



UNIVERSITY  
of HAWAII  
**HILO**

University of Hawai'i at Hilo Administration  
Office of the Chancellor

May 3, 2013

**MEMO TO:** Michael Shintaku  
Chair, Faculty Congress

**FROM:** Donald Straney  
Chancellor

A handwritten signature in black ink that reads 'Donald Straney'. A long vertical line extends from the end of the signature down towards the subject line.

**SUBJECT:** Motion to establish time limits for completion of Ph.D.

I am in receipt of your memorandum of April 5, 2013, transmitting a Faculty Congress recommendation endorsing the proposed general time limits for Ph.D. programs to be adopted as the University of Hawai'i at Hilo Graduate Division policy.

I concur with this recommendation, and, by copy of this memorandum, am asking Vice Chancellor Matt Platz to have the policy revised accordingly and posted to the UH Hilo academic policy website.

Thank you.

Cc: Dan Brown, Interim Vice Chancellor for Research  
Ken Morris, Graduate Council Chair  
Matt Platz, Vice Chancellor for Academic Affairs ✓

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April 18, 2013

**MEMO TO:** Donald Straney  
Chancellor

**FROM:** Matthew Platz  
Vice Chancellor for Academic Affairs

A handwritten signature in black ink that reads "Matt".

**SUBJECT:** Motion to establish time limits for completion of the Ph.D.

I am in receipt of the Faculty Congress' motion of April 5, 2013 that proposes general time limits for completion of Ph.D. programs be adopted as UHH Graduate Division policy.

I have reviewed the attached motion from Congress and am recommending your approval.

Attachment

Cc: Dan Brown, Interim Vice Chancellor for Research  
Ken Morris, Graduate Council Chair  
Michael Shintaku, Congress Chair

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

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APR 09 2013

UH-HILO  
Vice Chancellor for  
Academic Affairs

April 5, 2013

**To:** Matthew Platz, UHH Vice Chancellor of Academic Affairs

**Cc:** Dan Brown, UHH Vice Chancellor for Research, Ken Morris, Graduate Council Chair

**From:** Michael Shintaku, Faculty Congress Chair

**Subject:** Motion to establish time limits for the completion of the PhD

At its March 15, 2013 meeting, the UH-Hilo Faculty Congress unanimously passed a motion requiring administrative action: establish time limits for the completion of the PhD.

We appreciate your attention to this matter, and look forward to a response at one of our upcoming faculty congress meetings.

#### **Time limits for Ph.D. programs**

It is proposed that the following general time limits for Ph.D. programs be adopted as UHH Graduate Division policy. An individual program may shorten the time limits, if desired and internally approved. Special exceptions to the limits, with the support of the program and Dean, would require graduate council approval.

- Graduate level courses may only be applied towards the degree requirements if taken within 10 years of the completion of the degree. [Credits used towards fulfillment of another degree may not be used.]
- The maximum time a student may take to complete all requirements for a Ph.D. is 7 years from matriculation into the Ph.D. program, with a possible extension for extenuating circumstances not to exceed 10 years in total. A petition for extension will be submitted by the program to the Graduate Council, and if approved, the Graduate Council will forward approval of the extension to the VCRED.

**UHH Faculty Congress Vote:** 19 Yea, 0 Nay

*College of Agriculture, Forestry & Natural Resource Management*

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