

Zoology graduate students also gather for many other informal events and activities. Examples in the past have included hiking groups, water sports (snorkeling, surfing, etc.), potlucks, barbecues, and camping. Please feel free to contact graduate representative Tom Iwanicki (iwanicki@hawaii.edu) for more information on events organized by the graduate representatives.

III. Tester Symposium

During each spring semester, the Department of Biology sponsors the two-day Albert L. Tester Memorial Symposium. Graduate students across the natural sciences are invited to present their research. A distinguished scientist is invited to participate in the symposium by presenting research seminars and serving as a judge for the student presentations. An awards banquet concludes the symposium, where prizes are awarded for the best student work.

IV. Graduate Life Balance

Graduate school can be stressful at times, and it is important to pay attention to your health and general well-being. Keep in mind that you are not alone in your graduate school experience, even though it might feel that way sometimes. Hawai‘i is a beautiful place to pursue graduate studies, but life here also offers unique challenges. If you are a new arrival to Hawai‘i, you will find many of your colleagues have shared experiences associated with the island life (e.g., long-distance relationships, being home sick, and
coping with the cost of living). You will likely find that your new Hawai‘i ‘ohana is an amazing support system. Also, taking the time to do the things that you enjoy, to get away from your computer, and to make sure that you eat and sleep well are very important to your health and your graduate life experience. While it may take some time to establish this balance, keep your goals in sight. After all, graduate school is challenging, yet that challenge will make your accomplishment all the more worthwhile!

Here are some helpful on-line resources:

- [UHM Counseling and Student Development Center](#)
- Chronicle of Higher Education: [Me and My Shadow CV](#)
- Dynamic Ecology blog: [Life as an Anxious Scientist](#)
- Eco-Evolutionary Dynamics blog: [Rejection and How to Deal with It](#)
- [UC Berkeley Graduate Student Happiness and Well-Being Report](#)

V. Helpful Resources

Please see the [Appendix](#) of this handbook, which also includes specific information for international students.
Chapter 6

ZOOLOGY GRADUATE CURRICULUM

I. Graduate Curriculum and Timetables

The intention of the Zoology Graduate Program is to provide a flexible and customizable education for our graduate students, while simultaneously adhering to the rules and regulations of the UHM Graduate Division.

A. All Graduate Students: The Zoology Graduate Program minimally requires the following four actions by all students:

(1) All new graduate students will take ZOOL 691C (an orientation and scientific skills seminar) during their first Fall Semester in the program. Thereafter, all graduate students must every year take at least 1 credit of biology-relevant graduate coursework, including graduate seminars (e.g., ZOOL 691) and topics courses (e.g., ZOOL 7XX), excluding ZOOL 699, 700, 700F, and 800.

(2) Besides the advisor, the graduate committee consists of ≥ 2 other graduate faculty in the program for MS students (≥ 3 total committee members), and ≥ 2 other graduate faculty in the program plus a University Representative for PhD students (≥ 5 total committee members). The University Representative, who ensures that the student is treated fairly by the committee, is optional for MS committees, must be a level-3 graduate faculty member in another UHM graduate program (i.e., not Zoology), and must be “at arm’s length” from other committee members (i.e., no spouses, etc.).

(3) All graduate students must every year meet with their graduate committee at least once to discuss progress and future plans regarding their graduate education and research. The Annual Graduate Committee Meeting Report Form should be filled-out during the meeting, then submitted to the Zoology Graduate Program. Note that this form is not necessary during years when Form II and Form III are submitted.

(4) All graduate students must every year give a public presentation relevant to zoology, preferably regarding their research. This requirement is typically met by participating in the Tester Symposium (manoa.hawaii.edu/biology/testersymposium), presenting a seminar for the Ecology, Evolution, and Conservation Biology interdisciplinary program (www.hawaii.edu/eecb) or any public departmental seminar, or giving a talk at a scientific conference.

(5) All graduate students are expected to maintain a full-time course load during Fall and Spring Semester (not Summer Session), unless approved by petition to the Graduate Instruction Committee (e.g., official leave of absence). According to the Graduate Division (GD), a full load can vary from 1 to 8 credits, depending on specific circumstances, with a maximum possible load of 16 credits:

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4 Approved by Zoology Graduate Faculty 10 April 2017, with revisions by GD on 14 July 2017 and subsequent clarifications.
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<th>TERM</th>
<th>FULL-TIME LOAD</th>
<th>MAXIMUM LOAD</th>
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| Fall or Spring Semester | - 8 credits *OR*  
- 6 credits (for graduate assistants not receiving financial aid) *OR*  
- 1 credit of ZOOL 700 or 700F (MS Plan A) or 800 (PhD) in final semester | - 16 credits *OR*  
- 9 credits (for graduate assistants)  
- 1 credit of ZOOL 700 or 700F (MS Plan A) or 800 (PhD) in final semester |
| Summer Session       | - 4 credits per session *OR*  
- a total of 8 credits for two sessions *OR*  
- 1 credit of ZOOL 700 or 700F (MS Plan A) or 800 (PhD) in final semester | 8 credits per session                                                          |

Students must be enrolled the semester they graduate. For further details: manoa.hawaii.edu/graduate/content/course-loads-full-time-definition

The following is from the GD: Students may enroll in ZOOL 700 Thesis Research (MS Plan A only) and ZOOL 800 Dissertation Research (PhD only) only after the GD has approved Form II Advance to Candidacy, and ZOOL 700F Thesis Research (MS Plan A only) only if all other requirements for a Plan A MS Thesis have been met and no other courses are taken (submit 700F petition directly to the GD). The GD accepts 1 credit of ZOOL 700F or ZOOL 800 as a full course load for any semester (i.e., no other courses are taken), which reduces enrollment costs. At least one credit of ZOOL 700, 700F, or 800 must be taken during the semester of graduation, including summer sessions. There is a minimum degree requirement of 6 credits of ZOOL 700 required by the GD. If a student is unable to submit Form II prior to registration, the student should register for ZOOL 699 or another course first and submit Form II at the earliest opportunity. Provided that the form is submitted during the same semester, the GD may count ZOOL 699 toward ZOOL 700 for degree fulfillment purposes upon request via a memo from the Zoology Graduate Chair. For ZOOL 800, the minimum GD requirement is 1 credit, and credits of ZOOL 699 may not be used toward ZOOL 800 credit.

To enroll in ZOOL 700, or 800, send an e-mail request to biology@hawaii.edu to obtain the appropriate CRN, which can also be provided by each student’s graduate advisor. To enroll in ZOOL 700F, the GD will provide a CRN once the 700F petition is approved.

For further details: manoa.hawaii.edu/graduate/content/registration. For questions regarding course loads and ZOOL 700/800, please call the GD: 808-956-8544.

B. Master’s Plan A (thesis): In addition to the requirements in Section IA (All Graduate Students) above, MS Plan A students are required to complete at least 30 credit hours with a grade of B or better (B- or worse does not count) and maintain a grade point average of at least 3.0. Plan A Master’s degree students must be enrolled during the semester or summer session in which they intend to graduate.

Specific course credit requirements (30 credits total of biology-relevant courses):
- ZOOL 691C (1 credit, required during the student’s first fall semester)
- ZOOL or BIOL 400-level courses (6 credits maximum count toward degree)
- ZOOL, BIOL, or other 6XX and 7XX-level courses (12 credits minimum, excluding 699 and 700)
ZOOL 699 and 700 (12 credits maximum count toward degree, including 1 credit of ZOOL 700F for the final semester)

Timetable for Master’s Plan A (thesis)*:

| First Fall Semester | • ZOOL 691C orientation seminar (see Section IA)  
• Interim Committee meeting (MS plan A Form I) |
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<tr>
<td>By end of year 1</td>
<td>• choose &amp; meet with thesis committee to approve thesis proposal (MS plan A Form II) and have initial assessment (see Chapter 7 for Assessment Form).</td>
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<tr>
<td>By end of year 2</td>
<td>• complete coursework requested by Interim Committee and thesis committee</td>
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| Year 2 and every year until graduation | • submit annual progress report to GIC (see Chapter 7)  
• meet with thesis committee & submit Annual Graduate Committee Meeting Report Form (see Section IA)  
• give public presentation (see Section IA)  
• enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA) |
| By end of year 3 (5 years maximum) | • in final semester, enroll in at least 1 credit of ZOOL 700 or 700F  
• apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)  
• submit thesis to committee for review at least 2 weeks before defense, or earlier if requested by the committee  
• defend thesis (MS plan A Form III) and have final assessment (see Chapter 7 for Assessment Form)  
• submit thesis to Zoology Graduate Program and GD (MS plan A Form IV)  
• complete GD graduation requirements (Ch 6-III) |

* All relevant forms and instructions are available on the Zoology Graduate Program web page and on the Graduate Division web page.

Students should work closely with their advisors and graduate committees regarding the content and length of their thesis proposal.

C. Master’s Plan B (non-thesis): In addition to the requirements in Section IA (All Graduate Students) above, MS Plan B students are required to complete at least 30 credit hours with a grade of B or better (B- or worse does not count) and maintain a grade point average of at least 3.0. Plan B Master’s degree students must be enrolled during the semester or summer session in which they intend to graduate. The GD requires a “culminating experience” for this degree option, which the Zoology Graduate Program requires to be a written research report (e.g., an original research paper or a synthetic review paper) presented orally to at least the student’s committee.

Specific course credit requirements (30 credits total of biology-relevant courses):  
ZOOL 691C (1 credit, required during the student’s first fall semester)  
ZOOL or BIOL 400-level courses (12 credits maximum count toward degree)
ZOOL, BIOL, or other 6XX and 7XX-level courses (18 credits minimum, excluding 699 and 700)
ZOOL 699 (1 credit minimum and 9 credits maximum count toward degree)

Timetable for Master’s Plan B (non-thesis)*:

| First Fall Semester | • ZOOL 691C orientation seminar  
• Interim Committee meeting (MS plan B Form I) |
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<tr>
<td>By end of year 1</td>
<td>• choose &amp; meet with advisory committee to approve research proposal</td>
</tr>
<tr>
<td>By end of year 2</td>
<td>• complete coursework requested by Interim Committee and advisory committee</td>
</tr>
</tbody>
</table>
| Year 2 and every year until graduation | • submit annual progress report to GIC (see Chapter 7)  
• meet with advisory committee & submit Annual Graduate Committee Meeting Report Form (see Section IA)  
• give public presentation (see Section IA)  
• enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA) |
| By end of year 3 (5 years maximum) | • apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)  
• present research report to advisory committee (MS plan B Form II) and have final assessment (see Chapter 7 for Assessment Form)  
• complete GD graduation requirements (Ch 6-III) |

* All relevant forms and instructions are available on the Zoology Graduate Program web page and on the Graduate Division web page.

Students should work closely with their advisors and advisory committees regarding the content and length of their research proposal.

D. (a) PhD Students Entering Without MS: In addition to the requirements in Section IA (All Graduate Students) above, the Zoology Graduate Program requires students who enter the PhD program without a Master’s degree to complete the same coursework requirements as in Master’s Plan A -- at least 30 credit hours with a grade of B or better (B- or worse does not count) and a grade point average of at least 3.0 -- with the exception that ZOOL 700 (Thesis Research) is replaced with ZOOL 800 (Dissertation Research).

Specific course credit requirements (30 credits total of biology-relevant coursework):  
ZOOL 691C (1 credit, required during the student’s first fall semester)  
ZOOL or BIOL 400-level courses (6 credits maximum count toward degree)  
ZOOL, BIOL, or other 6XX and 7XX-level courses (12 credits minimum, excluding 699 and 700)  
ZOOL 699 and 800 (12 credits maximum count toward degree, including at least 1 credit of ZOOL 800 for the final semester)

(b) PhD Students Entering With MS: Students who enter the PhD program with a Master’s degree must meet the requirements in Section IA (All Graduate Students) above, and enroll in at least 1 credit of ZOOL 800 (upon approval of Form II Advance to Candidacy) each semester in order to maintain full-time enrollment. The Interim Committee or Dissertation Committee may
require the student to take additional courses in order to build expertise in new research areas or remediate deficiencies in the student’s background.

**Specific course credit requirements:**
ZOOL 691C (1 credit, required during the student’s first fall semester)
ZOOL 800 (at least 1 credit each semester)
any additional courses required by the Interim or Dissertation Committees

**Timetable for PhD***:

| First Fall Semester | • ZOOL 691C orientation seminar (see Section IA)  
|                     | • Interim Committee meeting (PhD Form I)  
| By end of year 2    | • choose & meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form)  
|                     | • complete coursework requested by Interim Committee and dissertation committee  
| Within 1 year of submitting Form IIA | • oral comprehensive exam and advance to candidacy (PhD Form II)  
| Year 2 and every year until graduation | • submit annual progress report to GIC (see Chapter 7)  
|                     | • meet with dissertation committee & submit Annual Graduate Committee Meeting Report Form (see Section IA)  
|                     | • give public presentation (see Section IA)  
|                     | • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)  
| By end of year 5 (7 years maximum) | • in final semester, enroll in at least 1 credit of ZOOL 800  
|                     | • submit dissertation to committee at least 4 weeks before defense  
|                     | • apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)  
|                     | • notify GD of defense time & place at least 2 weeks before defense (Dissertation Defense Form)  
|                     | • defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form)  
|                     | • submit dissertation to Zoology Graduate Program and GD (PhD Form IV)  
|                     | • complete GD graduation requirements (Ch 6-III)  

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Graduate Division [web page](#).

Students should work closely with their advisors and dissertation committees regarding the content and length of their dissertation proposal.

Students should also work closely with their advisors and dissertation committees regarding the oral comprehensive exam. The advisor chairs the exam and the university representative chairs
the deliberations following the exam. Typically, there are multiple rounds of questions, ranging from the topic of the dissertation to science in general. The exam typically takes several hours.

**Teaching experience**, typically but not necessarily as a teaching assistant, is required of all doctoral students. Teaching experience after entering the program that is not a teaching assistantship must be approved *in advance* by the Graduate Instruction Committee (GIC). In such circumstances, the student and advisor should submit a proposal memo to the chair of the GIC.

**II. Changing from MS to PhD Track**

**A. MS to PhD when completing MS**: According to the Graduate Division, if you are an MS student completing your degree one semester and intend to begin your PhD in the same discipline with the same advisor the next semester, then you must fill-out the following form, submit it to the Zoology Graduate Chair, and follow additional application instructions: [manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/2017-18madoc.pdf](http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/2017-18madoc.pdf). Note that application fees and deadlines apply.

**B. MS to PhD without completing MS**: According to the Graduate Division (GD), if you enter the Zoology Graduate Program as an MS student and wish to switch instead to a PhD program without first completing your MS, then you must re-apply formally to the Zoology Graduate Program, including the application to the GD ([manoa.hawaii.edu/graduate/content/how-apply](http://manoa.hawaii.edu/graduate/content/how-apply)).

**C. MS to PhD after completing MS**: If you have already completed your MS and are no longer enrolled at UH, then you must re-apply formally to the Zoology Graduate Program, including the application to the Graduate Division ([manoa.hawaii.edu/graduate/content/how-apply](http://manoa.hawaii.edu/graduate/content/how-apply)).

**D. MS en route to PhD**: Current PhD students who do not already have an MS in Zoology from any institution may request an “MS Plan B en route to PhD” after meeting the requirements to advance to candidacy, i.e., approval of Form II by the Graduate Division ([manoa.hawaii.edu/graduate/content/doctorate](http://manoa.hawaii.edu/graduate/content/doctorate): Master’s Degree En-route to Doctorate). Some research experience will be expected before the MS degree is granted. The student and advisor should submit a request to the Chair of the Graduate Instruction Committee (GIC) explaining how these conditions have been met. Following approval, the GIC will notify the Zoology Graduate Chair, who will forward a memo of request to the Graduate Division (GD). According to the GD, the degree may not be awarded retroactively after completing the PhD, and the candidate must file a Graduate Application for Degree by the appropriate deadline ([manoa.hawaii.edu/graduate/content/double-counting-credits](http://manoa.hawaii.edu/graduate/content/double-counting-credits): Master’s Degree En Route to Doctorate in Same Discipline).

**III. Graduate Division Graduation Requirements**

In addition to the steps listed above for each graduate degree, Graduate Division policy is that graduating PhD students **must** complete the following:

1. complete the on-line [Survey of Earned Doctorates](http://manoa.hawaii.edu/graduate/content/doctorate).
2. publish the dissertation by submitting a [ProQuest form and payment](http://manoa.hawaii.edu/graduate/content/double-counting-credits) to the Graduate Division. (Publication is optional for MS Plan A students.)
Chapter 7
ZOOLOGY GRADUATE REVIEW and ASSESSMENT POLICIES

In addition to coursework, the PhD oral comprehensive exam and dissertation defense (for PhD students), and the final MS Plan A thesis defense or the MS Plan B research report presentation (for MS students), all students in the Zoology Graduate Program must be reviewed annually regarding progress toward their degrees, and must undergo formal assessments regarding their fulfillment of graduate student learning outcomes.

I. Graduate Student Learning Outcomes

The Graduate Division has posted Advanced Degree Institutional Learning Objectives that underlie all graduate programs on campus. On 14 November 2014, the Biology Faculty approved the following Graduate Student Learning Outcomes for the Zoology Graduate Program (a UHM requirement):

Student will:
1. demonstrate advanced knowledge in a specialized area of the biological sciences and general knowledge of related areas, as defined by the student’s committee;

2. • PhD track: conduct original and independent scientific research, including critical analysis, synthesis and use of information and data that contributes to one’s field of study; or • MS A (thesis) track: conduct scientific research, including critical analysis, synthesis and use of information and data specific to one’s field of study; or • MS B (non-thesis) track: critically analyze, synthesize and interpret information specific to one’s field of study;

3. proficiently communicate and disseminate scientific information in oral and in written form;

4. conduct research responsibly and ethically; and

5. engage professionally and collegially with the larger scientific community and with society.

II. Annual Graduate Review

The annual graduate student review is conducted by the Graduate Instruction Committee (GIC) independent of each student’s advisor and graduate committee. The intention of the annual review is to (1) document progress students are making toward their graduate degrees, (2) identify and help solve any challenges students are facing in graduate school, and (3) document and recognize each student’s accomplishments. By January 31 of each year (e.g., 31 Jan 2019), each graduate student (excluding first-year students) will submit to the GIC Chair a checklist and curriculum vitae for the previous calendar year (e.g., Jan-Dec 2018). (Specific instructions will be provided by the Zoology Graduate Chair working with the GIC.) A member of the GIC will then interview each graduate student (except for first-year students) during Spring Semester, reviewing progress during the previous calendar year, especially in

5 Approved by Zoology Graduate Faculty 5 May 2017.
relation to the Graduate Student Learning Outcomes (see Section I). The GIC member will work with the student to write a short report of the interview for the student’s file, to be signed by the GIC member, the student, and the student’s advisor. The fully signed reports must be returned to the GIC Chair before April 1.

III. Graduate Assessment

The intention of formal graduate assessments, which are required by the University, is to gauge the extent to which each student has fulfilled the Graduate Student Learning Outcomes (see Section I). Assessments will be conducted by each student’s graduate committee, so it is the responsibility of both the student and the entire committee to ensure that the assessments are completed. Preliminary assessments will be completed for PhD and MS Plan A students at the time of advancement to candidacy (Form II). Final assessments will be completed at the time of the PhD dissertation evaluation (Form III), the MS Plan A thesis evaluation (Form III), or MS Plan B degree completion (Form II). For both assessments, the student’s graduate committee will fill-out the Zoology Graduate Assessment Form (click to download), including the rubrics page, and forward the completed form to the Zoology Graduate Chair.
APPENDIX: HELPFUL RESOURCES

I. Frequently Asked Questions (FAQs)

- Applying to Graduate School (Chapter 3)

Where can I find information about faculty and their research interests?
Zoology graduate faculty information: manoa.hawaii.edu/biology/graduatefaculty. It is important to contact potential advisors directly to determine whether you should apply to work with them. Guides for applying to graduate school are provided here: manoa.hawaii.edu/biology/graduate/admissions

How do I apply to the UH Zoology Graduate Program?
Everything you need to know is on-line: manoa.hawaii.edu/biology/graduate/admissions. The annual deadline is December 15 for the following Fall Semester. Note that the UH Mānoa Graduate Division requires a $100 non-refundable application fee.

I am missing some prerequisite undergraduate courses. How will this affect my application?
The Graduate Admissions Committee considers all parts of each application, so excellence in, for example, undergraduate research may compensate for missing prerequisite courses.

What is the minimum GPA and what are the minimum GRE scores required for the program?
There is no specific minimum, yet each applicant is competing against all other applicants for admission. The Graduate Admissions Committee will examine each applicant’s transcripts and GRE scores carefully for evidence of sufficient proficiency for graduate studies. Applicants should also discuss with their potential advisors any possible deficiencies that would require remedial coursework. Any additional deficiencies and remediation will be determined during the first-semester interim committee meeting, culminating in the completion of Form I.

What happens if my reference letters arrive after the application deadline?
As long as the letters are received before the Graduate Admissions Committee completes its evaluation of applications, late letters will be accepted.

- During Graduate School (Chapters 4-7)

As a new graduate student, how do I register for courses, set-up my UH e-mail, get a mailbox, and the like?
Read the Quick Guide to Starting Graduate School (p. 5). Senior graduate students are also helpful (usually). Be sure to enroll ZOOL 691C Scientific Skills Seminar (aka Zoology Literature) during your first semester. Note that graduate registration for Fall Semester 2018 begins May 23 and ends August 28.

How can I get in touch with my graduate cohort to discuss things like rooming together?
You will receive an e-mail from the Zoology Graduate Chair during the summer that will include a list of those in your cohort along with their e-mail addresses.
As a new graduate student, when should I plan to arrive on campus?
The Graduate Division will host a New Graduate Student Orientation on August 13, 2018. Monitor www.manoa.hawaii.edu/graduate for details. The first day of instruction is August 20, 2018. Otherwise, the earlier one moves to Honolulu, the broader the selection of housing options may be.

As a new Teaching Assistant (TA), what must I do to get oriented?
New TAs must undergo TA training provided by the Center for Teaching Excellence: August 13, 2018, at 1-3:15 pm for international TAs only, and August 14-15, 2018, at 9:30-4 for all new TAs. August 16, 2018, will be the initial TA meetings for the large enrollment courses (BIOL 171L/172L/265L/275L), led by a lab coordinator who will contact you.

What is the most important page in this handbook?
They are all important, yet you should have a copy of the timetable for your degree posted at your desk and you should check it often to ensure you are on track: MS Plan A (Ch 6-I-B), MS Plan B (Ch 6-I-C), PhD (Ch 6-I-D).

How do I sign-up for research/thesis/dissertation credits with my advisor?
First, find the CRN for the course you wish to take: www.sis.hawaii.edu/uhdad/avail.classes?i=MAN. Note that you will need to ask the program for CRNs for ZOOL 699, 700, 700F, and 800: zoolgrad@hawaii.edu. Second, ask your advisor to look-up section numbers for his/her courses by logging onto Laulima (laulima.hawaii.edu/portal) and pressing the “sites” button in the upper right screen. For example, “ZOOL-699-022” means that 022 is the section number for this professor in this course. If your advisor is clueless, then ask for help (zoolgrad@hawaii.edu). Third, register the usual way.

What’s the story with ZOOL 700, 700F, and 800?
Please read Chapter 6-I-A for a detailed explanation. Note that, depending upon your degree, you must enroll in at least one credit of one of these courses in the final semester of graduation.

How are Teaching Assistantships assigned and what is the process for applying?
You will receive an e-mailed announcement each semester to fill-out an application for the following semester. The Associate Chair and Chair of Biology (not the Zoology Graduate Chair) make TA assignments based on need and availability.

After year one, what must I do every year?
All graduate students must every year: (a) take a biology-related course, (b) meet with their committee, and (c) give a public presentation (see Chapter 6-I-A for details).

After year one, what forms must I submit every year?
The Annual Graduate Review Checklist form and the Annual Graduate Committee Meeting Report form, both of which are available on-line (with all other forms): manoa.hawaii.edu/biology/graduate/forms. The forms include instructions.

What counts for the annually required “public presentation”? Typically, this will be a presentation at the annual Tester Symposium (Chapter 5-III). Otherwise, it can be a presentation at a scientific conference, a guest presentation in a course or seminar (not a class you are TA’ing), or any public event. If in doubt, then ask the Zoology Graduate Chair or the Chair of the Graduate Instruction Committee for guidance before the fact.
**What is the Assessment Form and what am I supposed to do with it?**
See Chapter 7-III for details. Bring a printed copy of the Graduate Assessment Form to certain graduate committee meetings for your committee to fill-out and submit to the Zoology Graduate Chair:
- MS Plan A (thesis): thesis proposal meeting (with Form II) and thesis defense (with Form III)
- MS Plan B (non-thesis): research report presentation (with Form II)
- PhD: oral comprehensive exam (with Form II) and dissertation defense (with Form III)

**What should I do if a graduate committee member is unresponsive (not answering e-mails, not reviewing documents, etc.) or worse?**
Discuss the situation with your advisor for him/her to mediate (assuming he/she is not the problem), then if there is no improvement, see the Zoology Graduate Chair or the Chair of the Graduate Instruction Committee for help. UH Mānoa is a supportive community and has a zero-tolerance policy for all forms of harassment. See Chapter 1-III for grievance procedures and contacts.

**What is the UH policy on leave of absence and sick leave for graduate students?**
For a leave of absence of a semester or longer, submit a Leave of Absence form to Pia Dizon (pdizon@hawaii.edu). For shorter periods, check with your advisor, and if you are a Teaching Assistant, submit a Personal Leave form to Pia.

- **Finishing Graduate School** (Chapters 4-7)

**How long does it typically take to get a graduate degree in Zoology and how long will I be supported?**
It is expected that the MS degree will take no more than 3 years and the PhD take no more than 5 years to complete, which are the limits of guaranteed support. The maximum is 5 years for the MS degree and 7 years for the PhD degree. The Graduate Division automatically places graduate students on academic probation after 7 years, yet you are expected to graduate well before then, and the program may place you on probation before 7 years if necessary. See Chapter 4-I for details.

**What steps do I take when I’m ready to graduate?**
Complete the timetable checklist for your respective degree: MS Plan A (Ch 6-I-B), MS Plan B (Ch 6-I-C), and PhD (Ch 6-I-D), including Graduate Division requirements (Ch 6-III).

**How do I initiate a petition?**
Consult with the Zoology Graduate Chair before filing any petition. Petitions to the Zoology Graduate Program require formal memos to the Zoology Graduate Chair co-authored by the student and the advisor. Petitions to the Graduate Division typically require special forms. See the Zoology Graduate Program Quick Reference Guide for details.

**How do I change from an MS track to a PhD track?**
There are 4 different routes. Read Chapter 6-II for details.
II. Arrival in Hawai‘i Checklist (see also the Quick Guide on page 4)

**General** (see Section IV for relevant on-line links)
- Adjust to the new time zone if necessary and check-in with your advisor or academic sponsor.
- For employment, you will need copies of your Social Security Card, passport, driver’s license. See Pia Dizon (Biology Program Manager) and Audrey Shintani (Biology Administration Officer) in the Department of Biology Office (Edmondson 216). It is important that international students begin the process of obtaining a Social Security Card right away to avoid excessive delays in pay. Be sure to schedule your mandatory Visa Clearance meeting through International Student Services.
- Open a bank account on island. It takes 4-6 weeks for Hawai‘i checks to be processed in off island financial institutions. Ask the Department of Biology office for direct deposit forms and take them to your new bank of choice. Many students use the UH Federal Credit Union located on campus to open a new account. There is also an American Savings Bank on campus. It is possible to keep your mainland bank (though there are no mainland bank branches in Hawai‘i), but it will take ~2 weeks more for your checks to clear, and you will need to figure-out how to get the direct deposit form signed by your mainland bank.
- Hawai‘i State Identification card. Even if you’re not driving, one of these will make life easier and qualify you for kama‘aina prices (locals’ discounts) on everything from hotel rooms for your family to tourist attraction.
- If necessary, get a Hawai‘i Driver’s License. Make sure you do this before your current driver’s license expires or you will have to take both the written exam and the driving test. You do not have to do this if you will be able to maintain your current driver’s license. For example, CA allows licenses to be renewed via mail.
- Find a place to live. Be prepared to make many phone calls, do a lot of walking and fill-out applications with reference info. Note that traffic in Honolulu can be horrendous, especially on the freeways, so consider commuting time if you wish to live far from campus.
- Figure out your mode of transportation. Once your student ID is validated each semester, you can receive a sticker on your ID which acts as your bus pass.
- Perform change of address with US Postal Service, credit card companies, DMVs, etc.

**Department of Biology**
- Have copies of all of your admissions paperwork just in case something is missing.
- Activate your “XXX”@hawaii.edu e-mail account through myuh.hawaii.edu. Notify the Department of Biology office of your activation and your user name so that they can add you to the appropriate mailing lists from which you will receive important information.
- Log on to “My UH Portal” which is your student records/registration page that uses the same password and login as your UH e-mail account. Check on your TA/RA status which will be important for waiving your tuition during the registration billing process. If it is not listed, contact your TA/RA supervisor to correct the problem.
- Registration: You can register for classes before your preliminary committee meetings, yet your classes may change after that meeting. Check your registration date through the My UH Portal. Your tuition waiver will take 2-3 days to show up, so don’t wait until the last day to register. You are responsible for paying student fees (currently $440/semester) which can be paid online with a credit card. If you miss your payment, your classes will be cancelled and your spot in that once-every-two-year course will go to someone else.
• Register for Zoology 691C which is required for all first-year students and offered each fall semester.
• Buy books for classes. These can be purchased the UHM Bookstore, local bookstores, and online. On-line prices are often cheaper but it takes longer to get your books. Plan accordingly. If you order books on-line, keep in mind that they are going on a long journey to get to you. If possible, request extra robust packaging from the seller.
• Walk around campus and learn where resources/buildings are. You won’t be the only one walking around with a map.
• For office space, ask your advisor, who is responsible for finding space for you.
• Student ID: These are processed at Campus Center after your class registration has been updated in the system (i.e., register today, get ID tomorrow). You usually need a copy of your class registration the first time around.
• Get validated. Every semester you must go to Campus Center get “validated”. You will receive a sticker on your ID for the current semester (as long as you are registered for classes) showing that you are a currently enrolled student. You’ll need to pay your student fees before you can get your ID validated.
• Library: You also need to have your UH System student ID card registered at Hamilton Library.
• Contact your chosen health care provider to learn how to obtain an identification card and get activated within the system. You may have a hold on your registration for Mumps, Measles, Rubella (MMR) vaccine records and tuberculosis (TB) test, particularly if you are on a TAship. The tests can be done at the University Health Services building and your vaccine records can be submitted on-line using FileDrop.
• Report all new address changes, phone numbers, etc. to the Department of Biology office (Edmondson 216) in order to keep your file current.
• Meet other grad new students!

III. Regions of Honolulu near UH Mānoa (campus H1 exit at point “A” on map)
IV. Helpful Links

**Banking**
- American Savings Bank: [www.asbhawaii.com](http://www.asbhawaii.com)
- Bank of Hawai‘i: [www.boh.com](http://www.boh.com)
- Central Pacific Bank: [www.centralpacificbank.com](http://www.centralpacificbank.com)
- First Hawaiian Bank: [www.fhb.com](http://www.fhb.com)
- University of Hawai‘i Federal Credit Union: [www.uhfcu.com](http://www.uhfcu.com)

**Housing**
- Apartments: [honolulu.craigslist.org/oah/apa](http://honolulu.craigslist.org/oah/apa)
- Craigslist O‘ahu: [honolulu.craigslist.org/oah](http://honolulu.craigslist.org/oah)
- Rooms: [honolulu.craigslist.org/oah/roo](http://honolulu.craigslist.org/oah/roo)
- Trulia: [www.trulia.com/for_rent/Honolulu,HI](http://www.trulia.com/for_rent/Honolulu,HI)
- UHM Housing Page: [manoa.hawaii.edu/housing](http://manoa.hawaii.edu/housing)

**UHM Links**
- Department of Biology: [manoa.hawaii.edu/biology](http://manoa.hawaii.edu/biology)
- Diving Safety Program: [www.hawaii.edu/ehso/diving-safety](http://www.hawaii.edu/ehso/diving-safety)
- Ecology, Evolution, and Conservation Biology Program: [www.hawaii.edu/eecb](http://www.hawaii.edu/eecb)
- Hawai‘i Institute of Marine Biology: [www.himb.hawaii.edu](http://www.himb.hawaii.edu)
- Ka Leo Student Newspaper: [www.manoanow.org/kaleo](http://www.manoanow.org/kaleo)
- MyUH Portal: [myuh.hawaii.edu](http://myuh.hawaii.edu)
- Graduate Division: [manoa.hawaii.edu/graduate](http://manoa.hawaii.edu/graduate)
- Students Links: [manoa.hawaii.edu/students](http://manoa.hawaii.edu/students)
- Username Set: [www.hawaii.edu/username](http://www.hawaii.edu/username)
- Zoology Graduate Program: [manoa.hawaii.edu/biology/graduate](http://manoa.hawaii.edu/biology/graduate)

**Miscellaneous Links**
- Bishop Museum: [www.bishopmuseum.org](http://www.bishopmuseum.org)
- Campus Plant Map: [manoa.hawaii.edu/landscaping/planmap.php](http://manoa.hawaii.edu/landscaping/planmap.php)
- Driver’s License Info: [www.honolulu.gov/csd/dlicense.html](http://www.honolulu.gov/csd/dlicense.html)
- Honolulu Star Advertiser: [www.staradvertiser.com](http://www.staradvertiser.com)
- TheBus: [www.thebus.org](http://www.thebus.org)
V. Hawaiian Language Guide

As most of us are non-native visitors, it is respectful to learn and accurately use common Hawaiian words and phrases. Hawaiian vowels are pronounced similar to Spanish vowels:

\[
\begin{align*}
    a &= \text{ah} \\
    e &= \text{ā} \\
    i &= \text{ee} \\
    o &= \text{oh} \\
    u &= \text{oo}
\end{align*}
\]

Here are some helpful web pages to get you started:

hawaiian-words.com/common
www.alohafriends.com/words.html
www.govisithawaii.com/2013/03/20/hawaiian-words-to-know-for-your-hawaii-vacation

The University of Hawai‘i Press also offers on-line Hawaiian Dictionaries.
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