

University of Hawai'i at Hilo
Recommendation for Admission to Candidacy for a Doctoral Degree

Part I. To be completed by the student

Name _____ UH Student ID _____
Last, First M.I.

Email Address _____@hawaii.edu Phone _____

Graduate Program _____ Degree Objective _____

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 of 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).

 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.

Name (Type or Print)	Signature	Date
Chair		
Member		
Member		
Member		
Member		
Member		
University Representative		

Part II. To be completed by the Chair of the Graduate Committee

Exam	N/A If Not Applicable	MM/DD/YY	Passed	Failed
Comprehensive Exam (oral or oral & written)				
Comprehensive Exam (Repeat if failed the first time)				
Second language Exam (Language: _____)				

Advance to Candidacy: "Recommended" "Not Recommended" "Issuance of ABD Certificate Requested"

 Signature of Chair of the Graduate Committee Date

GRADUATE DIVISION ACTION

Approved Not Approved By _____ Date _____

Remarks _____

Doctorate—Recommendation for Admission to Candidacy

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, UH Hilo 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 Office of the Registrar will issue an ABD certificate to the student.