

## 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.) University Representative = Outside Member
- 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/](http://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/](http://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/](http://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.

# UNIVERSITY OF HAWAII AT MĀNOA

Graduate Division  
 Student Academic Services  
**Records Office**

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

Name \_\_\_\_\_ UH ID No. \_\_\_\_\_  
LAST, FIRST, M.I.

Graduate Program \_\_\_\_\_ Degree Objective \_\_\_\_\_  
INCLUDE SPECIALIZATION IF APPLICABLE.

Dissertation Topic: \_\_\_\_\_

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, EHSO-diving, hazardous materials, IACUC-animals) for my research topic.

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		
University Representative		
Member		
Member		
Member		
Member		

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

Exam	Not Required	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 Graduate Chair \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE DIVISION ACTION**

Approved  Not Approved By \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_