CIVIL ENGINEERING GRADUATE STUDENT HANDBOOK

Department of Civil & Environmental Engineering
College of Engineering
University of Hawaii at Manoa
2450 Dole Street, Holmes 383
Honolulu, Hawaii 96822
www.CEE.hawaii.edu

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I. INTRODUCTION

This handbook sets forth the basic policies, requirements and procedures for graduate students pursuing Master of Science (MS) and Doctor of Philosophy (PhD) degrees in Civil Engineering. Note: degrees are not offered in environmental engineering. You should read this very carefully so that you are clear about your responsibilities as a student and the responsibilities of the program to you. If you have any questions about any of the information presented herein, please ask the Graduate Chair, Dr. Roger Babcock and/or the Graduate Secretary. The earlier you clarify any matter of concern to you, the less likely it will create any problems for you later. We wish you great success in pursuing your educational goals and hope that this handbook provides you with a good tool in meeting those goals.

This handbook is intended to pull together information you will need. Additional information can be found in various university references including: the Civil & Environmental Engineering (CEE) Department (www.cee.hawaii.edu/) and the UHM Office of Graduate Education (www.manoa.hawaii.edu/graduate). The later website is a vast resource of official UHM information to further help you on your journey and it should be consulted for the most up-to-date policies/procedures and any questions that are not answered in this handbook.

The campus of the University of Hawaii at Manoa (UHM) is located on some 300 acres of land in green Manoa Valley close to Waikiki Beach and metropolitan Honolulu. The city’s superb climate coupled with beautiful beaches and gorgeous mountains offers excellent outdoor recreational activities year round. The diverse ethnic background of the state’s population provides rich cultural activities with colorful customs and traditions.

The University, founded in 1907, currently enrolls approximately 20,500 students including 6,030 graduate students at the Manoa campus. The University offers course work leading to bachelor’s degree in 93 academic fields, masters in 84 fields, and doctorates in 51 fields. The University is one of only 12 Sea Grant, Land Grant and Space Grant Institutions in the United States of America.

The College of Engineering has three degree-granting departments: Civil & Environmental, Electrical & Computer, and Mechanical. The College presently enrolls approximately 900 undergraduates and 200 graduate students. Engineering degrees have been awarded since the founding of the University in 1907. More than 10,000 practicing engineers, researchers, and teachers have received engineering degrees from UHM. The College’s academic strengths in providing a high-quality education are demonstrated by the number of alumni who serve as presidents of regional engineering companies, as senior project managers in national and international high-tech corporations and research centers, and as senior managing engineers in government agencies.

The CEE Department has 20 Graduate Faculty plus 6 Cooperating Graduate Faculty, 2 Adjunct Faculty, 2 secretaries, and 3 technicians. There are 7 modern laboratories available for instructional and research activities. About 300 undergraduate students and 80 graduate students (60 MS and 20 PhD) enroll in its degree programs. The dedicated and dynamic faculty together with excellent laboratory facilities offers engineering education and research opportunities of the highest quality.
II. PROGRAM OVERVIEW

The Civil & Environmental Engineering Department (CEE) of the University of Hawaii at Manoa (UHM) offers graduate programs leading to Master of Science (MS) and Doctor of Philosophy (PhD) degrees in Civil Engineering. The MS and PhD programs were approved by UHM in 1963 and 1992, respectively.

The overall Mission of CEE is to 1) educate civil engineers that meet the requirements of the profession, committed to life-long learning, and have the potential to be the future leaders of the profession; 2) create, develop, and disseminate new knowledge through high quality, innovative research; 3) provide service to various agencies of the State and Counties of Hawaii and the engineering community; and 4) provide leadership to the Civil Engineering profession in the Asia/Pacific Region.

The CEE mission is aligned with the CoE mission with respect to graduate programs: to provide research and graduate education opportunities to students worldwide, within the context of a faculty driven extramurally funded research program that leverages the resources of the University of Hawaii and its partners in Hawaii.

The Civil Engineering Bachelor of Science (BS) degree includes a broad-based general education component and coverage of six different CEE subdisciplines, including construction, environmental, geotechnical, hydraulics and hydrology, structures, and transportation with no opportunity for specialization in a subdiscipline. The BS degree is designed to prepare all graduates for entry-level positions in any CEE subdiscipline or general civil engineering work. The MS degree is designed to provide attainment of in depth technical knowledge in a single subdiscipline of the student’s choice. The PhD degree is designed to produce high-level subdiscipline experts capable of self-directed independent research for professional leadership and/or university faculty positions.

III. INITIAL STEPS AND PLAN OPTIONS

A. Application Information
   1. Mailing Address
      University of Hawai‘i at Mānoa
      Department of Civil and Environmental Engineering
      2540 Dole Street
      Holmes 383
      Honolulu, HI 96822
      Tel: (808) 956-7449      Fax: (808) 956-5014
      http://www.cee.hawaii.edu

   2. Application Deadlines
      a) Official deadlines for International applicants

<table>
<thead>
<tr>
<th>Degree</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>May 1</td>
<td>September 1</td>
</tr>
<tr>
<td>PhD</td>
<td>March 1</td>
<td>September 1</td>
</tr>
</tbody>
</table>
b) Deadlines for mainland and Hawaii applicants

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>July 1</td>
<td>November 1</td>
</tr>
<tr>
<td>PhD</td>
<td>July 1</td>
<td>November 1</td>
</tr>
</tbody>
</table>

3. On-line applications

Applications are obtained at the Office of Graduate Education website: [http://manoa.hawaii.edu/graduate/content/submitting-your-application](http://manoa.hawaii.edu/graduate/content/submitting-your-application)

There is a non-refundable application fee of $100

Applicants are admitted for a specific semester and are not allowed to “defer” admission to a later semester; instead they must re-apply and pay the application fee again.

4. Admission requirements

a) BS degree in civil engineering or equivalent from an accredited U.S. college or university, or its equivalent from a recognized foreign institution of higher learning. Students who do not possess a BS degree in civil engineering must fulfill additional prerequisite coursework upon admission (see Initial Steps, below).

b) Minimum GPA (Grade Point Average) of 3.0 or equivalent in the last two years of undergraduate study and in all post-baccalaureate and graduate-level course work. The GPA is calculated based on a scale of 4.0=A.

c) GRE (Graduate Record Examination) General Test or evidence of passing the FE (Fundamentals of Engineering) exam.

- There are no absolute minimum GRE scores, however, applicants will be favorably viewed with GRE Quantitative score of 80% or better.

d) TOEFL/IELTS scores for most non-native speakers of English.

e) Statement of objectives, including area(s) of graduate study interest. Download statement of objectives form at www.cee.hawaii.edu.

f) Applicants wishing to be considered for a Teaching Assistantship (TA) or Research Assistantship (RA) submit Graduate Assistant Application Form, Graduate Assistant Evaluation Form, and three sealed letters of recommendation. Download forms at [www.cee.hawaii.edu](http://www.cee.hawaii.edu).

5. English Proficiency Minimum Requirements

Most applicants whose native language is not English are required to take either the TOEFL or the IELTS.

a) TOEFL:

MS applicants: Minimum score is 540/76 (paper/internet)
PhD applicants: Minimum score is 600/100

For TA applicants: Minimum is 600/100, with subset scores of 25 for listening and speaking

b) IELTS:

Minimum score is 6.00 for the overall band scores.
For TA applicants the minimum is 7.00

Applicants may submit unofficial scores while applying for admission, but admitted students must submit official scores in order to enroll. Official scores are sent directly to Graduate
Division Student Services. The Educational Testing Service (ETS) code for UHM is 4867. Test scores cannot be more than two (2) years old.

B. Initial Meeting of New Students with Graduate Program Chair

1. All new MS and PhD students must meet with the Graduate Program Chair.
2. The initial meeting should occur in person prior to the start of classes/registration but may occur via telephone or email if circumstances dictate such (e.g. foreign students arriving just prior to the first day of classes).
3. The meeting establishes the student’s area of study, discusses overall program requirements including choice of Plan A vs. Plan B for MS students, Qualifying Examination requirements for PhD students, and advises on the program of study for the first semester.
4. MS students must choose an area of concentration (subdiscipline) from the following:
   - Construction
   - Environmental
   - Geotechnical
   - Hydraulics/Hydrology
   - Structures
   - Transportation

5. For students being supported as a research assistant (RA), the student will be directed for further advising to the professor providing the research assistantship who will normally serve as the academic and thesis/dissertation advisor.
6. For students being supported as a teaching assistant (TA) and self-supported students, the Graduate Chair will serve as the student’s temporary academic advisor until the student has chosen an academic advisor. The Graduate Chair will suggest possible academic and thesis advisors based upon the student’s area of concentration.

C. MS student choice of Plan A versus Plan B program.

1. The CEE Department awards a Master of Science (MS) degree in Civil Engineering and there are two options from which the student must select: Plan A (thesis) or Plan B (non-thesis).
2. Selection of Plan A/B must occur during the first semester of study in consultation with the Graduate Chair and/or the student’s permanent academic advisor. Students are able to change from Plan A to B or visa-versa during the program by petition to Graduate Division (contact Graduate Chair for assistance).
3. Plan A is known as the thesis option. A thesis is a scholarly contribution to knowledge. It presents research conducted by the student under the supervision of the thesis committee chair (mentor/advisor). The research is often funded by a research grant obtained by a faculty member and may take many forms including campus-laboratory-based experimental or computer simulation studies, different types of off-campus experimental site research studies, or other studies that do not require being on UHM campus. The final thesis is a formal document that is approved by the thesis committee of three faculty (via signature) and becomes a permanent and official addition to the body of scholarship undertaken at UHM (a copy is cataloged in Hamilton Library). The thesis is presented orally and defended in front of the thesis committee which must
approve of the defense. The thesis counts for 9 credits. The oral defense is open to department faculty, students, and the public.

4. Plan B is known as the non-thesis option. This option is most commonly selected by part-time students working full-time in the engineering profession. This option requires a “major research report” which counts for 3 credits. The major research report is often called a “mini thesis” that is completed under the supervision of the student’s Plan B committee chair. The major report is usually not something supported by a scholarly research grant and is often based upon a professional engineering project with novel features or planning-type studies of professional practice interest. Students must pass a Final Oral Exam in front of the Plan B committee of three faculty that includes a presentation/defense of the Plan B project and questioning on any other aspects of the student’s MS coursework. The oral exam is open to department faculty, students, and the public.

5. The selection of Plan A or B occurs in consultation with the student’s academic advisor. Full time students supported as Research Assistants normally select Plan A (usually a condition of the research assistantship offer). Part-time students generally select the Plan B option because they do not have the time/access to conduct thesis research. Many self-funded students also take the Plan B option.

6. Full time Plan A students can complete the degree is 1.5 to 2.0 years. Full time Plan B students can complete the MS degree in 1.0 year. Part time Plan B students complete the degree in 2.5 to 5.0 years (at rate of 1 or 2 classes per semester). Actual time to degree completion (TTD) is variable and depends mostly on the student’s ability to complete the thesis/major report in a timely fashion. Sometimes research projects have un-foreseen delays in sponsor funding, or equipment purchase, or research site availability, and/or from experiments not going as expected and having to be repeated or changed. Students are encouraged to use good planning/management strategies such as establishing a scope, timeline and milestones as early as possible, meeting frequently with their advisor to update expectations/progress/milestones/timeline, starting writing of thesis/report at the very beginning of the project (make and outline and do the literature review), and constantly being aware of the schedule and committing to staying on track. Good communication with the advisor and committee members is key to a shorter TTD.

7. Students must complete all requirements within seven (7) years after admission to the program or they are subject to dismissal. Students failing to complete the degree within 5 full years will be automatically placed on probation by the Graduate Division at the start of the sixth year. The probation is rescinded if the degree is completed within 7 years. If all requirements except the Thesis or Major Report are completed by the end of 7 years, the Graduate Chair can, if appropriate, petition for an extension by providing reasons the extension is needed, and a reasonable timeline for completion. Extenuating circumstances are required in order to obtain such an extension.

D. MS students can enter graduate studies as unclassified, conditional, or classified status.

- **Classified** status means a regular CE major. Students with an undergraduate GPA of 3.0 or higher enter as Classified status.
- **Conditional** status means a regular CE major on probation. Students with an undergraduate GPA of 2.7 to 2.9 generally enter as Conditional status. Conditional students must complete 9 credits of graduate coursework with a GPA of 3.0 or higher at UHM and then are switched to Classified
status automatically. Students who do not meet the requirement with the first 9 credits completed are dismissed from the program.

- **Unclassified** status means a non-CE major. Students with an undergraduate GPA lower than 2.7 are eligible to begin graduate studies at UHM as an unclassified student (known as post-bachelor unclassified, PBU). These students are inadmissible directly into CE and should not apply.
  
  o Unclassified (PBU) students can take all CEE classes
  o Unclassified (PBU) students must complete 12 credits while earning a 3.0 or higher and then can apply for admission into CE as Classified status (complete the regular application to CE and pay the fee). Students who meet the grade requirements will be admitted.
  o Credits earned as Unclassified status (PBU) are considered pre-program and must be transferred into the degree program following attainment of Classified status (this is completed by the Graduate Chair by petition to Graduate Division). A maximum of 15 pre-program credits can be transferred. Credits in excess of 15 taken as PBU will be “lost” (not able to be used for degree requirements).
  o Residency requirements dictate that a student must be in Classified status for at least 2 semesters. Thus, Unclassified (PBU) students must apply for regular admission as soon as possible. For students that complete their first 12 (or more) credits in the Spring semester, this is not a problem, since there is plenty of time between the end of Spring semester in May and the July 1 application deadline for Fall semester. However, students that complete their first 12 credits in the Fall semester are not able to apply for admission in the Spring semester because their grades will not be available prior to the November 1 application deadline for Spring semester. These students have to wait for admission the following Fall semester, which could delay their program completion (necessitate two additional semesters to meet residency and loss of credits in excess of 15 as described above.

E. PhD students enter as Classified status.

- PhD students can only enter as Classified status. It is not possible to start the PhD program as Unclassified status. Students must have completed an MSCE or equivalent and submit all other required application materials, including:
  
  o Official Transcripts for all previous institutions and degrees
  o GRE general test scores or proof of passing the FE exam
  o Personal Statement of Objectives Form – describing area of specialization, objectives of graduate study, and long-range professional goals
  o Three Graduate Assistant Evaluation forms and three signed letters of reference (at least two from academic faculty) specifically commenting on the potential of the applicant to conduct research and be successful in a rigorous academic program.
  o TOEFL/IELTS scores for most non-native English speakers.
F. Transfer credits for Masters students.

- Credits earned at UHM as Unclassified (PBU) status, at other UH campuses, at other universities, and excess credits earned as an undergrad, can be transferred into the CE degree program to satisfy degree requirements. Credits can only be transferred for courses completed for a letter grade (no CR/NC) and for which a grade of B or higher is earned (no B-).

- Credits earned while at UHM as PBU must be transferred into CE in order to count towards degree requirements. This is accomplished by the Graduate Chair petitioning the Graduate Division during the student’s first semester as Classified status. A maximum of 15 credits can be transferred because at least 16 credits must be completed while in Classified status.

- Credits for graduate coursework earned at other universities can be transferred into CE to count toward degree requirements. Such coursework must be equivalent to courses offered in the UHM CEE program or clearly be applicable to the student’s degree program. A maximum of 15 credits can be utilized from a prior university program. The student must provide transcripts and catalog course descriptions and a course syllabus to the Graduate Chair who will prepare a petition to the Graduate Division. Credits can only be transferred for courses completed for a letter grade (no CR/NC) and for which a grade of B or higher was earned (no B-).

- Excess credits earned from a BS program (at UHM or other universities) can also be transferred only if the credits were not used to satisfy BS requirements (no double-counting allowed), a grade of B or higher is required, and a maximum of 9 credits of excess undergrad-level courses. A maximum of 15 credits can be transferred.

G. Transfer credits for Doctoral students.

- PhD students must satisfactorily complete a minimum of 50 credits beyond the BS. With approval of the Graduate Chair, up to 30 credits earned as part of the student’s MS program can be transferred to into the program to satisfy the minimum credit requirements. MSCE credits will usually all transfer, however, credits obtained in “or equivalent” degree programs will be evaluated to determine whether they are clearly relevant to a PhD in CE and can therefore substitute for relevant CEE course that could otherwise be taken for credit during the PhD program. It is required that 27 of the 50 credits beyond MSCE must be in graduate-level CEE coursework (excluding directed reading/research). Thus, generally, only courses offered in the UHM CE program and/or other courses typically offered in a CE program will be considered for transfer.

- The 30 credits may include up to 9 credits for MS thesis work but exclude graduate seminar credits taken as part of a MS program.

- The Graduate Chair completes the petition to Graduate Division to transfer up to 30 credits of appropriate MS coursework to satisfy area requirements. This process is necessary regardless of whether the MSCE was earned at UHM or another institution. This is normally completed in the first semester of enrollment.

- Note: The typical PhD student possessing a prior MSCE will start the program with 30 transfer credits and will then need to complete only a minimum of 20 credits of additional coursework plus a one credit seminar course.

H. English Language Proficiency Requirements for International Students

1. Admitted students are required to submit official TOEFL or IELTS scores in order to enroll at UHM. Official scores should be sent directly to Graduate Division Student Services. The Educational Testing Service (ETS) code for UHM is 4867. Test scores cannot be more than two years old.
2. All non-exempted international students must report to the UHM English Language Institute (ELI) and take a placement test to evaluate the student’s level of proficiency in English.

3. The following international students are exempted from the ELI placement test:
   - Native speakers of English.
   - International students who received a TOEFL score of 600/100 (paper/Internet) or IELTS score of 7.0 or above.
   - International students who received a GRE verbal score of 460 or above.
   - International students who have received within the last five years a bachelor’s degree or an advanced degree from an accredited/recognized college in the United States, United Kingdom, Canada, New Zealand, Singapore, Australia, or Ireland.

4. ELI Placement Test, Coursework and Clearance
   a) Three hour test
   b) Tests are scheduled at the beginning of each semester and summer session.
   c) Seating is limited so students are advised to sign up immediately upon arrival on campus.
   d) Test measures: the ability to read academic texts with understanding and reasonable speed, vocabulary proficiency, ability to understand academic lectures in English, and facility in written self-expression.
   e) Results are used for ELI clearance and course placement
   f) Registration for ELI courses in the fall and spring semesters is limited to students who have been officially admitted to the university
   g) Except under unusual circumstances, students may not audit ELI courses. They must complete all ELI courses within the first year of study at the university.
   h) Students enrolled in ELI courses take a reduced regular academic course load, so that they may devote enough attention to gaining satisfactory competence in English. The amount of course load reduction is proportionate to the amount of time required by the assigned ELI course(s). Those required to take a relatively large number of ELI courses should expect to make proportionately slower progress in their regular academic program.
   i) Upon satisfactory completion of required ELI courses, the student is cleared to finish their degree

5. Required minimum scores for Graduate Assistants
   a) Teaching Assistants: TOEFL – 600/100 (paper/Internet), with subset scores of 25 for listening and speaking. IELTS – 7.00 for overall band test results.
   b) Research Assistants: TOEFL – 600/100 (paper/Internet), with subset scores of 25 for listening and speaking. IELTS – 7.00 for overall band test results.

I. Requirements for Graduate Assistants
   - In order to be hired as a Graduate Assistant (Teaching Assistant or Research Assistant) a student must meet minimum GPA and English proficiency requirements as follows:
     o GPA: Minimum: 3.00. Exceptions can be granted by Graduate Division upon petition by the Graduate Chair with justification (e.g. if GPA is close to 3.0).
     o TOEFL/IELTS: Exceptions are not granted.
     o Must have Classified Status
     o Must maintain at least 6 credits per semester
     o Must be employed for at least 12 weeks during the semester
IV. MS DEGREE REQUIREMENTS

A. Prerequisites for MS
   1. Students with a BS in CE from UHM or any other university are considered to have completed all pre-requisites
   2. The minimum pre-requisites for students without a BS in CE are completion of two courses in the following list with a grade of C or better prior to advancement to candidacy in the selected area of concentration.

   General Courses

   One from the following:

   - CEE 330 Environmental Engineering
   - CEE 355 Geotechnical Engineering I (Soil Mechanics)
   - CEE 361 Fundamentals of Transportation
   - CEE 375 Construction Materials
   - CEE 381 Structural Analysis

   Additional course based on area of concentration

   Construction:
   - CEE 472 Construction Management or
   - CEE 473 Construction Equipment and Methods or
   - CEE 474 Construction Estimating and Bidding

   Environmental:
   - CEE 431 Water and Wastewater Engineering

   Geotechnical:
   - CEE 455 Geotechnical Engineering II

   Hydraulics:
   - CEE 421 Engineering Hydraulics

   Structures:
   - CEE 482 Indeterminate Structures or
   - CEE 485 Reinforced Concrete Design or
   - CEE 486 Structural Steel Design

   Transportation:
   - CEE 461 Pavement Engineering or
   - CEE 462 Traffic Engineering or
   - CEE 464 Urban & Regional Transportation Planning
B. MS Residency Requirements and Degree Completion Time Limits

- The minimum residency requirement is two (2) semesters of full-time work at UHM. For part-time students, each 8 units completed as a classified graduate student will be equivalent to a full-time semester.

- Candidates for the M.S. degree must complete all requirements within seven (7) years after admission to the program. Candidates who fail to complete all requirements in the specified time are subject to dismissal. Students failing to complete the degree within 5 full years will be automatically placed on probation by the Graduate Division at the start of the sixth year. The probation is rescinded if the degree is completed within 7 years. If all requirements except the Thesis or Major Report are completed by the end of 7 years, the Graduate Chair can, if appropriate, petition for an extension by providing reasons the extension is needed, and a reasonable timeline for completion. Extenuating circumstances are required in order to obtain such an extension.

C. MS Program Student Learning Outcomes (SLOs)

The student learning outcomes (SLOs) for the MS program describe a skill set that students are expected to have at the time of graduation. The SLOs are:

1. demonstrate in-depth technical knowledge in a subdiscipline of specialization;
2. evaluate critically and synthesize literature to inform engineering solutions;
3. present effectively technical work orally in a formal setting;
4. produce technical reports and/or publishable manuscripts; and
5. perform engineering research or conduct projects that address open-ended problems.

D. MS Coursework Requirements

There is no specific program of courses required for the MS degree. The program of study is custom tailored to the interests of the student and/or the technical needs of the student’s research project. The plan of courses is determined in consultation with the student’s advisor and Graduate Committee and will generally consist of all or most of the graduate courses available in the student’s area of concentration possibly along with one, two, or three courses from another department.

The minimum course requirements are as follows:

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
<th>Plan A (Thesis)</th>
<th>Plan B (Non-Thesis)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEE Graduate courses numbered &gt; 600 (excluding CEE 699, CEE 700, CEE 691)</td>
<td>12 credits</td>
<td>18 credits</td>
</tr>
<tr>
<td>Graduate and/or 400-level courses (can be CEE or other; can include up to 3 credits of CEE 699 taken for a letter grade)</td>
<td>9 credits</td>
<td>9 credits</td>
</tr>
<tr>
<td>Thesis – CEE 700 (must have)</td>
<td>9 credits</td>
<td>NA</td>
</tr>
</tbody>
</table>
Graduate Committee formed and thesis title approved prior to enrollment. CEE 699 credits taken for CR/NC prior to committee/title approval are converted into CEE 700

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major research report – CEE 695</td>
<td>NA</td>
</tr>
<tr>
<td>Seminar – CEE 691</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Minimum Total Credits</strong></td>
<td>31</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Oral thesis defense</td>
</tr>
<tr>
<td>Required course during semester degree is to be awarded</td>
<td>CEE 700</td>
</tr>
</tbody>
</table>

Note: CEE 699 can either be taken for a letter grade or CR/NC. There are different CRNs for each professor. Students must contact the CEE Department secretary (Janis Kusatsu) to obtain the CRN to register for CEE 699. You will fill out a form indicating the grading option. You must sign up for the correct grading option. Research-based 699 credits taken to satisfy Plan A thesis credits (later converted into CEE 700 once Advanced to Candidacy) must be taken CR/NC otherwise they cannot be converted into thesis credits. Directed Reading 699 credits taken to satisfy minimum credit requirements for either Plan A or Plan B (maximum of 3 credits) must be taken for a grade or they cannot be used to satisfy the minimum requirements. CEE 600 (1 cr, no grade option) is only ever taken by some Plan B students. It is only taken in the final semester if the student has completed all course requirements but has not completed the final oral examination.

E. Other MS Requirements

1. Pre-Candidacy Progress  (UHM Form I - Plan A and CEE Form 1 – Plan B)
   - Form I (or 1) is completed and signed by the Graduate Chair only (view forms in Appendix).
   - A preliminary degree plan that lists the student’s intended courses should be developed in consultation with advisor and be submitted at the beginning of the first semester in the program. The list of courses may be modified at a later date.
   - Previous graduate credits (from unclassified status or from another institution) must be transferred during the first semester after being accepted as a Classified or Conditional student. A maximum of three (3) graduate courses from another institution (9 credits) can be transferred into the M.S. program.
   - Completion of Form I is at the discretion of the Department and authorized by the Graduate Chair. Generally, completion occurs after one semester and 12 credits of acceptable graduate degree coursework with a GPA of 3.0 or higher. All listed undergraduate deficiencies must be satisfied and Classified status achieved prior to completion of Form I. Note that Conditional students will be transferred to Classified status only after completing 9 credits of
approved graduate degree coursework with a GPA of 3.0 or better.

2. Advance to Candidacy (UHM Form II - Plan A and CEE Form 2 – Plan B)

- Form II (or 2) is signed by the student, the student’s Graduate Committee, and the Graduate Chair (view forms in Appendix).
- Student fills in the Thesis or Research Report topic and signs the form
- Graduate Committee members then all must sign the form
- Finally the Graduate Chair signs the form and once processed, the student is Advanced to Candidacy and is eligible to enroll in CEE 700.
- The graduate student’s committee consists of a minimum of three Graduate Faculty members. At least two of these must be from the CEE Department, one of which must be the committee chair. The chair becomes the student’s academic advisor. Note that the interim advisor does not have to be a member of the committee. The student’s academic program must be approved by the Graduate Committee.
- For Plan B a student must have the Graduate Committee formed and program of courses approved by the committee at least by the time that 18 credits of graduate degree courses have been completed. A student must have the major research report topic and title (CEE 695) approved by the student’s Graduate Committee.
- Plan A: A student must have the thesis research topic and title approved by the Graduate Committee prior to registering for thesis credits (CEE 700). Any CEE 699 that is intended to be transferred later to thesis credit must be taken as credit/no credit.

3. Final Examination (UHM Form III - Plan A and CEE Form 3 – Plan B)

- Plan A: This form is the Thesis Evaluation Form which is completed after the student’s final defense. The student’s thesis defense and oral examination are administered by the Graduate Committee. The student signs the form. The Committee members sign the form indicating pass/fail of defense and approval of thesis content (not final thesis document). A majority of committee members must vote to pass for the student to pass. Finally, the Graduate Chair signs the form.

- Plan B: Comprehensive written and/or oral examination is prepared and administered by the Graduate Committee. Committee members sign the form indicating pass/fail of final comprehensive written/oral exam and the major research report. The student and Graduate Chair also sign the form.

4. Thesis Submission (UHM Form IV - Plan A only)

- This form is signed by the Graduate Committee and indicates approval of the final completed thesis document

5. Grade Point Average Requirements

- Students are required to maintain an GDGPA of at least 3.0 to remain in good standing
GDGPA is computed from all courses completed during enrolment in the graduate program EXCLUDING the following: 100-level, 200-level, 399 and 499 courses; transfer courses; UHM undergraduate excess credits. (Note: both undergraduate excess courses and transfer courses are only accepted if a grade of B or higher is achieved.)

V. PHD DEGREE REQUIREMENTS

A. Prerequisites for PhD

- PhD students must have completed a MS in CE at UHM or equivalent prior to beginning PhD studies. The typical applicant will have completed (or be in the final semester of) a CE Master of Science degree program with a GPA in excess of 3.0 and submit all other requirement documents for admission. Other applicants may have completed “or equivalent” degree programs in subjects such as Geotechnical Engineering, Transportation Engineering, Bridge Engineering, Biosystems Engineering or other similar engineering fields. Non-engineering MS degrees would generally not fall into this category. Students with MS degrees in Physics, Mathematics, Chemistry, Meteorology, Microbiology and other science fields would normally be required to enter the program as MS en route to PhD and would obtain an MS and a PhD. Applicants should discuss this with the Graduate Chair.
- Students who complete their MSCE at UHM are able to petition for continuation in the PhD program in the semester following completion of MS degree requirements. If they wish to delay starting the PhD program, they are required to go through the conventional application process like all US and international students.

B. PhD Program Student Learning Outcomes (SLOs)

The student learning outcomes (SLOs) for the PhD program describe a skill set that students are expected to have at the time of graduation. The SLOs are:

1. demonstrate foundational knowledge in civil engineering and comprehensive technical expertise in a subdiscipline of specialization;
2. evaluate critically and synthesize literature to inform engineering solutions;
3. present proficiently research plans and results orally in a formal setting;
4. perform original engineering research; and
5. produce publishable manuscripts.

Each subdiscipline establishes a sequence of courses to achieve SLOs 1 and 2. To achieve SLO 3, every student is required to take a seminar course, where they make an oral presentation, and every student must write a dissertation, which they defend orally during the final examination. To achieve SLO 4, each student is required to complete at least one semester as a teaching assistant or have demonstrated other teaching experience at the university level. To achieve SLO 5, each student must complete successfully a research-oriented dissertation.

C. PhD Course Requirements

- Students must satisfactorily complete a minimum of 50 credit hours in course work beyond the B.S. and a minimum of 1 credit hour in civil and environmental engineering graduate seminars.
as a Ph.D. student. Based on a written recommendation of the student’s dissertation committee, and with the approval of the Graduate Chair, students entering the Ph.D. program may be granted an equivalence of up to 30 credit hours earned as part of the student’s M.S. program. The 30 credit hour equivalents may include up to 9 credit hours for the previous M.S. thesis work, but exclude graduate seminar credit hours taken as part of the M.S. program.

- The courses that a student undertakes to fulfill the Ph.D. credit hour requirements must be approved by the student’s dissertation committee. At least 27 credit hours must be from graduate-level civil and environmental engineering courses (cannot include 699/700). The remaining courses may include graduate and 400-level courses offered by the Department of Civil and Environmental Engineering or other appropriate departments of the University as well as direct reading/research.

D. Qualifying Examination for PhD students

- Purpose: to assess the student’s potential for doctoral studies, including scholarly research, and to identify possible deficiencies in student preparation and, if necessary, to devise a program of remedial study to rectify any weaknesses.
- Offered every semester if more than one student signs up.
- Must be completed within first three semesters following admission to the program.
- Must register for the QE in the Department office no later than the second week of classes in the semester in which the QE will be taken.
- Five hours closed-book written portion and a 1-hr oral portion at least one week later
- Written portion: Fall semester is usually the first Thursday of November, Spring semester is usually the Thursday of Spring Break.
- Written exam is closed-book consisting of three parts:
  - The first portion of the written section is 1.5 hours long and involves questions on engineering mathematics, probability and statistics. These questions are restricted to material that would normally be expected to be part of a B.S. program in civil and environmental engineering.
  - The second written section is 2.5 hours long and is targeted at the student’s particular subdiscipline of study. Questions involve material that would be familiar to students who have completed a M.S. program in their area of specialty.
  - The third written section is 1 hour long and involves preparing an essay on a generic engineering topic to assess the student’s composition skills and writing ability.
- The oral exam is not conceived as an additional exam; rather, it is meant to complement the written part. Its purpose is to discuss the results of the written part with the student, clarify errors through further questioning, and, if necessary, more clearly identify weaknesses so that a plan of remedial study can be designed. Ordinarily, only the examination committee and the student are involved in the oral exam. However, if a student’s solution to a written question is considered insufficient, and the faculty member who submitted the question is not a committee member, that faculty member may also attend the oral exam.
- The written exam is scored by the members of the CEE graduate faculty on the QE Committee. There are no pre-set pass/fail score criteria for the written exam. The committee deliberates on whether the student passed or failed the exam after the oral portion when the student has had an opportunity to solve the problems in front of the committee. There is no partial pass, only pas or
fail. Often with a pass determination, the committee will require specific coursework and a timeline to address identified weaknesses.

- If a candidate fails the QE on the first attempt, he/she can attempt a second time in the following semester. If a student fails the second QE attempt the student is dismissed from the program.
- The QE is administered by a committee of at least three graduate faculty in the Department. The committee members are appointed by the Graduate Program Chair and serve for the academic year. There will be a separate committee for each area of specialization. The examination committee develops the written exam, although questions may be submitted by faculty who are not members of the committee. However, selection of questions for the QE is the sole responsibility of the committee. Problems will be corrected by faculty members who submitted them. Corrected problems are not returned to the student. In addition, students are not allowed to ask committee members questions regarding the content of the examination, either before the written or oral parts. Only the Graduate Chair can provide general information and answer questions on the content of the written and oral exams. This policy is designed to provide the greatest fairness in the administration of the examination from year to year. All candidates are highly encouraged to meet with the Graduate Chair early in the process of preparing for the QE.
- Only committee members may vote on passing or failing a student. A simple majority of the committee is required for deciding the outcome of the examination. Students failing the QE may repeat it once during the following offering. A student failing the QE a second time will be dismissed from the Ph.D. program.
- Progress Form I (Pre-Candidacy Progress) is completed after the QE is successfully passed (see Appendix).

E. Comprehensive Examination for PhD students

- A comprehensive dissertation is required of all students. It is to present results from innovative research that makes a significant contribution to the student’s selected field of specialization. The findings should be publishable in refereed journals and other scientific and engineering forums. A dissertation proposal needs to be prepared and presented to perspective committee members by the end of the second year of study. The Proposal must receive the unanimous approval of the dissertation committee. After the PhD committee is formed and the PhD proposal is approved, the student must update the committee members at least once a year to report on the progress of his/her research.
- Every Ph.D. student must pass a comprehensive examination. The purpose of this examination is to ascertain the student’s comprehension of the advances in the chosen specialty. Examinations are given when, in the judgment of the dissertation committee, the student has had sufficient preparation, but not sooner than six calendar months after the student has passed the qualifying examination.
- The examination committee consists of all members of the dissertation committee. The examination committee will select its own chair; however, the chair of the dissertation committee may not serve as chair of the examination committee. The role of the chair is to schedule the exam, coordinate the written questions from the members, administer the exam to the student, and chair the oral exam.
- The comprehensive examination consists of a written part and an oral part. The written part is a ‘take-home, open-book’, 5-day exam prepared by the examination committee. It is to be handed to the student on a Monday morning, no later than 9:00 AM, and it is to be returned by the student not earlier than noon, and no later than 5:00 PM, on the following Friday. A copy of the corrected exam will be returned to the student no later than the following Wednesday.
• The oral part will then take place no earlier than the Friday following the return of the corrected written exam to the student. It will be attended by all members of the committee, and may last a maximum of three hours. The oral examination provides an opportunity to discuss the written exam and to pose new questions to the student.

• A student passes the comprehensive examination if no more than one committee member opposes such an action. A student who fails the comprehensive examination may, at the discretion of the examination committee, repeat it once after a time period of six calendar months. A student who fails the examination a second time will not be allowed to continue in the Ph.D. program.

• After successfully passing the Comprehensive Examination, the student is nearly ready to Advance to Candidacy. However, the student must also have their research topic approved by their Dissertation Committee. PhD progress Form II (Doctorate – Advance to Candidacy) requires signatures of all Committee members indicating their approval of the dissertation topic and passing of the Comprehensive Examination.

• The dissertation proposal is normally presented at the oral exam portion of the Comprehensive Examination or at another meeting. Both must be completed prior to signing of Form II (Advance to Candidacy) of the student (forms in Appendix).

F. Dissertation Research

• A comprehensive dissertation is required of all students. It is to present results from innovative research that makes a significant contribution to the student’s selected field of specialization. The findings should be publishable in refereed journals and other scientific and engineering forums.

• A dissertation proposal needs to be prepared and presented to perspective committee members by the end of the second year of study. The Proposal must receive the unanimous approval of the dissertation committee.

• After the PhD committee is formed and the PhD proposal is approved, the student must update the committee members at least once a year to report on the progress of his/her research.

G. Dissertation Defense and Final Examination

• Ph.D. candidates are required to take a final examination in defense of their dissertation. The candidate’s dissertation committee conducts the examination. Students pass upon the favorable recommendation of the majority of the committee.

• PhD progress Form III (Doctorate – Dissertation Evaluation) is completed after the dissertation defense (forms in Appendix). It must be signed by all committee members who participate in the final defense and indicate pass or fail. It indicates approval or disapproval of both the content of the dissertation and the ability to defend it.

• PhD progress Form IV (Doctorate – Dissertation Submission) is the final signature page that must be signed by a majority of the dissertation committee including any members physically absent from the defense. It indicates that the committee has read and approve of the manuscript in its entirety. It is submitted by the student with the final digital copy of the manuscript to the Office of Graduate Education.
VI. WORK RELATED POLICIES

- *Graduate Teaching Assistants* (TAs) are hired by the Department to assist with undergraduate classes. Preference is given to unfunded new applicants and PhD students. TAs are provided to selected applicants who achieved a “B” or better for the course (or equivalent) and demonstrates English proficiency (first language or TOEFL > 600). TAs are typically provided for one year, awarded by semester, renewable upon review of adequate performance. Some extensions may be made available.

- Teaching Assistants will adhere to the academic schedule (excepting mandatory activities) and will be allowed leave during scheduled vacations and leave to attend professional meetings.

- *Graduate Research Assistants* (RAs) are hired by individual faculty (through the Department) with RA funding. Work scheduled to be arranged by the project PI.

- It is expected that the Graduate Assistants will not engage in outside employment while fully enrolled and receiving an Assistantship.

- You will have a shared mailbox in the CEE office and a UH e-mail address. Office supplies and copy/fax machines are for use Graduate Assistants for.

- Telephones are not to be used for long distance calls.

- Assistantships may be terminated after reasonable warning, at any time for reasonable cause or lack of performance.
Appendix A. Frequently Asked Questions (FAQs)

1. How do I find an advisor?
   The Graduate Chair serves as the initial temporary advisor for all new students. All students
   should meet with the Graduate Chair prior to the start of the first semester for guidance with
   finding an permanent advisor.

2. Can I change from MS Plan A to Plan B (or visa versa)?
   Yes, this change can be made by contacting/meeting the Graduate Chair who will write a petition
to Graduate Division.
Appendix B. MS Plan A Progress Forms

Master's Plan A – Pre-Candidacy Progress (Form I)

Part I. To be completed by the student

Name ___________________________ UH ID No. ___________________________

Graduate Program ___________________________ Degree Objective ___________________________

Part II. To be completed by the graduate chair

Interim Academic Adviser ___________________________ Preliminary Conference MM/DD/YYYY

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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<tbody>
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<tr>
<th>Exam</th>
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<th>MM/DD/YYYY</th>
<th>Passed</th>
<th>Failed</th>
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<tbody>
<tr>
<td>General or Qualifying Exam</td>
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<tr>
<td>General or Qualifying Exam (Repeat if failed the first time.)</td>
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<tr>
<td>First Language Exam (Language: ___________________________ )</td>
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</table>

Signature of Graduate Chair ___________________________ Date ____________

GRADUATE DIVISION ACTION

□ Approved □ Not Approved By ___________________________ Date ____________

Remarks:

□ Graduate Program
# Master’s Plan A – Advance to Candidacy (Form II)

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

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>UH ID No: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Program: ______________________</td>
<td>Degree Objective: ______________________</td>
</tr>
<tr>
<td>INCLUDE SPECIALIZATION IF APPLICABLE.</td>
<td></td>
</tr>
<tr>
<td>Thesis Topic: ______________________</td>
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</tbody>
</table>

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: Human Studies Program, 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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<tr>
<th>Name (Type or Print)</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>Chair</td>
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**Part II. To be completed by the graduate chair**

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<th>Exam</th>
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<th>Passed</th>
<th>Failed</th>
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Second Language Exam (Language: ______________________)

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<tr>
<th>Advance to Candidacy:</th>
<th>☐ Recommended</th>
<th>☐ Not Recommended</th>
</tr>
</thead>
</table>

**Signature of Graduate Chair:** ____________________________  **Date:** ____________________________

**GRADUATE DIVISION ACTION**

☐ Approved  ☐ Not Approved  By: ____________________________  **Date:** ____________________________

**Remarks:** ____________________________

C: Graduate Program / Student
Master's Plan A – Thesis Evaluation (Form III)

Part I. To be completed by the student

Name ___________________________ UH ID No. ___________________________

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.

<table>
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<th>Name (Print or Type)</th>
<th>Signature</th>
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<td>Member</td>
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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
Appendix C. MS Plan B Progress Forms

Department of Civil and Environmental Engineering
University of Hawaii at Manoa

Master’s Plan B (Non-Thesis)
Student Progress Form 1
Advancement to Candidacy

Student’s Name: __________________________ UH ID #: _______________________

Interim Adviser/Adviser: __________________________

List any deficiencies below and indicate how they remedied or indicate 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.)

Recommendation for Admission to Candidacy (generally accepted after the completion of 12 credits of acceptable graduate degree courses with a GPR ≥ 3.0, and satisfaction of all listed undergraduate deficiencies.

Memo to Graduate Division __________________________ Date __________________________

________________________ Approved by Graduate Chair __________________________ Date __________________________

4/2013
Department of Civil and Environmental Engineering
University of Hawaii at Manoa

Master's Plan B (Non-Thesis)
Student Progress Form 2
Advancement to Plan B Paper Stage

Student's Name: ___________________________ UH ID#: ___________________________

Title: __________________________________________________________

________________________________________________________________________

I certify that I have read and understand the policies and instructions of 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).

Obtain approval signatures from committee members:

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<th>Typed Name</th>
<th>Signature</th>
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Student's Signature ___________________________ Date __________ Approved by Graduate Program Chair ___________________________ Date __________

4/2013
Master’s Plan B (Non-Thesis)
Student Progress Form 3
Final Examination and Acceptance of Masters’ Plan B Paper

Student’s Name: ___________________________ UH ID#: ___________________________

Examination Date: ___________________________

*All members of the committee (as listed on Progress Form 2) must participate.*

**Final Examination may be written and/or oral (at the discretion of the student’s Graduate Committee).**

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<th>Committee Members</th>
<th>Passed</th>
<th>Failed</th>
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<tr>
<td>(Chair) Signature</td>
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Plan B Masters’ Paper completed and acceptable?  

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<th>Yes</th>
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Approved by Graduate Chair  

______________________________  
Date  

4/2013
Appendix D. MS Miscellaneous Forms

Petition to Revise Thesis Committee

Part I. To be completed by the student

<table>
<thead>
<tr>
<th>Name</th>
<th>LAST, FIRST, ML</th>
<th>UH ID No.</th>
</tr>
</thead>
</table>

Graduate Program: ____________________________ Degree Objective: ____________________________

INCLUDE SPECIALIZATION IF APPLICABLE:

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:

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<thead>
<tr>
<th>CURRENT COMMITTEE: Name (Type or Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
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</table>

<table>
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<tr>
<th>REVISED COMMITTEE: Name (Type or Print)</th>
<th>Signature</th>
<th>Date</th>
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<td>Chair</td>
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<td>Member</td>
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<td>Member</td>
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</table>

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 __________

Remarks:

C: Graduate Program
Petition for Remote Committee Participation

Committee Members: Graduate Division procedure for the Thesis 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 Division;
• 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: If the Chair 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 must participate remotely.
• 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. __________________

Graduate Program __________________ Degree Objective __________________

INCLUDE SPECIALIZATION IF APPLICABLE

Telephone: __________________ Email: __________________

Means of Participation for Remote Member:  
- Teleconference  
- Videoconference  
- Other __________________

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.

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<thead>
<tr>
<th>Name (Type or Print)</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Chair</td>
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<tr>
<td>Remote Member</td>
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<td>Member</td>
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GRADUATE DIVISION ACTION

☐ Approved  ☐ Not Approved  By __________________ Date __________________

Remarks ____________________________

C: Graduate Program
Appendix E. PhD Progress Forms

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. ____________

Graduate Program ___________________________ Degree Objective Select One

[Include Specialization if Applicable]

Part II. To be completed by the graduate chair

Interim Academic Adviser ___________________________ Preliminary Conference ____________

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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Exam Not Required MM/DD/YY Passed Failed

General or Qualifying Exam

General or Qualifying Exam (Repeat if failed the first time.)

First Language Exam (Language: ___________________________)

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.

Institutional Review Board and Human Studies Program
The Institutional Review Board (IRB) is a federally required committee responsible for evaluating research protocols which involve people as research subjects. Protocols involving human subjects are required to be reviewed and approved by an IRB prior to starting the activities. All research proposals that involve human subjects or the University’s non-public information to identify or contact research subjects require review and approval by an IRB. Federal guidelines allow for some research to be exempt from IRB review; however, only the Human Studies Program office on behalf of the IRB may grant such exemptions. The Human Studies Program administratively supports the University’s three IRBs (Biomedical, Social & Behavioral Sciences, and Cooperative) by processing applications and documents and providing education on the principles of conducting ethical human research.

Environmental Health and Safety Office
The Environmental Health and Safety Office (EHSO) ensured safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, compressed gas (scuba) diving; certain chemicals and hazardous materials and their disposal are the responsibility of EHSO.

Institutional Biosafety Committee and Biosafety Program
The Institutional Biosafety Committee (IBC) is a federally required committee responsible for evaluating research protocols which propose the use of biological recombinant material and other biological material including but not limited to microorganisms, biological toxins, cell or tissue samples, and genetically modified animals and plants. Protocols involving these materials are required to be reviewed and approved by the IBC prior to starting the activities. The Biosafety Program administratively supports the IBC by processing all applications and documents, conducting laboratory inspections, and provides training for general laboratory biosafety, biosafety and bloodborne pathogen awareness.

Institutional Animal Care and Use Committee and Animal Welfare
The Institutional Animal Care and Use Committee (IACUC) is a federally required committee responsible for evaluating research and instructional protocols which propose the use of vertebrate animals in traditional laboratory, agricultural, and field condition environments. Protocols involving vertebrate animal species are required to be reviewed and approved by the IACUC prior to starting the activities. The Animal Welfare Program administratively supports the IACUC by processing all applications and documents, conducting laboratory inspections, and oversees education requirements for conducting ethical and scientifically sound animal use research and instruction.

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 student

- **Name:**
- **Graduate Program:**
- **Degree Objective:**
- **Dissertation Topic:**
- **UH ID:**

### YES/NO: My research requires approval by one or more of the following: Institutional Review Board (IRB), Environmental Health and Safety Office (EHSO), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). If yes, attach a copy of the approval letter(s). Enrollment in Dissertation 860 will not be permitted until such approval is obtained. I certify that I have read and understand the policies and instructions on this form.

### Signature of Student:

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<tr>
<th>Name (Type of Print)</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>University Representative</td>
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## Part II. To be completed by graduate chair

- **EXAM**
  - Comprehensive Exam (oral or oral & written)
  - Comprehensive Exam (Repeat if failed the first time)
  - Second Language Exam (Language:
    - Not Required

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<th>MM/DD/YY</th>
<th>Passed</th>
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- **Advance to Candidacy:**
  - Recommended
  - Not Recommended
  - Issuance of ABD Certificate Requested

### Signature of Graduate Chair:

<table>
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<th>Signature of Graduate Chair:</th>
<th>Date:</th>
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## GRADUATE DIVISION ACTION

- **Approved**
- **Not Approved**

**By:**

**Date:**

- **Remarks:**
  - C: Graduate Program
Doctorate – Dissertation Evaluation (Form III)

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 ____________

INCLUDE SPECIALIZATION IF APPLICABLE.

Date of Final Exam / Dissertation Defense ____________________________

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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<th>Name (Print or Type)</th>
<th>Signature</th>
<th>Passed</th>
<th>Failed</th>
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<td>University Representative*</td>
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*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 Marie Way, Spaulding 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.
Doctorate – Dissertation Submission (Form IV)

Part I. To be completed by the student

Name _____________________________ UH ID No. __________________

Graduate Program ___________________________ Degree Objective Select One

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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GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ___________________________ Date ____________

Remarks

C: Graduate Program

2540 Male Way, Speiding Hall 352, Honolulu, Hawaii 96822
Telephone: (808) 956-6500
An Equal Opportunity/Affirmative Action Institution
Appendix F. PhD Miscellaneous Forms

UNIVERSITY OF HAWAI'I AT MĀNOA

Graduate Division
Student Academic Services
Records Office

Doctorate Petition to Revise Dissertation Committee

Part I. To be completed by the student
Name ___________________________ UH ID No. ______________________

Graduate Program ___________________________ Degree Objective PHD

Mailing Address ____________________________________________________________

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:

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<tr>
<th>CURRENT COMMITTEE : Name (Type or Print)</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
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<th>REVISED COMMITTEE : Name (Type or Print)</th>
<th>Signature</th>
<th>Date</th>
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<td>Chair</td>
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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

2640 Maka'awilo St, Birkhoffs Hall 502, Honolulu, Hawaii 96822
Telephone: 808-956-8600
An Equal Opportunity/Affirmative Action Institution

38
Doctoral 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.
• 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.

07/14/05
Doctoral Petition for Remote Committee Participation

To be completed by the student

Name ___________________________ UH ID No. ___________________________

Graduate Program ___________________________ Degree Objective PHD

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.

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GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By ___________________________ Date _____________

Remarks

C: Graduate Program

2540 Maili Way, Spalding Hall 352, Honolulu, Hawaii 96822
Telephone: (808) 388-8800
An Equal Opportunity/Affirmative Action Institution