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Introduction

This document is meant to help guide you in your academic journey in NREM. It complements the academic program description in the UHM catalog, and facilitates the advising of NREM’s incoming and continuing graduate students in the NREM graduate program. NREM offers the following graduate degrees and certificates: M.S. (Plans A, B, and C), and Ph.D. degrees in Natural Resources and Environmental Management, and a University-wide Graduate Resource Management Certificate. Several NREM faculty also participate in a campus-wide graduate degree specialization in Ecology, Evolution and Conservation Biology (EECB: http://www.hawaii.edu/eecb/) to which incoming or continuing students may apply.

The NREM graduate program brings together natural and social scientists to offer an integrative and inter-disciplinary program that uses a system approach to understand and manage tropical and sub-tropical terrestrial and aquatic ecosystems. Emphasis is placed on island settings and their relevance to managing land and seascapes. Studies in NREM incorporate the various components and scales (spatial and temporal) that determine ecosystem structure and function, and that bear upon the social and economic welfare of residents in diverse communities and environmental settings. Curricula and courses emphasize the application of physical, biological, and social sciences to the sustainable management and conservation of natural, environmental, and economic resources. The program also provides a science-based foundation to assess the processes that control the structure and function of terrestrial and aquatic ecosystems, and the human behaviors and policies that impact those processes.

Students are expected to acquire quantitative reasoning, critical thinking, and other advanced skills that enable them to solve contemporary resource use and environmental problems and to assist in sound policy development and implementation. NREM graduates are skilled in addressing natural resources and environmental policy and management issues of the competing needs of diverse clientele and communities. Students are trained in the application of quantitative models to optimize the use and management of natural resources.

Natural resource and environmental management issues are attracting considerable national and global attention, as well as growing donor interest, especially in the Asia/Pacific and tropical and subtropical regions. Graduate training, therefore, features collaboration with national and international institutions to foster programs that provide students with opportunities to learn about the ways in which people from other countries and cultures manage their natural resources and interact with their environments. NREM has a diverse mix of domestic and international graduate students.

Graduating students are expected to serve as leaders and professionals in natural resources and environmental management and policy, academic teaching and research, and applied research and extension in educational and governmental institutions, international, national and state
technical assistance and policy agencies, agricultural and forestry industries, consulting firms, and private nonprofit and non-governmental organizations.

To underscore its integrative and global nature, the NREM Graduate Program features strong collaboration with other academic departments within and outside of the College of Tropical Agriculture and Human Resources (CTAHR), as well as selected collaborating institutions in and outside of Hawai‘i such as transitional economies in eastern Europe and the Middle East. In addition, Cooperating and Affiliate Graduate Faculty in NREM complement and supplement the Department’s expertise.

NREM Faculty

Graduate Program Committee
The graduate program committee is comprised of:

Program chair:

Dr. John Yanagida  
Office: Sherman 220  
Phone: (808) 956-2809, Fax: (808) 956-6539  
E-mail: jyanagid@hawaii.edu  
Website http://www.ctahr.hawaii.edu/nrem/staff/portfolio/yanagida.pdf

Members:

• Dr. PingSun Leung  
  Office: Gilmore 111  
  Phone: (808) 956-8562, Fax: (808) 956-6539  
  E-mail: psleung@hawaii.edu  
  Website: http://www.ctahr.hawaii.edu/LeungP/

• Dr. Creighton Litton  
  Office: Sherman 240  
  Phone: (808) 956-6004, Fax: (808) 956-6539  
  E-mail: litton@hawaii.edu  
  Website: http://www.ctahr.hawaii.edu/LittonC

Core Faculty

*G. Bruland, PhD—Soil and water conservation, coastal resource management  
*C. Chan-Halbrendt, PhD (Chair)—International agricultural development and environmental economics  
*L. J. Cox, PhD—Community economic development  
*S. E. Crow, PhD—Soil ecology and biogeochemistry  
*C. I. Evensen, PhD—Natural resource management, environmental quality  
*A. Fares, PhD—Watershed hydrology
*C. A. Ferguson, PhD—Natural resource and environmental policy
*J. B. Friday, PhD—Tropical forestry/agroforestry extension
*P. V. Garrod, PhD—Marketing and production economics
*T. W. Idol, PhD—Tropical forestry/agroforestry
J. J. K. Leary, PhD—Invasive species control
*C. Lepczyk, PhD—Ecosystem management, wildlife ecology, landscape ecology
*T. W. Idol, PhD—Tropical forestry/agroforestry
J. J. K. Leary, PhD—Invasive species control
*C. Lepczyk, PhD—Ecosystem management, wildlife ecology, landscape ecology
*P. S. Leung, PhD—Aquaculture and fisheries economics, systems modeling
*C. Litton, PhD—Terrestrial ecosystem ecology, biogeochemistry
*T. Miura, PhD—Geospatial analysis, remote sensing
S. Y. Nagano, MS—4-H youth program, county extension
K.L.L. Oleson, PhD – Environmental impact modeling, natural resource modeling & trade ecosystem service valuation, human dimensions of climate change of adaptation, environmental ethics, policy analysis
*J. F. Yanagida, PhD—Production economics, price analysis, international trade

Cooperating Graduate Faculty

*K. Burnett, PhD (UHERO)—Invasive species assessment and management
*J. DeFrank, PhD (TPSS)—Herbicide management
*A. El-Kadi, PhD (G&G/CEE)—Groundwater hydrology
*T. Giambelluca, PhD (GEOG)—Climatology, hydrology
*M. Habte, PhD (TPSS)—Soil ecology, microbiology
*N. V. Hue, PhD (TPSS)—Organic cycling
*Q. Li, PhD (MBBE)—Environmental chemistry
*T. Radovich, PhD (TPSS)—Organic and Sustainable farming
*C. Ray, PhD (CEE)—Ground water hydrology and chemistry
*G. Uehara, PhD (TPSS)—Systems simulation in agriculture
*H. Valenzuela, PhD (TPSS)—Vegetation physiology and management

*Graduate Faculty

Affiliate Graduate Faculty

J. Fox, PhD (East-West Center)—Social forestry
Christian Giardina PhD (IPIF- USDA-FS) Forestry Ecology
J.B. Kauffman, PhD (USDA Forest Service)—Disturbance ecology
Y. Li, PhD (UH Hilo)—Forest ecosystem management
R. Mackenzie, PhD (USDA Forest Service)—Aquatic ecology
M. Pan PhD (NOAA Fisheries)—Fishery economics
S. Pooley, PhD (NMFS)—Marine resource economics  
M. Walker, PhD (Univ. of Nevada, Reno)—Water quality, microbiology

Specialization Areas

NREM is an interdisciplinary department that offers integrative graduate curricula necessary for quality decision-making and solution-oriented natural resource and environmental management. As a foundation for graduate training, all NREM students are expected to acquire a common base of knowledge embodied in a set of core courses. Beyond that, students are expected to develop knowledge and skills within a chosen specialization area. This helps to ensure that students have the real-world skills needed to perform specific tasks, analyze resource management and policy issues, carry out original and meaningful research, and effectively perform outreach educational activities.

Examples of specialization areas include, but are not limited to:

- Aquaculture economics and management
- Coastal watershed management
- Contaminant hydrology
- Contaminant sources and transport in watersheds
- Ecological and environmental economics
- Economics of sustainable resource utilization
- Fishery economics and management
- Forest economics
- Forest ecosystem management
- Integrated resource management
- Irrigation and water management
- Land and water use policy assessment
- Land degradation processes and models
- Land resource inventory and interpretation
- Land, soil and water conservation reclamation and remediation
- Landscape ecology
- Natural resource and environmental non-market valuation
- Restoration ecology
- Remote sensing and geospatial analysis
- Sustainable community economic development
- Sustainable land and resource management
- Tropical forestry and agroforestry
- Water quality
- Watershed hydrology

The student’s advisor and thesis/dissertation committee will assist in choosing appropriate coursework and research or other activities to develop a specialization area. Students are expected to achieve this by the completion of their first year in the department.

Admission and Deficiencies

Regular, probationary, and conditional status is determined based on student’s academic performance at the time of application. If you are admitted as regular status, you may start your formal graduate program immediately. If you are admitted as probationary or conditional status, you have specific criteria that must be fulfilled such as a B.S. or MS degree, course deficiencies, GRE (expected minimum GRE score of 1,100), or other documents. These criteria are specified in your letter of acceptance, and should be discussed immediately with your advisor. It is expected that a student will move from probationary and/or conditional status to regular status by the end of their first year by completing Form I. Applicants for the MS degree are required to
have a BS or equivalent degree and applicants for the PhD degree are required to have an MS or equivalent degree.

The minimum required TOEFL score (for foreign applicants only) is: (a) MS student: 550, 213, or 80 for paper-based, computer-based, or internet-based examinations, respectively; and (b) PhD student: 600, 250, or 100 for paper-based, computer-based, or internet-based examinations, respectively. The TOEFL requirement applies to all foreign students, except those who are native speakers of English from Australia, Great Britain, Canada, New Zealand or Singapore. In addition, students who have received a bachelor's degree or an advanced degree from an accredited/recognized college within the last five years in the United States, United Kingdom, Canada, New Zealand, Singapore or Australia are exempt from the TOEFL requirement. Students with weak TOEFL scores if admitted are required to enroll in remedial ELI (English Language Institute http://www.hawaii.edu/eli/index.html) courses.

NREM requires prior completed coursework (with a grade of C or higher) that is equivalent to or higher than NREM 310, NREM 220 (or ECON 130), NREM 203, CHEM 151, and BIOL 171 (See UHM Course Descriptions at http://www.catalog.hawaii.edu/courses/description-index.htm). Students who do not have coursework in one or more of these areas may be accepted into the program, but will be required to make up course deficiencies within their first 1-2 semesters on campus.

Continuing Students for PhD Program
Requirements for students who complete the MS degree Plan A and would like to pursue the PhD degree.

1. GPA of 3.5 or higher
2. Evidence of research capability: a published article in a peer reviewed journal
3. Consultation with MS advisor regarding ability to conduct research.
4. Three letters of recommendation (one from MS advisor)

Advising for Beginning Students
Admitted students will check in with NREM staff (Lois Agena), her/his Advisor, or the Graduate Chair as soon as possible. An advisor has been identified for every student based on the student’s interest, with the consent of the advisor. The primary responsibilities of the advisor during your first semester on campus are to verify entrance and background deficiencies, prescribe remedial courses as early as possible in the student’s program, and provide guidance in course selection. All of these items should be completed by the end of the student’s first year. Submit Form I to Graduate Chair upon fulfilling all deficiencies. If you have no deficiencies, Form I should be submitted at the beginning of your first semester on campus.

Degree Offerings and Specific Requirements
A “NREM graduate course” is defined as a NREM course at the 500-level or above. A maximum of six credits of upper-division undergraduate coursework (i.e., 400-level) can be used towards
the “other than NREM graduate courses” degree requirement. For additional course applicability criteria refer the graduate division at [http://www.hawaii.edu/graduate/policies/html/courses.htm](http://www.hawaii.edu/graduate/policies/html/courses.htm).

NREM offers both MS and PhD degrees:

**MS Degree**

NREM offers three options for MS degrees

*Plan A*

Plan A is a thesis-driven, research degree and a student will only be accepted into this plan if a faculty sponsor has agreed to advise the student.

*Plan B*

Plan B is a course driven, professional degree that also requires an integrating capstone experience.

*Plan C*

Plan C is only for students with exceptional prior work experience which requires a minimum of two semesters of full time resident study at UHM and a final written and oral comprehensive examination.

Once admitted, MS students must select a specialization (Plan A) or concentration (Plan B) area with the approval of their advisor. To meet the integrative, interdisciplinary intent of the NREM program, a set of graduate level courses (the Primary MS Core) will be required of every student, regardless of his/her selected Plan option or specialization area.

**Requirements of MS Degree**

*Plan A*

In addition to the Primary MS Core, a set of electives are required for a total of 30 credits. Electives provide background in research methods and depth in the student’s area of specialization. The remaining credit requirements will be met with thesis credits (NREM 700) for conducting the research project. Once the thesis topic is finalize, a proposal for research must be approved by the committee. An oral defense of proposal in front of the committee members is also required for their final approval of the thesis topic. A public defense of thesis is also required and an announcement with thesis abstract, defense date, and location must be sent to the graduate program chair and graduate secretary **at least two weeks before the final defense.**
Plan B
Plan B is a course-driven professional degree that requires a total of 36 credits. Students are required to declare a concentration from one of four possible concentration areas. Courses include the Primary MS Core (9 credits), research methods (3 credits), a minimum of 9 elective credits from the chosen concentration area, a minimum of 3 elective credits from each of the other three concentration areas, and a 6 credit capstone experience. Of the 18 elective credits required at least 12 credits must be NREM courses; and no more than 6 credits from courses at the 400 level.

Primary MS Core (9 credits)
- NREM 600 Evaluation of Natural Resources Management (3)
- NREM 601 Economic Analysis of Natural Resource Management (3)
- NREM 605 Research Skills (2)
- NREM 701 Research Seminar in NREM (1)

Electives (15 Cr)
- Course in graduate research methods (3)
- NREM graduate courses (6)
- Other graduate courses for specialization from within or outside of NREM (6); a maximum of 6 credits of upper-division undergraduate course credits (400-level) allowed.

Thesis Option (6 Cr)
- NREM 700 Thesis (6)
Plan B Concentration Areas (total 18 credits)

Plan B students will select a concentration area from the 4 listed below. They are required to take a minimum of 9 credits from their concentration area and 3 credits from each of the other areas. The following list is not comprehensive, and substitutions will be considered at any time via a petition by a faculty advisor to the graduate committee.

Geospatial Analysis & Modeling
- GEOG 470 Remote Sensing
- NREM 477 GIS for Resource Managers
- NREM 627 Applied Microeconomic Analysis
- NREM 664 Small Watershed Modeling
- NREM 677 Advance Remote Sensing
- NREM/ECON/TPSS 429 Spreadsheet Modeling for Business and Economic Analysis
- PLAN 673 Information Systems for Disaster Management and Humanitarian Assistance

Natural Resources Economics and Environmental Planning
- NREM 420 Community and Natural Resource Management
- NREM 458 Project Evaluation and Resource Management
- NREM 637 Resource Economics
- NREM 671 International Agricultural Systems
- GEOG 621 Coastal Management and Planning
- GEOG 622 Environmental Impact Assessment
- PLAN 640 Land Use Policies and Programs
- PLAN 620 Environmental Policies and Programs
- PLAN 625 Environmental Planning

Land & Water Resource Management
- NREM 461 Soil and Water Conservation
- NREM 463 Irrigation and Water Management
- NREM 467 Natural Resource Conservation Planning
• NREM 612 Prediction and Controlling Degradation in Human-Dominated Terrestrial Ecosystems
• NREM 660 Hydrologic Processes in Soils
• NREM 662 Watershed Hydrology
• NREM 665 Coastal and Wetland Ecology and Management

Applied Terrestrial Ecology
• NREM 450 Wildlife Ecology & Management
• NREM 480 Applied Forest Ecology
• NREM 680 Ecosystem Ecology
• NREM 682 Restoration Ecology
• NREM 684 Landscape Ecology
• NREM 686 Forest Nutrition and Biogeochemistry

Plan B Capstone Experience (6 credits)
A capstone experience is required for all Plan B students (NREM 695 – M.S. Plan B Capstone). All capstone experiences require approval from the faculty advisor, the NREM 695 course instructor, and the Plan B Capstone Panel. The Capstone Experience requirement may be fulfilled in a number of ways, based on each individual student’s interests. In as much, it will vary from student to student, but typical capstone experiences will involve: (i) an internship/coop/special field experience; (ii) an investigation of a special topic; and/or (iii) development of a project, directed readings/study, or a research project. Each student is expected to take the primary role in identifying and organizing their capstone experience. In meeting this requirement, it will be important for students to demonstrate that they are getting an “integrative” experience in natural resources and environmental management. Each student will be required to give a public oral presentation and provide a written document on their capstone experience, both of which will be evaluated by a rotating, three member panel comprised of the NREM 695 instructor, the student’s advisor and an additional NREM graduate faculty member.

Plan C
Plan C is for students with exceptional prior work experience. Requirements include residence for two semesters of full-time study, a minimum of 18 graduate credit hours, and a final examination (written and oral). This option is only available to students who are mid-career professionals, having at least 5 years of relevant work experience in natural resources and environmental management.
Primary MS Core (9 credits)

• NREM 600 Evaluation of Natural Resources Management (3)
• NREM 601 Economic Analysis of Natural Resource Management (3)
• NREM 605 Research Skills (2)
• NREM 701 Research Seminar in NREM (1)

Electives (9 Cr)
NREM graduate courses (9 credits, with no more than 3 credits of NREM 699)

**MS Degree Checklists**
Use the following checklists, along with your advisor and the graduate committee, to help guide you through your graduate degree.
NREM Graduate Program  
MS Plan A Degree Checklist

Name: __________________________  Advisor: __________________________

1. Check for deficiencies and submit Form I for deficiency removal within the 1st year.

2. The MS Plan A Program requires 30 total credits, 9 of which are the Primary MS Core courses, 15 are elective courses, and 6 are thesis credits.

<table>
<thead>
<tr>
<th>NREM core courses</th>
<th>Semester Taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NREM 600</td>
<td>Semester: ________</td>
</tr>
<tr>
<td>NREM 601</td>
<td>Semester: ________</td>
</tr>
<tr>
<td>NREM 605</td>
<td>Semester: ________</td>
</tr>
<tr>
<td>NREM 701</td>
<td>Semester: ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective courses</th>
<th>Semester:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course in graduate research methods (3)</td>
<td>Semester:</td>
</tr>
<tr>
<td>NREM graduate courses (6)</td>
<td>Semester:</td>
</tr>
<tr>
<td>Other graduate courses for specialization (6)</td>
<td>Semester:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thesis credits (6 Cr)</th>
<th>Semester:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spring</td>
</tr>
</tbody>
</table>

Form the thesis committee (by the end of 1st year)  Date __________
The thesis proposal seminar  Date __________
Submit Form II  Date __________
Oral defense*  Date __________
Submit Form III (After successful defense)  Date __________
Submit Form IV (Final approval of thesis)  Date __________
Application for Graduation Submitted  Date __________ (Check graduate division timeline)

Note: Normally, only credits earned with required letter grades may be applied toward a graduate degree, with the following exceptions:

* Credits earned for courses offering only the Cr/NC option
* 699 credits earned with the Cr designation (up to six credits)

*Copy of thesis abstract, defense date, and location must be sent to the graduate program chair and graduate secretary at least two weeks before the final defense.
NREM Graduate Program

MS Plan B Degree Checklist

Name: ____________________ Advisor: _______________ Concentration: _______________

1. Check for deficiency and submit Form I for deficiency removal within the 1st year.

2. The MS Plan B Program requires 36 total credits. Courses include the Primary MS Core (9 credits), research methods (3 credits), a minimum of 9 credits from the chosen concentration area, a minimum of 3 credits from each of the other concentration areas, and a 6 credit capstone experience.

<table>
<thead>
<tr>
<th>NREM core courses</th>
<th>Semester Taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NREM 600</td>
<td></td>
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<tr>
<td>NREM 601</td>
<td></td>
</tr>
<tr>
<td>NREM 605</td>
<td></td>
</tr>
<tr>
<td>NREM 701</td>
<td></td>
</tr>
</tbody>
</table>

Research Methods

<table>
<thead>
<tr>
<th>Course in graduate research methods (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number ______; Credits ______</td>
</tr>
</tbody>
</table>

Courses in your concentration area (9)

<table>
<thead>
<tr>
<th>Course Number ______; Credits ______</th>
</tr>
</thead>
</table>

Courses in other concentration areas (9)

<table>
<thead>
<tr>
<th>Course Number ______; Credits ______</th>
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</thead>
</table>

Capstone Experience (6 Cr)

<table>
<thead>
<tr>
<th>Course Number ______; Credits ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester: Fall Spring</td>
</tr>
</tbody>
</table>

Submit Form II Date __________
Submit Form III Date __________
Capstone Experience Date __________
Application for Graduation Submitted Date __________

Note: Normally, only credits earned with required letter grades may be applied toward a graduate degree, with the following exceptions:

- Credits earned for courses offering only the Cr/NC option
- 699 credits earned with the Cr designation (up to nine credits)
NREM Graduate Program
MS Plan C Degree Checklist

Name: ____________________________ Advisor: ____________________________

1. Check for deficiency and submit **Form I** for deficiency removal within the 1st year.

2. Requirements include residence for two semesters of full-time study, a minimum of 18 graduate credit hours, and a final examination (written and oral)

<table>
<thead>
<tr>
<th>NREM core courses (9)</th>
<th>Semester Taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NREM 600</td>
<td>Semester: _______________</td>
</tr>
<tr>
<td>NREM 601</td>
<td>Semester: _______________</td>
</tr>
<tr>
<td>NREM 605</td>
<td>Semester: _______________</td>
</tr>
<tr>
<td>NREM 701</td>
<td>Semester: _______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective (9)</th>
<th>Semester: _______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number________ ; Credits___</td>
<td>Semester: _______________</td>
</tr>
<tr>
<td>Course Number________ ; Credits___</td>
<td>Semester: _______________</td>
</tr>
<tr>
<td>Course Number________ ; Credits___</td>
<td>Semester: _______________</td>
</tr>
</tbody>
</table>

Submit **Form II** Date __________
Final Examination (written and oral) Date __________
Submit **Form III** Date __________
Application for Graduation Submitted Date __________
**PhD Degree**

The PhD degree in NREM is awarded only to students with outstanding scholarly achievement. Applicants for the PhD program are expected to have an MS degree. However, PhD standing may be provisionally granted to applicants with a BS degree if they have a strong academic record (i.e., Honors), research experience (i.e., prior scientific publication(s)) and high GRE scores. These applicants may still be required to obtain an MS degree in NREM before formal admission to PhD candidacy. Those with academic records that do not match NREM core requirements will be expected to incorporate these into their PhD program. In addition, to meet the integrative, multi-disciplinary intent of this program, a set of graduate level courses (Primary PhD Core) will be required of every student regardless of his/her selected specialization area. In addition, a set of electives will also be required. These electives are meant to provide background in research methods and depth in the student’s specialization area. The remaining degree requirements will be met by dissertation credits (NREM 800). All PhD students must pass a written and oral Comprehensive Examination (described below) before being advanced to candidacy. The student’s dissertation committee is responsible for designing and administering the Comprehensive Examination.

**Requirements of PhD Degree**

**Primary PhD Core (7 Cr)**

- NREM 611 Resource and Environmental Policy (3)
- NREM 612 Predicting and Controlling Degradation in Human-Dominated Terrestrial Ecosystems (3)
- NREM 701 Research Seminar in NREM (1)

**Electives (24 Cr)**

- Graduate research methods (6)
- NREM graduate courses (9)
- Other graduate courses for specialization from within or outside of NREM (9); a maximum of 6 credits of upper-division undergraduate course credits (400-level) allowed.

**Dissertation (1 Cr)**

- NREM 800 Dissertation (1)

**PhD Comprehensive Examination Policy**

The final outcome of the comprehensive examination is the acceptance of the student to the Doctor of Philosophy candidacy in NREM. Based on this examination, the student’s committee
will determine if the student: (i) is ready, (ii) needs to take more courses to remediate deficiencies in her/his training, or (iii) that the student is not fit for the doctoral degree program. In the process of administering the examination, the committee will test the rigor of the student’s training as: (i) a scientist in general (that the student can follow the scientific method and procedure to address a research problem and also has the analytical skills to conduct research), (ii) a scientist in NREM (has in-depth knowledge of what makes her/him unique compared to other graduates of UH that might have similar interests; in other words, a NREM student focusing on hydrology should not only be trained to deal with a hydrology problem but also should be able to address the natural resources and environmental management implications of that problem as compared to a hydrology graduate from Civil and Environmental Engineering or Geology and Geophysics or Geography), and (iii) a scientist in her/his specialty area (for example, a NREM PhD student with a specialty in hydrology should have more in-depth expertise in hydrology than other NREM PhD students working in other specialty areas e.g., Forestry, Ecological Management or Resource Economics).

Based on this understanding, the comprehensive examination questions can cover: (i) her/his specialty (i.e., hydrology, forest ecology and management), (ii) general topics related to NREM (i.e., core courses, background knowledge), (iii) knowledge of general research methods (i.e., statistics, analysis methods, etc.), and (iv) proposed dissertation research.

**Requirements:**

1. Take Written and then Oral Comprehensive Examinations on proposed dissertation research, courses, and specialty area when most coursework (~80%) and the research proposal have been completed.

2. Required public Seminar on Research Proposal (publically advertised at least two weeks in advance).

3. Required public Seminar on Dissertation Defense (publically advertised at least two weeks in advance).

**Guidelines:**

**Written Exam:**

- Student should begin scheduling and preparing for the examination at least 3 months in advance.
- Questions will be contributed by each committee member.
- Questions from each Committee member should be related to course work and/or reading materials provided by the Committee member and from the proposed dissertation research. The student will send a list of courses that s/he has taken at UHM, and elsewhere to
Committee members. All committee members should already have a copy of the research proposal. The student will also consult with each member individually for instructions as to areas to prepare for the exam.

- No more than 24 contiguous hours to complete each committee member’s examination question(s), to be administered on same or separate days over a period not to exceed two calendar weeks.

- Open or closed book, at each committee member’s discretion.

- Committee members will have at least one week to review the answers and provide a grade of Pass, Low Pass, or Fail. Committee members will meet with the student to provide feedback from the examination.

- Passing the written exam requires NO more than one failing grade from the committee. That is, if two or more members issue a failing grade on their questions, the written exam is considered a FAIL.

- In the event of a failed written exam, the student will have one more opportunity to take another written exam within six months and with the same examining committee.

- If the student passes the written exam, s/he will then proceed to the oral exam as described below.

**Oral Exam:**

- The oral examination will be on the research proposal and on the written examination.

- The primary deciding factor here is whether the student has sufficient course background and knowledge to be able to conduct the proposed research activities and whether the research activities are doable and of sufficient academic rigor.

- In the event of a failed oral exam, the student will have one more opportunity to take another oral exam within six months with the same examining committee.

**PhD Degree Checklist**

Use the following checklist, along with your advisor and the graduate committee, to help guide you through your graduate degree.
NREM Graduate Program: PhD Degree Checklist

Name: __________________________ Advisor: __________________________

1. Check for deficiency and submit Form I for deficiency removal within the 1st year.
2. The PhD Program requires 32 total credits, 7 of which are the Primary PhD Core courses, and 24 are elective courses. For course policies see http://www.hawaii.edu/graduate/policies/html/courses.htm

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Semester Taken:</th>
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<tbody>
<tr>
<td>NREM 611</td>
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<tr>
<td>NREM 612</td>
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<td>NREM 701</td>
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<tr>
<td>NREM 800 Dissertation (1 Cr)</td>
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Form the thesis committee (by the end of 1st year) Date____________(by end of 1st year)
Dissertation proposal seminar* Date____________(after forming committee)
Comprehensive exam Date____________(after finishing with 80% of course requirements)
Submit Form II Date____________(after successful proposal defense and comprehensive exam)
Oral defense* Date____________
Submit Form III Date____________ (After successful dissertation defense)
Submit Form IV Date____________ (Final approval of dissertation)
Application for Graduation Submitted Date____________

Note: Normally, only credits earned with required letter grades may be applied toward a graduate degree, with the following exceptions: (i) credits earned for courses offering only the Cr/NC option and (ii) 699 credits earned with the Cr designation.

*A copy of the dissertation abstract and seminar/oral defense date and location should be sent to the graduate program chair and graduate secretary at least two weeks before the proposal seminar or oral defense.
Other NREM Graduate Program Policies

1. A “NREM graduate course” is defined as a NREM course at the 500-level or above. A maximum of 6 credits at the 400-level may be taken to meet the “other than NREM graduate courses” degree requirement.

2. For those students who have an undergraduate and/or MS degree(s) in NREM and are continuing on for a PhD in NREM, the following rules apply:
   - Any courses (credits) used to fulfill a BS/MS degree requirement cannot be used toward a PhD degree requirement
   - If NREM 611/612 (PhD primary core requirements) has been taken during the MS degree, that student must take other appropriate graduate level courses as a substitute to these courses. The student will consult with their advisor and committee members regarding what is considered to be an appropriate substitute course(s).
   - NREM 701 must be taken again to fulfill the core course requirements.

3. **Graduate Committee Members:** In addition to graduate committee requirements, graduate student must submit a petition (a memo and a CV of the proposed committee member) to the NREM Graduate Committee for approval to add a non UH-Manoa graduate faculty member to their graduate committee.

4. **Note:** a course used to meet a deficiency cannot be used to satisfy any other course requirement.

Permanent Advisor and Thesis/Dissertation Committee

Within two regular semesters of starting the NREM graduate program, all students should have established an effective working relationship with her/his permanent advisor. MS students should form their thesis committee by the end of their first year. PhD students should form their dissertation committees by the end of their first year and complete their comprehensive examinations by the end of the second year. PhD advisor must be NREM graduate faculty or cooperating graduate faculty. Submit **Form II** to Graduate Chair upon approval of research proposal by the committee (PhD students must have also passed their comprehensive examination at this juncture).

The advisor will guide the student’s program and assist with the development of a thesis/dissertation research topic and proposal, schedule and administer the Comprehensive (for PhD students only) and Defense examinations, and oversee the completion of the degree requirements. The latter two tasks will be assisted by the Committee as necessary. Refer to the section above, “PhD Comprehensive Examination,” for details.

Guidelines for MS Thesis Committee

A MS thesis committee must be headed by an NREM graduate faculty or cooperating graduate faculty member, and must consist of at least three professionals. The majority of committee members must be from the NREM graduate faculty, cooperating graduate faculty, or affiliate graduate faculty. Approval of a committee member outside the University of Hawaii must be approved first by the NREM graduate committee and then by the UHM Graduate Division. A fourth and/or fifth member may be added to the committee when deemed appropriate/necessary to provide required expertise, but the majority of committee members must still be from the
NREM graduate faculty, cooperating graduate faculty or affiliate graduate faculty. Consult with your major advisor about your research interest and potential thesis committee members. Committee members are responsible for providing feedback on proposed research, guidance on appropriate coursework and reviewing thesis drafts in a timely manner. A list of potential members who can be part of thesis committee can be found at http://www.hawaii.edu/graduate/wa/selectmember.php

Guidelines for PhD Dissertation Committee

PhD dissertation committee consists of a minimum of five professionals, all of whom must hold a PhD degree and the majority of whom must be graduate faculty, cooperating graduate faculty, or affiliate faculty members in NREM. One external committee member must be a graduate faculty member from a different department at the University of Hawai‘i. Your dissertation committee will be responsible for designing and proctoring the comprehensive exam, providing guidance on appropriate coursework, providing feedback on proposed research, and reviewing dissertation drafts in a timely manner. The dissertation committee chair shall have primary responsibility for the supervision of the student's work, setting deadlines, and guiding the student's progress. A list of graduate faculty qualified to serve on doctoral committee can be found at http://www.hawaii.edu/graduate/wa/selectmember.php

Financial Support

Departmental Funding

NREM department offers teaching assistantships (TAs) for up to 1 year and tuition waivers to a limited number of current and incoming graduate students on a competitive basis. An announcement will be made at the beginning of every semester and students interested in applying for these forms of financial assistance are encourage to check with the graduate chair or department secretary about the deadlines and procedure for application.

Research Assistantship

NREM also offers research assistantships (RAs) to its current and incoming students through ongoing research projects. In general, an RA supports the research activities of a faculty who is the principal investigator (PI) of a funded project. The project PI is responsible for advertising and interviewing potential candidates.

Graduate Student Organization Grant

The graduate student organization (GSO) at the University of Hawai‘i at Mānoa, represents the academic interests of graduate students attending the university and endeavors to facilitate research initiatives from graduate students through its grants and awards program. The GSO
provides awards to graduate students for conducting research and attending conferences worldwide. Check with your NREM GSO representative about these programs and inform him/her before applying for funding. Interested students can also refer to the GSO website at http://gso.hawaii.edu/html/index.php for more information about application processes and eligibility criteria.

**Other Financial Aid**

Graduate Division Achievement Scholarship
http://www.hawaii.edu/graduate/financial/html/awards.htm

East West Center Scholarships/Fellowships http://www.eastwestcenter.org/scholarships-fellowships/

Other funding opportunities http://manoa.hawaii.edu/grad/announce/

**Resource Management Certificate**

NREM is a partner in offering the multidisciplinary campus-wide Graduate Resource Management Certificate. The Graduate Resource Management Certificate is a cooperative program primarily involving the College of Social Sciences (Urban and Regional Planning, Anthropology, Economics, and Geography), the College of Tropical Agriculture and Human Resources (NREM), and the East-West Center (Program on Environment, Program on Resources: Energy and Minerals). Because of its diverse topical components, multidisciplinary faculty, and practical application throughout Asia and the Pacific, the program is ideal for students who are pursuing graduate studies in traditional disciplines and also seeking expertise in environmental resource management. To earn this certificate, students are expected to complete 15 credit hours, at least 9 of which are at the graduate level. For more information, contact the Department of Urban and Regional Planning (808-956-7381).
Courses

NREM courses

NREM 600 Evaluation of Natural Resource Management (3) Critical evaluation of natural resource management approaches. Emphasis on the physical, chemical, and biological aspects within an environmental context. Pre: graduate standing or advanced undergraduate standing, and consent.

NREM 601 Economic Analysis of Natural Resource Management (3) Lecture/discussion providing an economic framework for assessing natural resource management projects and environmental policies. Use of case studies to demonstrate applications of the framework in selected subject areas. Spring only. Pre: one ECON course.

NREM 605 Research Skills (2) Assists the student in developing skills necessary to write a research grant and design a research proposal. NREM majors only. A-F only. Fall only.

NREM 611 Resource and Environmental Policy (3) Exploration of institutional and policy dimensions of natural resource development, management, allocation, markets and pricing, focusing on their environmental impacts. Emphasis on policy analysis using case studies and empirical findings. Original paper required. A-F only. Pre: ECON 300 or ECON 301, or consent. Fall only.

NREM 612 Predicting and Controlling Degradation in Human-Dominated Terrestrial Ecosystems (3) Historic, present, and projected trends in understanding and managing human-dominated terrestrial ecosystems; predicting, measuring and mitigating degradation especially in terrestrial ecosystems with a focus on small volcanic islands in tropical settings. A-F only. Pre: 301 and 304 (or equivalent) and 600. Recommended 461, or consent. Fall only.

NREM 627 Applied Microeconomic Analysis (3) Economic applications to the agricultural and nonagricultural industries are emphasized. Econometric techniques are used to estimate demand, supply, production and cost functions which are analyzed in terms of economic theory and market information. A-F only. Pre: AREC 626 and ECON 627, or consent.

NREM 631 Sustainable Agriculture Seminar (2) Critical evaluation of existing and alternative cropping systems from a long-term perspective. Value conflicts and resolution. Pre: graduate standing or advanced undergraduate standing, and consent.

NREM 637 Resource Economics (3) Analysis of problems of development and management of natural resources with emphasis on resources in agriculture and role in economic development. Pre: ECON 608 and ECON 629. (Cross-listed as ECON 637)

NREM 652 Information Research Skills (1) Examines the use of libraries and information technology for scholarly investigation in support of scientific research; provides experience utilizing and critically evaluating a variety of print and electronic sources in basic and applied sciences. Pre: consent. (Cross-listed as ANSC 652, FSHN 652, and TPSS 652)
NREM 660 Hydrologic Processes in Soils (3) (2 Lec, 1 3-hr Lab) Hydrologic properties in soils and the processes involved in water infiltration, drainage, and solute transport. Emphasis on key parameters required for modeling. Recommended: CEE 424 or consent. Fall only. (Cross-listed as BE 664 and CEE 625)

NREM 662 Watershed Hydrology (3) Application of basic hydrologic processes and management practices occurring on small islands watersheds. Pre: 203 or equivalent and 304 or equivalent; or consent. (Once a year)

NREM 664 Small Watershed Modeling (3) Introduction to process-based modeling of watersheds with emphasis on model applications. Deals with the characterization and simulation of small watershed hydrologic and pollutant transport processes. Pre: CEE 424 (or concurrent) or GG 425 (or concurrent) or BS degree from NREM, or consent. Spring only.

NREM 665 Coastal and Wet and Ecology and Management (3) Study of bogs, marshes, mangroves, sea grass beds, and coral reefs. Emphasis on the hydrology, biogeochemistry, physiology, productivity, and community dynamics of these systems. Response to perturbations and management strategies will also be discussed. Pre: advanced undergraduate coursework in hydrology, soils, and ecosystem ecology recommended. (Alt. years)

NREM 671 International Agricultural Systems (2) Analysis of trends and strategies in international agricultural research and development. International agricultural research centers (IARC), Food and Agriculture Organization (FAO), university networks and consortia, and private voluntary organizations (PVOs). Pre: graduate standing or advanced undergraduate standing, and consent.

NREM 677 Remote Sensing of the Environment (3) Fundamentals, techniques, and applications of remote sensing for natural resource assessments and environmental monitoring. Lab consisting of field radiometric exercises, computer modeling of energy-matter interaction, processing, and analysis of remotely sensed imagery. Pre: one physics course (e.g., PHYS 151), one calculus course (e.g., 203), and one statistics course (e.g., 310), or one introductory remote sensing course. (Alt. years)

NREM 680 Ecosystem Ecology (4) (2 Lec, 1 3-hr Lab) Principles of ecosystem ecology with emphasis on tropical forests, human impacts, and global environmental change. Factors controlling ecosystem structure, productivity, nutrient cycling, plant-soil-atmosphere interactions, and energy balance. Field and laboratory methods in ecosystem science. Pre: advanced undergraduate coursework in ecology and soil science; graduate standing; and consent. (Alt. years; Spring)

NREM 682 Restoration Ecology (2) Graduate seminar on foundations of restoration ecology, application of ecological theory to restoration practice. Emphasis on restoration of structure and function in degraded terrestrial ecosystems using case studies from Hawai‘i and around the world. Pre: advanced undergraduate ecology course and graduate standing, or consent. Completion of 680 recommended, but not required. (Alt. years; Fall)

NREM 691 Advanced Topics in Natural Resources and Environmental Management (V) Study and discussion of significant topics and problems at an advanced level. Offered by visiting or existing faculty as a special course. Repeatable one time. Pre: graduate standing or consent.
NREM 699 Directed Research (V) Repeatable. Pre: graduate standing.


Other Departments at UHM with potentially relevant courses

- Botany
- Civil and Environmental Engineering
- Educational Psychology
- Geology and Geophysics
- Geography
- Tropical Plant and Soil Sciences
- Zoology

Suggested Graduate Level Research Methods Courses (statistics)
Ultimately, the choice of a course to meet the graduate level research methods requirement is between the student, their advisor, and thesis/dissertation committee. Therefore, this list is not comprehensive.

BE 622 Experimental Methods in Cause-Effect Modeling (3) Factorial designs and fractional factorial designs for screening variable and response optimization, Response surface methodology. Experimental designs appropriate to building and testing multi-variable behavior relationships. Sequential experimental designs.

CEE 626 Surface Water Hydrology (3) Deterministic and probabilistic methods include reliability of empirical distributions, multiple regression analysis, extreme value analysis and domain of attraction. Short-memory models for stochastic simulation of streamflows include autoregressive, Markov chain and moving average models. Time series analysis of hydrologic data is discussed. Pre: consent. (Alt. years)

ECON 628 Quantitative Method (3) Probability; density and distribution functions; expectation, variance, and co-variance; central limit theorem; maximum likelihood methods; statistical estimation, testing and inference; bivariate regression. Pre: one of 321, AREC 310 or MATH 241 or consent. (cross-listed as AREC 626)

ECON 629 Econometrics (3) Specification, statistical estimation, inference and forecasting of econometric models. Includes advanced topics for single-equation models, pooled models, qualitative dependent variables, simultaneous systems, distributed lags, and time series. Pre: 628 or consent. (cross-listed as AREC 634)

**EDEP 601 Introduction to Quantitative Methods (3)** Introductory statistics in education and social sciences. Topics include probability distributions; sampling distributions; hypothesis testing using t-tests, correlation, simple regression, ANOVA; and applications in research. (Meets PhD common inquiry methods requirement or elective.)

**ES 480 Qualitative Research Methods (3)** Introduction to qualitative data collection methods; explore methods of analyzing data including grounded theory method, discourse analysis and narrative analysis and those used in ethnic, gender and community studies. A-F only. Pre: one upper division ES or SOCS course or consent.

**MET 631 Statistical Meteorology (3)** Probability; frequency distributions of atmospheric variables; linear models; time series analysis (frequency and time domain); principal component analysis; statistical weather forecasting and verification. Pre: MATH 371 (alt. years)

**PLAN 605 Planning Models (3)** Allocation, decision, derivation, and forecasting models used in the analysis of demographic, economic, land use, and transportation phenomena in urban and regional planning. Repeatable one time. Pre: one of ECON 321, GEOG 380, or SOC 476; or consent.

**PPST 691 Methods of Demographic Analysis (3)** Statistical evaluation and analysis of population data; data sources; population growth; composition; standardization of rates; mortality and the life table; nuptiality and fertility distribution, migration, urbanization; projections and stable population theory. Pre: basic statistics or consent. (cross-listed as PH 659)

**SOC 605 Seminar in Advanced Statistics (3)** Multivariate analysis. Analysis of variance; multiple regression procedures; multiple classification analysis, stepwise regression, discriminant functional analysis and path analysis. Pre: 476

**SOC 605L Advanced Statistics Laboratory (1)** Required lab for computer applications for analysis of sociological data. CR/NC only. Pre: 476 or consent. Co-requisite: 605

**SOC 606 Research Methods and Design (3)** Emphasis on theory selection, theory construction and choice of research strategies

**SOC 608 Survey Research Design and Analysis (3)** Survey study designs, survey sampling, questionnaire construction, interviewing, pre-tests, pilot studies, logic of measurement and association, table construction and elaboration models. Pre: consent. (cross-listed as EDEA 608)

**SOC 609 Seminar Qualitative Research (3)** Advanced seminar on conducting fieldwork in natural social settings with emphasis on qualitative techniques, political and ethical considerations, data management and assessment, interpretation and reflexive writing. Repeatable once only. Pre: 478 or consent
TPSS 603 Experimental Design (4) Design of experiments and variance analyses in biological and agricultural research. Pre: graduate standing or consent. Recommended: ZOOL 632. (Cross-listed as ANSC 603)

ZOOL 631 Biometry (4) (3 Lec, 1/2 hr discussion) Basic statistical methods: design of studies; data exploration; probability; distributions; parametric and non parametric one-sample, two sample, multi sample, regression and correlation analysis; frequency tables. Pre: MATH 241 or consent

ZOOL 632 Advanced Biometry (4) (3 Lec, 1 2-hr Discussion) Multivariate statistical methods: multiple regression and correlation; multiway anova; general linear models; repeated measures and multivariate anova; loglinear analysis and logistic regression. Pre: 631 and MATH 241, or consent.

Graduate Level Research Methods Courses (field-practical)

BE 606 Instrumentation and Measurement (3) Measurement concepts and operating principles applied to the selection and use of instruments important to scientists and engineers dealing with biological systems, including automatic data acquisition and processing. Pre: CHEM 151, MATH 241 and ME 311 or consent

COM 612 Communication Research Methods (3) Introduction to the major steps in the research process. Emphasis on the methodological approaches to making choices among alternatives at each step of a research cycle

GEOG 680 Geospatial Analysis of Natural Resource Data (3) The application of geostatistics to estimate spatial dependence to improve soil and regional sampling; provide insight into underlying soil, geographic and geologic process, and to provide quantitative scaling up of point measurements to fields, regions and watersheds. State-space modeling also will be included. A to F only. Pre: 488, ZOOL 631, or Times Series Analysis course or consent (cross-listed as TPSS 680)
Natural Resource and Environmental Management (NREM) Graduate Program
Tentative Plan of Courses

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Student Name: __________________ Degree Sought: ____________________

Approved: ________________________
Committee Chair (Advisor) __________________ Date ________________
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Graduate Division Requirements

The margin settings, title page and signature page of the thesis or dissertation must meet Graduate Division requirements. Students who submit pages that do not meet these requirements will be asked to reformat the pages. Consult the Style and Policy Manual for Theses and Dissertations for details at http://www.hawaii.edu/graduate/thesdiss/html/style.htm.

Departmental Information

Conference Room Students may use the department conference room located in Sherman 103 for seminar presentation or for meetings directly related to NREM such as thesis defense. Please be sure to check and reserve the room with the NREM staff. The key for the conference room can be picked up from the office and must be returned when you are done.

Computers Many laboratories and the libraries on campus are equipped with personal computers for conducting research. CTAHR has its own computer lab and printing facility located in AgSci-215. See the link for lab use policies and access http://agsci002.ctahr.hawaii.edu/215Portal/.

Projectors and laptops are available for seminar presentations and NREM projects. Please check the equipment log located in Sherman 101 for reservation dates and times.

Fax Machine You may receive faxes related to NREM through the departmental fax machine. However, no personal faxing will be allowed.

Keys Graduate Assistants will be issued an office key at the time of hire. Please do not loan your key to unauthorized persons. If you lose a key, please notify the NREM staff as soon as possible. You must return all keys when your affiliation with the NREM department ends.

Laboratory and Field Equipment Laboratory and equipment needed for conducting research will be provided for all students by the department through their advisors.

Mailboxes You will be assigned a mailbox located in the department front office in Sherman 101. Check it daily for mail and other correspondence. The office is open from 7:45am – 11:45am and from 1:00pm – 4:45pm. Personal mail such as bank statements should be sent to your home address as the mailboxes are not secured.

Office Supplies Office supplies are not available for student use. However, some supplies are available for Graduate Assistants in relation to their departmental duties. Basic supplies for the offices of Graduate Assistants will be provided by the advisor.

Stationery & Shipping Supplies University of Hawaii stationary is available for Graduate Assistants for correspondence in relation to their official duties and should be approved by their advisors.

• Outgoing packages should be prepared and labeled and brought to the NREM office.
• An account number (obtained from supervisor) must be provided in order for us to schedule a pick-up (for FedEx and UPS).
• An outgoing mailbox is available in the department front office for stamped letters or on-campus mail.
• You may use the departmental address for mail delivery related to NREM. However, you are responsible for pick-up of large and bulky packages.

**Telephone Use** Long distance calls are not permitted on University of Hawaii telephones except for official business with advisor approval.

**University Vehicles** Only University of Hawaii employees (including Graduate Assistants) with a valid Hawaii driver’s license are allowed to drive University vehicles.

To rent a vehicle:

• Obtain a Daily Rental Request Form from NREM office.
• Complete the form and phone in your vehicle reservation to Transportation Services at X68875.
• Return the form to NREM office so that it can be faxed to Transportation Services.
• The original will be returned to your mailbox
• Your must present the form to Transportation Services in order to obtain the vehicle.

**Xerox Copies** There is a departmental copy machine available in Sherman 101. Personal copies including class materials are 10 cents per page. A color copier is also available for use by Graduate Assistants for work-related projects.

**Desk Assignment** There are limited desk spaces for graduate students in the department. Check with your advisor for desk space in her or his lab. If your advisor cannot accommodate you then the department will try to find a desk space for you in one of our graduate student’s offices. Please contact the Graduate Chair for a desk assignment.

**Student Organizations**

Graduate Student Organization (GSO)  *Web: gso.hawaii.edu*

Every spring, a NREM GSO representative should be nominated and elected. The GSO representative should carry out the election for the next representatives.

Student Activity and Program Fee Board *Web: www.hawaii.edu/sapfb/*

**Graduate School Forms**
Master's Plan A – Pre-Candidacy Progress (Form I)

Use this form to report the following:

- Selection of or admission into a specialization within the graduate program (if applicable)
- Date of the preliminary conference (initial advising) with the interim academic adviser
- Transfer of credits (if applicable)
- Remedy of all undergraduate deficiencies (if applicable)
- Results of the general or qualifying exam* (if required)
- Results of the first foreign language exam (if required)

* A student who fails the general or qualifying exam (if required) may repeat it once. A student who fails the exam for the second time is dismissed from both the graduate program and the Graduate Division.

Submit this form immediately after results of the general or qualifying exam become available.
**Master's Plan A – Pre-Candidacy Progress (Form I)**

### Part I. To be completed by the student

<table>
<thead>
<tr>
<th>Name</th>
<th>____________________________</th>
<th>UH ID No.</th>
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Graduate Program: ____________________________  
Degree Objective: ____________________________

**INCLUDE SPECIALIZATION IF APPLICABLE.**

### Part II. To be completed by the graduate chair

Interim Academic Adviser: ____________________________  
Preliminary Conference: ____________________________

Will the student be transferring credits?  
[ ] No  [ ] Yes (If yes, attach Petition to Transfer Credits.)

Does the student have any deficiencies?  
[ ] No  [ ] Yes (If yes, provide details in the space below.)

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<td>First Language Exam (Language: ____________________________)</td>
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Signature of Graduate Chair: ____________________________  
Date: ____________________________

### GRADUATE DIVISION ACTION

[ ] Approved  [ ] Not Approved  
By ____________________________ Date ____________________________

Remarks: ____________________________

C: Graduate Program

---

2540 Maile Way, Spalding Hall 352, Honolulu, Hawai‘i 96822
Telephone: (808) 956-8500
An Equal Opportunity/Affirmative Action Institution
Master’s Plan A – Advance to Candidacy (Form II)

Use this form to report the following:

- Appointment of thesis committee (If appointing a non-graduate faculty to the committee, attach justification and a current CV of the faculty.)
- Approval of research topic (Attach the appropriate approval(s) as necessary. See below.)
- Results of the second foreign language exam (if required)

Submit this form prior to registering for Thesis 700 or before the last day to add courses during the semester of registration.

Registration in Thesis 700 is allowed only after this form and all necessary attachments have been received and approved by the Graduate Division.

Approval for Research Topics
As required by federal, state and university regulations, UHM students who intend to conduct research that involves the use of subjects listed below must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

- **Committee on Human Studies [<www.hawaii.edu/irb>]**
  The Committee on Human Studies (CHS) functions as the federally mandated Institutional Review Board (IRB) for the UH system. All research proposals involving the use of human subjects or the university’s non-public information to identify or contact research subjects need to be reviewed and approved by the CHS. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions.

- **Environmental, Health and Safety Office [<www.hawaii.edu/ehso>]**
  The Environmental, Health and Safety Office (EHSO) ensures safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, biological "commodities" (including micro-organisms, plants, animals, biological toxins, cell or tissue samples, recombinant DNA), compressed gas (scuba) diving, certain chemicals and hazardous materials, and the disposal of hazardous materials need to be reviewed and approved by the EHSO.

- **Institutional Animal Care and Use Committee [<www.hawaii.edu/ansc/IACUC>]**
  The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight and evaluation of animal care and use at the university. Research proposals involving vertebrate animals need to be reviewed and approved by the IACUC.

**Committee Approval**
Members of the committee must review the student’s research proposal and indicate their approval by signing this form.
Master's Plan A – Advance to Candidacy (Form II)

Part I. To be completed by the student

Name ___________________________ UH ID No. ____________
LAST, FIRST, M.I.

Graduate Program ___________________________ Degree Objective ________
INCLUDE SPECIALIZATION IF APPLICABLE.

Thesis Topic: ___________________________

I certify that I have read and understand the policies and instructions for this form.

☐ YES ☐ NO My research requires approval by one or more of the following: Committee on Human Studies, Environmental, Health, and Safety Office, and/or Institutional Animal Care and Use Committee. If yes, attach a copy of the approval letter(s). Enrollment in Thesis 700 will not be permitted until such approval is obtained.

Signature of Student ___________________________ Date ____________

Obtain approval signatures from the thesis committee:

We certify that we have reviewed the proposed research and found that the proposal is 1) appropriate to the student's academic discipline, and 2) in compliance with the policies and instructions for this form.

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<th>Name (Type or Print)</th>
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Part II. To be completed by the graduate chair

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Advance to Candidacy: ☐ Recommended ☐ Not Recommended

Signature of Graduate Chair ___________________________ Date ____________

GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ___________________________ Date ____________

Remarks

C: Graduate Program / Student

2540 Maile Way, Spalding Hall 352, Honolulu, Hawai‘i 96822
Telephone: (808) 956-8500
An Equal Opportunity/Affirmative Action Institution
Master's Plan A – Thesis Evaluation (Form III)

This form is to be signed by the chair and committee members who participate in the final defense, including any proxy members. By signing this form, committee members indicate approval or disapproval of the content of the manuscript and the student's ability to defend it.

Submit this form immediately after results of the final exam become available or no later than three weeks prior to the thesis/dissertation due date.
Master's Plan A – Thesis Evaluation (Form III)

Part I. To be completed by the student

Name ___________________________________________ UH ID No. ______________________
LAST. FIRST. M.I.

Graduate Program __________________________________________ Degree Objective ________
INCLUDE SPECIALIZATION IF APPLICABLE.

Date of Final Oral Exam / Defense __________________________ MM/DD/YYYY

I certify that I have read and understand the policies and instructions for this form.

Signature of Student ___________________________ Date __________________________

Obtain signatures from the thesis committee:

We certify that we have read and understand the policies and instructions for this form.

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Part II. To be completed by the graduate chair

☐ Approved ☐ Not Approved

Signature of Graduate Chair ___________________________ Date __________________________

GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ___________________________ Date __________________________

Remarks

C: Graduate Program / Student

2540 Maile Way, Spalding Hall 352, Honolulu, Hawaii 96822
Telephone: (808) 956-8500
An Equal Opportunity/Affirmative Action Institution
Master's Plan A – Thesis Submission (Form IV)

This form replaces what was formerly the signature page. It is to be signed by the chair and a majority of the committee, including any committee member(s) who may have been physically absent at the defense. All those who sign must have read and approve the manuscript in its entirety. By signing this form, committee members indicate approval of the content and the form of the finalized manuscript.

It is preferable to submit a single copy of this form with all approval signatures. In the event that approval signatures need to be obtained by mail, multiple copies of this form with separate signatures may be submitted in lieu of a single copy.

Submit this form along with the final digital or printed copy of the manuscript, by the due date indicated in the Academic Calendar. Do NOT physically attach the form to the manuscript.
Master's Plan A – Thesis Submission (Form IV)

Part I. To be completed by the student

Name ___________________________ UH ID No. ___________________________
LAST, FIRST, M.I.

Graduate Program ___________________________ Degree Objective ________
INCLUDE SPECIALIZATION IF APPLICABLE.

I certify that I have read and understand the policies and instructions for this form.

Signature of Student ___________________________ Date ______________

Obtain signatures from the thesis committee:

We certify that we have read and understand the policies and instructions for this form. We hereby approve both the content and the form of this thesis.

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<th>Name (Print or Type)</th>
<th>Signature</th>
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GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ___________________________ Date ______________

Remarks

C: Graduate Program

254C Moeke Way, Spalding Hall 352, Honolulu, Hawaii 96822
*Telephone: (808) 956-8500
A* Equal Opportunity/Affirmative Action Institution
NREM M.S. Plan B – Pre-Candidacy Progress (Plan B Form I)

Use this form to report the following:

- Transfer of credits (if applicable)
- Remedy of all coursework deficiencies (if applicable)

Submit this form immediately after coursework deficiencies have been met.
NREM M.S. Plan B – Pre-Candidacy Progress (Plan B Form I)

Part I. To be completed by the student

Name ____________________________ UH ID No. ________________________

Concentration Area ____________________________

Academic Adviser ____________________________ Preliminary Conference ________

Part II. To be completed by the graduate chair

Will the student be transferring credits? □ No □ Yes (If yes, attach Petition to Transfer Credits.)

Does the student have any deficiencies? □ No □ Yes (If yes, provide details in the space below.)

<table>
<thead>
<tr>
<th>Deficiency (Course or Skill)</th>
<th>Remedy for Deficiency</th>
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Signature of Graduate Chair ____________________________ Date ____________

1910 East West Road, Sherman Laboratory 101 Honolulu, Hawaii 96822
Telephone: (808) 956-8708 Fax: (808) 956-6539
Email: nrem@ctahr.hawaii.edu Website: www.ctahr.hawaii.edu/nrem
An Equal Opportunity/Affirmative Action Institution
NREM M.S. Plan B – Advance to Candidacy (Plan B Form II)

Use this form to report the following:

- Appointment of capstone experience panel committee (If appointing a non-graduate faculty to the committee, attach justification and a current CV of the faculty.)
- Approval of capstone experience proposal, including both written and oral requirements (Attach the appropriate approval(s) as necessary. See below.)

Submit this form prior to registering for NREM 500 Master's Plan B/C Studies or before the last day to add courses during the semester of registration.

Registration in NREM 500 Master's Plan B/C Studies is allowed only after this form and all necessary attachments have been received and approved by the NREM Graduate Committee.

Approval for Research Topics
As required by federal, state and university regulations, UHM students who intend to conduct research that involves the use of subjects listed below must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

- **Committee on Human Studies <www.hawaii.edu/irb/>**
  The Committee on Human Studies (CHS) functions as the federally mandated Institutional Review Board (IRB) for the UH system. All research proposals involving the use of human subjects or the university's non-public information to identify or contact research subjects need to be reviewed and approved by the CHS. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions.

- **Environmental, Health and Safety Office <www.hawaii.edu/ehso/>**
  The Environmental, Health and Safety Office (EHSO) ensures safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, biological "commodities" (including micro-organisms, plants, animals, biological toxins, cell or tissue samples, recombinant DNA), compressed gas (scuba) diving, certain chemicals and hazardous materials, and the disposal of hazardous materials need to be reviewed and approved by the EHSO.

- **Institutional Animal Care and Use Committee <www.hawaii.edu/anasc/IACUC/>**
  The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight and evaluation of animal care and use at the university. Research proposals involving vertebrate animals need to be reviewed and approved by the IACUC.

Panel Committee Approval
Members of the panel committee must review the student's capstone experience proposal (written and oral components) and indicate their approval by signing this form.
NREM M.S. Plan B – Advance to Candidacy (Plan B Form II)

Part I. To be completed by the student

Name ___________________________ UH ID No. ___________________

Concentration Area ____________________________

Capstone Experience Title: ____________________________

I certify that I have read and understand the policies and instructions for this form. I have obtained and attached to this form ALL required approvals (CHS-humans, EHBO-diving, hazardous materials, IACUC-animals) for my research topic.

Signature of Student ____________________________ Date ____________

Obtain approval signatures from the panel committee:

We certify that we have reviewed the proposed capstone experience and found that the proposal is: 1) appropriate to the student's academic discipline, and 2) in compliance with the policies and instructions for this form.

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<th>Name (Type or Print)</th>
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<td>NREM 695 Instructor</td>
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<td>At Large Panel Member</td>
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</table>

Part II. To be completed by the graduate chair

☐ Approved ☐ Not Approved

Signature of Graduate Chair ____________________________ Date ____________
NREM M.S. Plan B Capstone Experience Evaluation (Plan B Form III)

Use this form to report the following:

- Results of the final capstone experience defense
- Approval of the content of the final capstone experience, including both (written and oral components

Submit this form immediately after results of the final defense become available, or no later than University of Hawai'i Graduate Division Plan B final exam due date.

M.S. Plan B Capstone Experience Panel Committee Approval

This form is to be signed only by panel committee members who participate in the final defense, including any proxy members.

By signing this form, panel committee members indicate approval or disapproval of the content of the final capstone experience, including both written and oral components.
NREM M.S. Plan B Capstone Experience Evaluation (Plan B Form III)

Part I. To be completed by the student

Name ____________________________          UH ID No. ___________________

Concentration Area ____________________________

Date of Capstone Experience Defense ____________________________

I certify that I have read and understand the policies and instructions for this form.

Signature of Student ____________________________ Date __________

Obtain approval signatures from the panel committee:

We certify that we have reviewed the final capstone experience and found that: 1) it has been defended adequately, 2) the contents of the written and oral components are deemed satisfactory, and 3) it is in compliance with the policies and instructions for this form.

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<tr>
<th>Name [Print or Type]</th>
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</table>

Part II. To be completed by the graduate chair

☐ Approved     ☐ Not Approved

Signature of Graduate Chair ____________________________ Date __________
Master's Plan C
Form I
Advancement to Candidacy

Student's Name: ___________________________ Field of Study: ______________
I.D. Number: ___________________________ Degree Objective: ______________

Sponsoring/Temporary Advisor: ___________________________ Specialization: ______________ □ None/Not Applicable

List deficiencies and how remedied: □ None

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<th>Deficiency</th>
<th>How Remedied</th>
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Will this student be transferring course credits from another program or institution?
□ No □ Yes (if yes, attach petition to transfer course credits)

Admission to Candidacy: □ Recommended Defer to: ___________________ Date ____________

Approved by Graduate Chair ___________________ Date ____________

Initial advising complete, qualifying and first language exams passed, specialization selected, deficiencies removed, course transfers complete.
Master's Plan C
Form II
Advancement to Project Stage

Student's Name: ___________________________ Field of Study: ___________________________
1.D. Number ___________________________

Results of Second Language and Comprehensive Exam(s):

Written Exams:
1. ___________________________ Date: ____________ Passed ____________ Failed ____________
2. ___________________________ Date: ____________ Passed ____________ Failed ____________
3. ___________________________ Date: ____________ Passed ____________ Failed ____________
4. ___________________________ Date: ____________ Passed ____________ Failed ____________

2nd Language: ___________________________ Date: ____________ Passed ____________ Failed ____________ Not Required
General Exam: ___________________________ Date: ____________ Passed ____________ Failed ____________ Not Required

Recommendation: □ Advance to project stage □ Dismiss □ Other ___________________________

Project Topic: ___________________________

Does the proposed research involve the use of human subjects, non-human vertebrate animals, recombinant DNA, radioactive materials, scuba diving, or hazardous materials (including micro-organisms)? If yes, approval must be obtained from the appropriate institutional office or committee before research can begin. Enrollment in Thesis 700 or Dissertation 800 will not be permitted until such approval is obtained.

□ No □ Yes If yes, a copy of the protocol approval letter must be attached

Plan C Committee:
Your signature below indicates that you have reviewed the proposed activity and found that:

1. the objectives and procedures are clear and appropriate to the discipline; and

2. the student is in compliance with all applicable University, State, and Federal requirements relating to the use of animals, human subjects, compressed gas diving (SCUBA), recombinant DNA, radioactive material and other hazardous activities.

Type or Print Name

Chair ___________________________ Signatures ___________________________

Member ___________________________

Member ___________________________

Member ___________________________

If any of the faculty listed above are not on the graduate faculty, attach a current Curriculum Vitae and a petition explaining why they should be included on the Committee.

Student's Signature ___________________________ Date ___________________________

Approved by Graduate Chair ___________________________ Date ___________________________
Master’s Plan C
Form III
Final Examination and Approval of Project

Student’s Name: ___________________________ Field of Study: ________________
I.D. Number: ___________________________

Examination Date: ___________________________

All members of the Committee (as listed on Form II) must participate.

To the Committee: Your signature below reflects your judgment of both the content of the project and the student’s ability to defend it.

Passed (Signatures)                               Failed (Signatures)
Chair__________________________________________
Member_______________________________________
Member_______________________________________

Approved by Graduate Chair                       Date__________

50
Enrollment in GRAD 700F

Master's Plan A students may register for GRAD 700F after completing all Plan A requirements including the required Thesis 700 credits. Students enrolled in one credit of 700F are considered to be carrying a full-time load.

To register for 700F for the first time, submit to the Graduate Records Office a Petition to Enroll in GRAD 700F. Upon approval of the petition by the Graduate Division, the student will receive a course reference number (CRN) for registration purposes.

A student who wishes to register for 700F more than once should contact the Graduate Records Office for instructions.
UNIVERSITY OF HAWAI‘I AT MĀNOA

Graduate Division
Student Academic Services
Records Office

Petition to Enroll in GRAD 700F

To be completed by the student

Name ___________________________________________ UH ID No. __________
LAST, FIRST, M.I.

Graduate Program ____________________________________ Degree Objective Select One
INCLUDE SPECIALIZATION IF APPLICABLE.

Telephone: ___________________________ Email: ___________________________

I petition to enroll in GRAD 700F for the _______________ semester.

TERM ___________ YEAR ___________ YEAR

I certify that I have read and understand the policies and instructions for this form.

Signature of Student __________________________________________ Date ___________

GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ___________________________ Date ___________

Remarks

C: Graduate Program

2540 Maile Way, Spaulding Hall 352, Honolulu, Hawaii 96822
Telephone: (808) 956-6500
An Equal Opportunity/Affirmative Action Institution
Current Master's Students Applying for Doctorate in Same Discipline

Use this form ONLY if you are completing your master's degree this semester and intend to begin your doctorate in the same discipline next semester.

To apply, submit the following to the Graduate Records Office.

1. Petition for Admission to a Doctorate in Same Discipline
2. Confidential Financial Statement for International Applicants*
3. East West Center’s “Request for Action” Form (for East West Center grantees only)

Submission deadlines are June 15 for fall admission and November 15 for spring admission. Some doctoral programs may have earlier deadlines.

* The Confidential Financial Statement for International Applicants is required of most international applicants. Refer to the form for detailed instructions.

N.B.

Students are not permitted to pursue more than one doctorate at the same time. Those who already hold a doctorate are permitted to pursue an additional doctorate only if the degrees in question are distinct from each other and represent separate bodies of knowledge. The dissertations may not incorporate parts of each other.
Petition for Admission to a Doctorate in Same Discipline

Part I. To be completed by the student

Name ___________________________________________ UH ID No. _______________________

Mailing Address ________________________________________________________________

STREET APT. NO. CITY STATE ZIP CODE

Master's Program ___________________________ Date of Graduation ____________________

Intended Doctorate _______________________________________________________________

Are you currently pursuing a doctorate in another discipline?  [ ] Yes  [ ] No

Do you already hold a doctorate?  [ ] Yes  [ ] No

I certify that I have read and understand the policies and instructions for this form.

______________________________ _______________________
Signature of Student Date

Part II. To be completed by the graduate chair

[ ] Approved, for ___________________________ TERM & YEAR

[ ] Not Approved ___________________________ REASON FOR DISAPPROVAL

If the student is an international student, indicate whether the student will be receiving a 0.50 FTE graduate assistantship:

[ ] Yes  [ ] No

I certify that this petition is in compliance with the policies and instructions for this form.

______________________________ _______________________
Signature of Graduate Chair Date

GRADUATE DIVISION ACTION

[ ] Approved  [ ] Not Approved  By ___________________________ Date __________________

Remarks

C: Graduate Program

2540 Malia Way, Spalding Hall 352, Honolulu, Hawai‘i 96822
Telephone: (808) 956-8500
An Equal Opportunity/Affirmative Action Institution
Doctorate – Pre-Candidacy Progress (Form I)

Use this form to report the following:

- Selection of or admission into a specialization within the graduate program (if applicable)
- Date of the preliminary conference (initial advising) with the interim academic adviser
- Remedy of all undergraduate deficiencies (if applicable)
- Results of the general or qualifying exam* (if required)
- Results of the first foreign language exam (if required)

* A student who fails the general or qualifying exam (if required) may repeat it once. A student who fails the exam for the second time is dismissed from both the graduate program and the Graduate Division.

Submit this form immediately after results of the general or qualifying exam become available.
Doctorate – Pre-Candidacy Progress (Form I)

Part I. To be completed by the student

Name ____________________________ UH ID No. __________________
LAST, FIRST, M.I.
Graduate Program ____________________________ Degree Objective ______ Select One
INCLUDE SPECIALIZATION IF APPLICABLE.

Part II. To be completed by the graduate chair

Interim Academic Adviser ____________________________ Preliminary Conference ______ MM/DD/YY

Does the student have any deficiencies? □ No □ Yes (If yes, provide details in the space below.)

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<th>Exam</th>
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<tr>
<td>General or Qualifying Exam</td>
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<td>General or Qualifying Exam (Repeat if failed the first time.)</td>
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<td>First Language Exam (Language:___________ )</td>
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Signature of Graduate Chair ____________________________ Date ____________

GRADUATE DIVISION ACTION

□ Approved □ Not Approved By ____________________________ Date ____________

Remarks

C: Graduate Program
Doctorate – Advance to Candidacy (Form II)

Use this form to report the following:

- Appointment of dissertation committee (If appointing a non-graduate faculty to the committee, attach justification and a current CV of the faculty.)
- Approval of research topic (Attach appropriate approval(s) as necessary. See below.)
- Results of the comprehensive exam *
- Results of the second foreign language exam (if required)

* A student who fails any portion of the comprehensive exam may repeat it once. A student who fails the exam for the second time is dismissed from both the graduate program and the Graduate Division.

Submit this form prior to registering for Dissertation 800 or before the last day to add courses during the semester of registration. Registration in Dissertation 800 is allowed only after this form and all necessary attachments have been received and approved by the Graduate Division.

Approval for Research Topics
As required by federal, state and university regulations, UHM students who intend to conduct research that involves the use of subjects listed below must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

- **Committee on Human Studies <www.hawaii.edu/irb/>**
The Committee on Human Studies (CHS) functions as the federally mandated Institutional Review Board (IRB) for the UH system. All research proposals involving the use of human subjects or the university's non-public information to identify or contact research subjects need to be reviewed and approved by the CHS. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions.

- **Environmental, Health and Safety Office <www.hawaii.edu/ehso/>**
The Environmental, Health and Safety Office (EHSO) ensures safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, biological "commodities" (including micro-organisms, plants, animals, biological toxins, cell or tissue samples, recombinant DNA), compressed gas (scuba) diving, certain chemicals and hazardous materials, and the disposal of hazardous materials need to be reviewed and approved by the EHSO.

- **Institutional Animal Care and Use Committee <www.hawaii.edu/ansc/IACUC/>**
The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight and evaluation of animal care and use at the university. Research proposals involving vertebrate animals need to be reviewed and approved by the IACUC.

**Committee Approval**
Members of the committee must review the student's research proposal and indicate their approval by signing in the space provided.

**All-But-Dissertation (ABD) Certificate**
Upon request by the graduate chair, the Graduate Records Office will issue an ABD certificate to the student
Doctorate – Advance to Candidacy (Form II)

Part I. To be completed by the student

Name _________________________________ UH ID No. __________________

Graduate Program __________________________ Degree Objective ________

Dissertation Topic: ________________________________

INCLUDE SPECIALIZATION IF APPLICABLE.

I certify that I have read and understand the policies and instructions for this form.

☐ YES ☐ NO My research requires approval by one or more of the following: Committee on Human Studies, Environmental, Health, and Safety Office, and/or Institutional Animal Care and Use Committee. If yes, attach a copy of the approval letter(s).

Enrollment in Dissertation 800 will not be permitted until such approval is obtained.

Signature of Student __________________ Date ______________

Obtain approval signatures from the dissertation committee:

We certify that we have reviewed the proposed research and found that the proposal is 1) appropriate to the student’s academic discipline, and 2) in compliance with the policies and instructions for this form.

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<tr>
<td>University Representative</td>
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If any of the faculty listed are not on the graduate faculty, submit a current Curriculum Vitae and a petition explaining why they should be included on the committee.

Part II. To be completed by the graduate chair

Exam | Not Required | MM/DD/YYYY | Passed | Failed |
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<td>Second Language Exam (Language: __________________________ )</td>
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Advance to Candidacy: ☐ Recommended ☐ Not Recommended ☐ Issuance of ABD Certificate Requested

Signature of Graduate Chair __________________ Date ______________

GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ___________________________ Date ______________

Remarks

C: Graduate Program
2540 Maile Way, Spalding Hall 352, Honolulu, Hawai‘i 96822
Telephone: (808) 956-8600
An Equal Opportunity/Affirmative Action Institution
Committee Approval
This form is to be signed only by committee members who participate in the final defense, including any proxy members. By signing this form, committee members indicate approval or disapproval of the content of the manuscript and the student's ability to defend it.

Submit this form immediately after results of the final exam become available or no later than three weeks prior to the dissertation due date.
Doctorate – Dissertation Evaluation (Form III)

Part I. To be completed by the student

Name ____________________________ UH ID No. ________________

Graduate Program ____________________________ Degree Objective ______

Date of Final Exam / Dissertation Defense ____________________________ MM/DD/YY

I certify that I have read and understand the policies and instructions for this form.

Signature of Student ____________________________ Date ______

Obtain signatures from the dissertation committee:

We certify that we have read and understand the policies and instructions for this form.

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</table>

*Your signature is affirmation that appropriate procedures were followed and the highest standards of scholarship upheld in the defense.

Part II. To be completed by the graduate chair

☐ Approved ☐ Not Approved

Signature of Graduate Chair ____________________________ Date ______

GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved  By ____________________________ Date ____________

Remarks

C: Graduate Program

2540 Maile Way, Spalding Hall 352, Honolulu, Hawaii 96822
Telephone: (808) 956-8500
An Equal Opportunity/Affirmative Action Institution
Doctorate – Dissertation Submission (Form IV)

This form replaces what was formerly the signature page. It is to be signed by the chair and a majority of the committee, including any committee member(s) who may have been physically absent at the defense. All those who sign must have read and approve the manuscript in its entirety. By signing this form, committee members indicate approval of the content and the form of the finalized manuscript.

It is preferable to submit a single copy of this form with all approval signatures. In the event that approval signatures need to be obtained by mail, multiple copies of this form with separate signatures may be submitted in lieu of a single copy.

Submit this form along with the final digital or printed copy of the manuscript, by the due date indicated in the Academic Calendar. Do NOT physically attach the form to the manuscript.
UNIVERSITY OF HAWAI‘I AT MĀNOA

Graduate Division
Student Academic Services
Records Office

Doctorate – Dissertation Submission (Form IV)

Part I. To be completed by the student

Name ___________________________ UH ID No. ______________
LAST, FIRST, M.I.

Graduate Program ___________________________ Degree Objective ________
INCLUDE SPECIALIZATION IF APPLICABLE.

I certify that I have read and understand the policies and instructions for this form.

Signature of Student ______________________ Date _____________

Obtain signatures from the dissertation committee:

We certify that we have read and understand the policies and instructions for this form. We hereby approve both the content and the form of this dissertation.

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<tr>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Representative</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ___________________________ Date _____________

Remarks

C: Graduate Program
2540 Main Way, Spalding Hall 352, Honolulu, Hawaii 96822
Telephone: (808) 956-8500
An Equal Opportunity/Affirmative Action Institution
FINAL ORAL EXAMINATION FOR DOCTORAL DISSERTATION DEFENSE
AND MASTER'S PLAN C

This form must be submitted to the Graduate Records Office two weeks before the oral examination date.

Date

Student__________________________________________  Last  First

Degree________________Field_________________________

Date________________Time__________________________  Place________________________

List all committee members:

______________________________
Committee Chair's signature (mandatory)

______________________________
Outside member

All members of the committee (as approved on Student Progress Form II) must be present. Any changes in committee members must have the approval of the Graduate Division before the final orals can be publicized.

Dissertation title: (type or print clearly)

Note: The announcement of the final oral examination in the news@uh is an official requirement. This form must be returned to the Graduate Records Office two weeks prior to the scheduled final oral examination date. Please refer to the University of Hawai’i at Mānoa Catalog for the final oral examination deadline.
UNIVERSITY OF HAWAI'I AT MĀNOA
GRADUATE APPLICATION FOR DEGREE / CERTIFICATE

PLEASE PRINT CLEARLY

Name

Family Last

First

Middle

UH Number

Phone:

Email: @hawaii.edu

Name (first middle last ) in upper/lower case as it will appear on your diploma. Titles are to be excluded. Limit to 45 characters.

Important: Acceptable names will be determined by your name on record with the University.

DATE OF EXPECTED GRADUATION:

FALL

SPRING

SUMMER

YEAR:

Degree:

Program:

(M.Ed., M.S., Ph.D., etc)

(Accounting, Botany, etc)

A-thesis

Specialization:

(CEEB, CMNS, MB)

Hometown:

(Los Angeles, California, Lilou, Kauai, Snell, Kauai, etc)

Your name and hometown will be printed in the commencement program. Please initial ___ if you have requested non-disclosure and would like to have your name appear in the commencement program.

Important: For summer applicants only: If you have requested to have your name printed in the Spring Commencement Program and your application is received after the deadline for printing the Spring Commencement program, your name will appear in the Fall program.

Previous degree earned:

Bachelor’s Degree

Year Awarded

University

(B.A., B.S., B.F.D., etc)

(M.A., M.S., M.Ed., etc)

(first foreign, indicate country)

Master’s Degree

Year Awarded

University

(first foreign, indicate country)

Student Signature:

Date:

REQUEST TO MAIL DIPLOMA
(COMPLETE THIS SECTION ONLY IF DIPLOMA IS TO BE MAILED)
Foreign Air Mail requires special handling—See Admissions & Records Office, QLCSS 202 (808-956-8010)

PLEASE PRINT CLEARLY

NAME:

MAILING ADDRESS:

Important: Address information provided will be used solely for the purpose of mailing your diploma. You may update your mailing address online on MyUH. You may also submit a written request to Admissions and Records to update your mailing and/or permanent address.

College SAS Use Only

MGD Use Only

Banner Term:

SHADEGR:

Fee (BODF) Thesis (BODT)

SHADIPR: Name__ Hometown__ Mailing Address__

Inactivate Update next SGASTDN:

User:

Rev 10 07
Petition to Revise Thesis or Dissertation Committee

Prior to submitting the petition, the student must discuss revisions of the committee with all members of the current and revised committees.

If appointing a non-graduate faculty to the revised committee, attach justification and a current CV of the faculty. University Representative = Outside Member
Petition to Revise Thesis or Dissertation Committee

Part I. To be completed by the student

Name ____________________________ UH ID No. ____________________________

Graduate Program ____________________________ Degree Objective ________

Mailing Address ____________________________ STREET ____________________________

APT. NO. ____________________________ CITY ____________________________ STATE ____________________________

Reason for Revising Committee: ____________________________________________

I certify that I have read and understand the policies and instructions for this form.

Signature of Student ____________________________ Date __________

Obtain signatures from members of the current and revised committees:

CURRENT COMMITTEE: Name (Type or Print) ____________________________ Signature ____________________________ Date __________

Chair

University Representative

Member

Member

Member

Member

Member

REVISED COMMITTEE: Name (Type or Print) ____________________________ Signature ____________________________ Date __________

Chair

University Representative

Member

Member

Member

Member

Part II. To be completed by the graduate chair

I certify that this petition is in compliance with the policies and instructions for this form.

Signature of Graduate Chair ____________________________ Date __________

GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ____________________________ Date __________

C: Graduate Program

2540 Maile Way, Spalding Hall 352, Honolulu, Hawai‘i 96822
Telephone: (808) 956-8500
An Equal Opportunity/Affirmative Action Institution
Petition for Remote Committee Participation

Committee Members: Graduate Division procedure for the Dissertation Defense requires the physical presence of a simple majority of the committee. Whereas it is preferable that all committee members be present, in cases where this is not possible remote participation by teleconferencing is possible by requesting an exception in advance of the defense if the following conditions are met:

- Advance written agreement of the student and all committee members has been obtained and submitted to the Graduate Records Office;
- All materials, including any visual aids, have been distributed in advance to the remote member;
- The remote member(s) participate(s) in the entire and complete course of the meeting;
- The committee chair has accepted responsibility for the oversight of any logistical arrangements necessary; and
- Any costs associated with tele- or videoconferencing have been accounted for in advance. Such costs are not the responsibility of the Graduate Division.

Chair and/or University Representative: If the Chair and/or University Representative cannot be physically present for the defense, he or she must participate by some form of video technology. The petition form must be accompanied by a memorandum to the Associate Dean specifying:

- The reason why the Chair and/or University Representative must participate remotely.
- That the University Representative is willing to confirm that the conduct and outcome of the defense were not adversely affected by remote participation.
- And that the technology used will be of sufficient and consistent quality such that each committee member can be seen clearly on screen and that all visual material, such as graphs or tables, can be viewed equally well by those present and participating remotely.

Suggestions for Successful Remote Participation

- If the chair is not physically present, one of the committee members should take the role of host/manager of the meeting to introduce the student, greet the audience, monitor questions, etc. after consulting with the chair.
- It has been the experience in some committees that the technology has proven to fail or been otherwise unreliable so it is strongly advised that some back-up technology be in place.
- The audio should be such that there is no time lag in the audio between sites inasmuch as this could lead to miscommunication of questions and answers.
- A competent IT technician who is well versed in the use of the technology employed should be present for the entire duration of the defense in the event that technical difficulties arise.
- If possible, the entire defense, with the exception of the committee's deliberations, should be recorded so that the defense may be reviewed in case of any disputes or problems.
- Because the defense is public, the room should be large enough to accommodate anyone who seeks to attend.
Petition for Remote Committee Participation

To be completed by the student

Name ___________________________________________ UH ID No. ___________
LAST, FIRST, M.L

Graduate Program ___________________________ Degree Objective Select One
INCLUDE SPECIALIZATION IF APPLICABLE.

Telephone: ___________________________ Email: ___________________________

Means of Participation for Remote Member: □ Teleconference □ Videoconference
□ Other ___________________________ SPECIFY

Name of Department Underwriting Costs: _________________________________________

I certify that I have read and understand the policies and instructions for this form.

Signature of Student ___________________________ Date ___________

Obtain approval signatures from the committee: (Faxed signatures are acceptable.)

We certify that this petition is in compliance with the policies and instructions for this form. We agree to the remote participation of the committee member indicated below.

<table>
<thead>
<tr>
<th>Name (Type or Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Representative</td>
<td></td>
<td></td>
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<tr>
<td>Remote Member</td>
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<tr>
<td>Member</td>
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</tr>
</tbody>
</table>

GRADUATE DIVISION ACTION

□ Approved □ Not Approved By ___________________________ Date ___________

Remarks

C: Graduate Program

2540 Maile Way, Spalding Hall 352, Honolulu, Hawaii 96822
Telephone: (808) 956-8500
An Equal Opportunity/Affirmative Action Institution
Leave of Absence

Unless a leave of absence has been approved in advance by the Graduate Division, a student who fails to maintain continuous enrollment (excluding summer session) is considered withdrawn from the university. Students on approved leave do not pay tuition or fees. Students who will be consulting university faculty or using university facilities or staff services should not request leave.

Length of Leave Allowed
Each student is allowed up to one year of leave. A student may take one additional year of leave for maternity or to care for an ill family member.

Time on approved leave is not counted against time allowed for the completion of graduate programs. However, leave will not be granted simply to avoid the seven-year limit.

Who May Apply
To apply for leave, a student must be enrolled currently, be in good academic standing, and have completed at least a semester of course work relevant to degree objective.

How to Apply
Students who wish to petition for leave need to file a Petition for Leave of Absence with the Graduate Records Office.

Students who must maintain full-time enrollment due to their status as international students, guaranteed loan recipients, East-West Center grantees, or veterans need to obtain approval from the respective offices before petitioning for leave.

Returning from Leave
Students who wish to return sooner from an approved leave should contact the Graduate Records Office by the deadlines indicated below:

<table>
<thead>
<tr>
<th>Semester of Return</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session</td>
<td>March 1</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>April 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>October 1</td>
</tr>
</tbody>
</table>

Students who do not return from leave by the specified date of return will need to apply for readmission through Graduate Admissions Office. Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.
Petition for Leave of Absence

Part I. To be completed by the student

Name _______________________________ UH ID No. ____________________

LAST, FIRST, M.I.

Graduate Program ___________________________ Degree Objective ______

INCLUDE SPECIALIZATION IF APPLICABLE.

Mailing Address ____________________________ STREET __________

APT. NO. ___________ CITY ___________ STATE ___________ ZIP CODE ___________

Semester(s) of Leave ______________________ & ______________________ Semester of Return ______________________

TERM & YEAR ______________________ & ______________________ TERM & YEAR ______________________

Reason for Leave

☐ Personal

☐ Maternity

☐ Care for ill family member

Previous Leave (if any)

&

TERM & YEAR ______________________ & ______________________ TERM & YEAR ______________________

I certify that I have read and understand the policies and instructions for this form.

Signature of Student _______________________________ Date ___________

Obtain approval signatures from the following offices, if applicable:

International Student Services _______________________________ Date ___________

Financial Aid Services _______________________________ Date ___________

East-West Center _______________________________ Date ___________

Veteran Affairs Services _______________________________ Date ___________

Part II. To be completed by the graduate chair

☐ Approved ☐ Not Approved _______________________________ REASON FOR DISAPPROVAL

I certify that this petition is in compliance with the policies and instructions for this form.

Signature of Graduate Chair _______________________________ Date ___________

GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved ☐ By _______________________________ Date ___________

Remarks _______________________________

C: Graduate Program / Student / Other offices listed above as applicable

2540 Maile Way, Spalding Hall 352, Honolulu, Hawai'i 96822
Telephone: (808) 956-6500
An Equal Opportunity/Affirmative Action Institution
Course Substitution / Waiver

Occasionally, a required course in a graduate program is not available or is no longer offered due to program changes. With advance approval from the graduate program and the Graduate Division, a student may take another course as a substitute. If the substitute course is a 699 course, it must be taken for grade.

Course waivers are at the discretion of the graduate program and must be justified.

If the substitution course is transferred in from another institution, use the "Petition to Transfer Credits" to indicate which required UHM course will be substituted.
Petition to Substitute or Waive Courses

Part I. To be completed by the student

Name ____________________________ UH ID No. ____________________________

Graduate Program ____________________________ Degree Objective ________

Include Specialization if Applicable.

Part II. To be completed by the graduate chair

<table>
<thead>
<tr>
<th>Alpha, Number &amp; Title of Required Course</th>
<th>Alpha, Number &amp; Title of Substitution Course</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Alpha, Number &amp; Title of Waived Course</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

I certify that this petition is in compliance with the policies and instructions for this form.

Signature of Graduate Chair ____________________________ Date ____________

GRADUATE DIVISION ACTION

☐ Approved  ☐ Not Approved  By ____________________________ Date ____________

Remarks

C: Graduate Program

2940 Main Way, Spalding Hall 352, Honolulu, Hawaii 96822
Telephone: (808) 956-8600
An Equal Opportunity/Affirmative Action Institution
Graduate Assistant Tuition Exemption

Use this form to request a GA tuition exemption. The award of a GA tuition exemption is contingent on

1. The commitment of the department or unit to provide a graduate assistantship, and
2. The commitment of the graduate assistant to abide by the policies below.

GA tuition exemptions awarded by the Graduate Division are valid only for fall and spring semesters. Summer session tuition exemptions, if available, are issued by the Dean of the Outreach College.

Conditions of Award
Recipients of GA tuition exemptions must meet the following requirements. Failure to do so will result in cancellation of award and liability to pay back the full amount of the award.

- Serve as a GA for at least three-quarters of a semester.
- Maintain good academic standing and a GPA of 3.0 or above.
- Maintain full-time enrollment (defined as six credits or more for GAs).
- Obtain advance approval from the Graduate Division if enrolling in more than nine credits.

Conflict of Interest, Ethics and Intellectual Property
As university employees, GAs will be governed by official UH policies on conflict of interest, ethics and intellectual property. GAs must abide by these policies and disclose any potential conflict of interest. The university may have a right to a share of the intellectual property developed by GAs while carrying out GA duties. If the assistantship is funded by a grant or contract, even partially, then provisions of the grant or contract may determine ownership of intellectual property. More information is available at the Graduate Division Website <http://manoa.hawaii.edu/grad>.

Approval for Research Topics (For Graduate Assistants with Research Duties)
As required by federal, state and university regulations, UHM employees and students who intend to conduct research that involves the use of subjects listed below must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

- Committee on Human Studies <www.hawaii.edu/irb/>
The Committee on Human Studies (CHS) functions as the federally mandated Institutional Review Board (IRB) for the UH system. All research proposals involving the use of human subjects or the university’s non-public information to identify or contact research subjects need to be reviewed and approved by the CHS. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions.

- Environmental, Health and Safety Office <www.hawaii.edu/ehso/>
The Environmental, Health and Safety Office (EHSO) ensures safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, biological “commodities” (including micro-organisms, plants, animals, biological toxins, cell or tissue samples, recombinant DNA), compressed gas (scuba) diving, certain chemicals and hazardous materials, and the disposal of hazardous materials need to be reviewed and approved by the EHSO.

- Institutional Animal Care and Use Committee <www.hawaii.edu/ansc/IACUC/>
The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight and evaluation of animal care and use at the university. Research proposals involving vertebrate animals need to be reviewed and approved by the IACUC.
UNIVERSITY OF HAWAI‘I AT MĀNOA
Graduate Division
Fellowships and Scholarships

Graduate Assistant Tuition Exemption Request Form

Part I. To be completed by the graduate assistant

Name ____________________________ UH ID No. __________________
LAST, FIRST, M.I.
Graduate Program __________________________ Degree Objective ______ Select One
INCLUDE SPECIALIZATION IF APPLICABLE
Are you pursuing a joint degree in law or medicine? □ No □ Yes (JD) □ Yes (MD)

I certify that I have read and understand the policies and instructions for this form.

Signature of Student __________________________ Date __________

Part II. To be completed by the department/unit providing the graduate assistantship

Name of Department/Unit __________________________
Name of Department Chair or Principal Investigator __________________________
Telephone __________________________ Fax __________________________

Provide details on the graduate assistantship appointment:

<table>
<thead>
<tr>
<th>Student Status</th>
<th>GA Duty</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>New graduate student</td>
<td>Teaching</td>
<td>9-month / 0.25 FTE</td>
</tr>
<tr>
<td>Continuing student and new GA</td>
<td>Research</td>
<td>9-month / 0.50 FTE</td>
</tr>
<tr>
<td>Continuing student and continuing GA</td>
<td>Other *</td>
<td>11-month / 0.25 FTE</td>
</tr>
</tbody>
</table>

Appointment Period from __________ to __________
MM/DD/YY to MM/DD/YY

* Attach memo justifying appointment.

I certify that the department/unit is committed to provide the student with the graduate assistantship detailed above.

Signature of Department Chair or Principal Investigator __________________________ Date __________
GA Enrollment in More Than 9 Credits

GAs who wish to enroll in more than nine credits in any semester need to file a petition with the Graduate Fellowships and Scholarships Office. They are advised to consider carefully the potential effects of academic overload on their ability to maintain the required academic performance and to carry out their GA duties.
UNIVERSITY OF HAWAI'I AT MĀNOA
Graduate Division
Fellowships and Scholarships

Graduate Assistant Petition to Enroll in More Than 9 Credits

Part I. To be completed by the graduate assistant

Name ___________________________ UH ID No. ________________
LAST, FIRST, M.I.

Graduate Program ___________________________ Degree Objective Select One

For the coming ___________________________ semester, I plan to register for the following courses:

<table>
<thead>
<tr>
<th>Course Alpha &amp; Number</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that I have read and understand the policies and instructions for this form.

Signature of Graduate Assistant __________________________ Date ________________

Part II. To be completed by the graduate assistant's supervisor and graduate chair

We understand that the student named above will be enrolled in more than nine credits, during the semester indicated. We agree to adjust the student's GA work load as necessary at certain times during the semester, so that the student may maintain satisfactory academic performance.

<table>
<thead>
<tr>
<th>Name (Type or Print)</th>
<th>Telephone</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRADUATE DIVISION ACTION

☐ Approved  ☐ Not Approved By __________________________ Date ________________

Remarks

2540 Maile Way, Spalding Hall 3540, Honolulu, Hawai'i 96822
Telephone: (808) 956-8113, Facsimile: (808) 956-4261
An Equal Opportunity/Affirmative Action Institution
GA Work Load Beyond 20 Hours Per Week

During Instructional Period
GAs are advised to consider carefully the potential effects of additional work load on their ability to maintain satisfactory academic performance.

ABT or ABD GAs who are domestic students may work up to 40 hours per week, if the additional work is related to their thesis or dissertation research.

All other GAs who wish to work more than 20 hours per week need to file a petition with the Graduate Fellowships and Scholarships Office. GAs who are international students also need to obtain approval from the International Student Services.

During Non-Instructional Periods
GAs may work up to 40 hours per week during non-instructional periods (between semesters and during the summer).
Graduate Assistant Petition to Work More Than 20 Hours

Part I. To be completed by the graduate assistant

Name ___________________________ UH ID No. _________

Last, First, M.I. ___________________________

Graduate Program ___________________________ Degree Objective _________

Department of Hire (overload) ___________________________

From ___________ to ___________ I will be working _____ hours per week for the overload.

Signature of Graduate Assistant ___________________________ Date ___________


I certify that the student named above has approval from the International Student Services to work more than 20 hours per week during the period indicated above.

Signature of International Student Services Adviser ___________________________ Date ___________

Part II. To be completed by the graduate assistant's supervisors and graduate chair

We certify that this petition is in compliance with the policies and instructions for this form. We agree to adjust the student's GA workload as necessary at certain times during the semester, so that the student may maintain satisfactory academic performance.

<table>
<thead>
<tr>
<th>Name (Type or Print)</th>
<th>Telephone</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA Regular Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GA Overload Supervisor</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Academic Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Chair</td>
<td></td>
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</tbody>
</table>

GRADUATE DIVISION ACTION

☐ Approved  ☐ Not Approved  By ___________________________ Date ___________

Remarks

2540 Maile Way, Spalding Hall 3540, Honolulu, Hawaii 96822
Telephone: (808) 956-8113, Facsimile: (808) 956-4261
An Equal Opportunity/Affirmative Action Institution