

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND GRADUATE  
EDUCATION  
**OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION (GRADUATE  
DIVISION)**

FUNCTIONAL STATEMENT

The Office of Graduate and Professional Education (Graduate Division) works with the Vice Chancellor for Research and Graduate Education and the Vice Chancellor for Academic Affairs to plan, direct, develop, coordinate, and manage the graduate academic and professional education programs of the University of Hawaii at Manoa. The Office is led by the Dean of Graduate Education who convenes the Graduate Council and Graduate Senate as the initial advisory bodies for graduate program policy and development. Responsibilities include:

- Assists in the management, review, development, and assessment of graduate programs, courses, and curricula, including the appointment and review of graduate faculty and graduate chairs.
- Operates the admissions and records offices for the graduate programs.
- Coordinates the recruitment of graduate students and recruitment planning with the academic units.
- Admits graduate students, both degree seeking and non-degree seeking, to Graduate Division and to the fields of study.
- Maintains the records of all current and inactive graduate students, acts as the official keeper of all graduate student records and is responsible for maintenance of full and accurate records, including data on admissions, academic records, degrees awarded, and financial assistance and the preparation of reports based on this data.
- Completes eligibility checks for all potential graduates, and advises students on thesis and dissertation formats. Certifies status of graduate students and awards All But Dissertation (ABD) certificates.
- Monitors post-doctoral involvement on campus.
- Advises graduate students applying for scholarship support.
- Conducts a graduate student orientation.
- Provides counseling and advising for graduate students.
- Acts as an arbitrator for disputes between graduate students and their mentors.
- Supervises and monitors graduate fellowships.
- Certifies students for eligibility for graduate assistantships (teaching and research). Conducts training for graduate teaching assistants.
- Coordinate the selection of Research Corporation of the University of Hawaii (RCUH) Fellows, University of Hawaii nominee for CGS Outstanding Dissertation Award, and other graduate awards.
- Works closely with the officers of the Graduate Student Organization regarding graduate education concerns.
- Represents the University of Hawaii at Manoa graduate programs on various national organizations such as ETS, CGS, and WICHE. Serves as a liaison with EWC on matters pertaining to fellowships and scholarships.