

**Ph.D. Advising Form**

- This is a multi-purpose form designed to assist 1) the student in the registration process, 2) the faculty in the advising process, and 3) the Graduate Secretary in the degree check process.
- Degree candidates should discuss their plans for fulfilling these requirements with their advisers.
- All courses counted toward the degree must be completed with a grade of at least a B.
- The Ph.D. residency requirement is three semesters of full-time work or the equivalent.
- PhD students must be registered for PolS 800 in the semester in which they graduate.
- Attach a separate statement to explain any special circumstances.
- Consult latest University of Hawaii's General and Graduate Information Catalog for details on University requirements and procedures.

Student Name (print) \_\_\_\_\_ Student ID#/Social Security # \_\_\_\_\_  
 Sem/Yr Admitted to this degree program \_\_\_\_\_ Sem/Yr Intend Graduation \_\_\_\_\_  
 Adviser (print) \_\_\_\_\_ Thesis Committee Chair (print) \_\_\_\_\_

Requirement	Description	Date (mm-dd-yy)
Progress Form I	Advancement to Candidacy	
Progress Form II	Advancement to Dissertation Stage <b>(Note: this form must be filed at the Graduate Division Records Office, Spalding 352, before the approval code for PolS 800 can be issued to student by the Department's Graduate Secretary)</b>	
Apply to Graduate	Apply to graduate within first two weeks of semester of intended graduation. Pick up <i>Graduate Application for Degree</i> form at Grad Records, Spalding 352, and return to Cashier's Office by specified deadlines.	
Final Oral Exam Room and Notification	Arrange time and place for final oral exam; reserve the room not less than 3 weeks prior to exam. Pick up <i>Notification of Final Oral Exam</i> form at Grad Records and submit not less than 3 weeks prior to exam.	
Progress Form III	Final Examination and Approval of Dissertation	

This form should be signed by the student and the dissertation committee chair, and submitted to the department's Graduate Secretary in the semester prior to intended graduation.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Committee Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

