

UHM Department of Anthropology Doctoral Program

This information is meant to assist you in completing all the necessary steps toward your degree. All Graduate Division forms can be downloaded at <http://www.hawaii.edu/graduate/download/list.htm>. After they are signed, return them to the Graduate Specialist in Saunders 346c to be copied and forwarded to Graduate Division. Any internal departmental forms should be obtained from the Graduate Specialist in room 346C.

1. **Advisory meeting:** Have an initial meeting with your interim advisor to confirm undergraduate deficiencies and discuss your study plans. This should be done soon after you arrive at the Department, generally within the first two weeks of your first semester.

Note: If you obtained your MA in Anthropology from UH Mānoa, you may petition to have 1-2 semesters of your MA work count toward the 3 semester residency requirement in the doctoral program. Do that within your first semester.

2. **Candidacy Conference:** After completing any necessary coursework, schedule a **Candidacy Conference**. This is the first meeting of your five-member committee, comprised of a chair, two other full-time Anthropology faculty, an outside member who must be full-time Graduate Faculty at another UH department, and a fifth member of your choice (a CV is required of any member who is not Affiliate Graduate Faculty). Bring the following to the meeting:

- updated degree Checksheet (obtain from the Graduate Specialist)
- a typed Proposed Program of Study, including:
 - any other courses you plan to take
 - your subfield, geographic area of specialization, and foreign language
 - brief description of your prospective research project
 - list of committee members (names and departments), specifying Chair and Outside Member
- Graduate Division Student Progress Form I, (Pre-Candidacy Progress)

At the end of the meeting, the student should complete Form I. Give it to the Graduate Specialist, who will pass it on to the Graduate Chair to sign and then process to Graduate Division. Also have your committee chair sign and date a copy of your Proposed Program of Study to be entered into your academic file. Please also provide the Academic Specialist with a list of your committee members. NOTE: ALL FORMS MAY BE FOUND ONLINE AT THE GRADUATE DIVISION WEBSITE; <http://www.hawaii.edu/graduate/download/list.htm>

3. **Advancement to Dissertation:** After developing a satisfactory research proposal, designating whether human subjects will be used in your research, selecting a dissertation title, and passing your written comprehensive examination, the student is eligible to advance to the dissertation stage. At the time of your Comprehensive Oral Exam, bring Graduate Division Student Progress Form II, Advancement to Candidacy Stage. If your research involves the use of human subjects, you must obtain a protocol approval letter from the Committee on Human Studies (contact William Dendle, phone 956-5007, email dendle@hawaii.edu, or download forms at <http://www.hawaii.edu/irb>) and attach it to Form II. All committee members and the Graduate Chair sign Form II. Give it to the Graduate Specialist to process. After approval, you are eligible to in ANTH 800 (Dissertation Research), a 1 credit course that is considered full-time status (but does not count toward your 3 semesters full-time residency). You are also eligible to receive the ABD (All But Dissertation) Certificate.

5. **Application for Diploma:** Enrollment in ANTH 800 is required the semester graduating. When approaching graduation, submit an application for diploma. (There is a fee for this, but it rolls over to the term of graduation.)

6. **Final Examination Meeting (Doctoral Defense):** Submit draft of dissertation to all committee members four weeks prior to the final examination meeting. Allow a minimum of three weeks prior to the final exam meeting to submit an Announcement form to Graduate Division. At the meeting, have available for signature the prepared dissertation signature page and “Rights to Thesis/Dissertation/Plans for Publication” form. All committee members sign these and the Graduate Division Student Progress Form III, Dissertation Evaluation.

NOTE: Please contact Graduate Division for information on commencement exercises.

7. After revisions, submit the final draft of your dissertation to Graduate Division. Refer to the current “Style and Policy Manual for Thesis and Dissertation” available at Graduate Division or at <http://www.hawaii.edu/graduate/thesis.html> for proper format style for the dissertation.

Notes: You may reserve the Anthropology Conference Room Saunders 347 for committee meetings. Reservations are made in the datebook in room 346C.

Check Graduate Division deadlines posted on the door to 346c every semester.

