

GRADUATE DIVISION  
UNIVERSITY OF HAWAI'I AT MĀNOA  
Spalding 352

**SPRING 2009**

TO: **MASTER'S** Degree Candidates Who Plan to Complete Their Requirements During **SPRING 2009**

**The following deadlines will be observed:**

- Plan A (Thesis):           Deadline for submission of degree application to the Graduate Division Records Office, Spalding 352: **January 30, 2009**. (Applications are available at the Graduate Division Records Office or on-line at <http://www.hawaii.edu/graduate/download/list.htm>).  
Deadline for final examination: **March 13, 2009**.  
Deadline for submission of thesis: **April 3, 2009**.
- Plan B (Non-thesis)       Deadline for submission of degree application to the Graduate Division  
and                           Records Office, Spalding 352: **January 30, 2009**.
- Plan C\* (Exams):           Deadline for final examinations: **April 21, 2009**.  
\*Student must notify Graduate Division two weeks prior to date of the examination since the announcement must appear on News@UH.

Commencement exercises will be held on **Saturday, May 16, 2009**.

Candidates must submit their thesis to the Thesis Committee and make arrangements for the final examination with the thesis or program committee adviser.

**May 2009** should be indicated as the completion date on the thesis title page. Submit one clean **unbound** copy (two if publishing with ProQuest Information & Learning) of the completed thesis and a 150 (or less) words abstract. Use only white paper that is 8-1/2 X 11 inches, unpunched, and of 20 pound weight. Computer paper with clean edges is acceptable. Photocopying must be done on a high quality machine. All pages must be free of blemishes, smudges and holes.

Original signatures signed in **permanent black ink** are required for the thesis. Please check the Style and Policy Manual at the website below for samples of the Title Page and Signature Page.

Publishing and Copyright services are available through ProQuest Information & Learning. If you wish to participate, please pick up the application forms and instructions at the Graduate Records Office, Spalding 352.)

Candidates are reminded that in having the final copy of the thesis typed, the guidelines are provided in the "Style & Policy Manual for Thesis and Dissertations" should be followed carefully. The Style and Policy Manual is available at: <http://www.hawaii.edu/graduate/thesdiss/html/style.htm>. Questions regarding the content of the thesis should be directed to the Thesis Committee or Graduate Program.

A thesis binding fee of \$21.00 and a graduation fee of \$30.00 must be paid either online through the student's MyUH account or at the UH Mānoa Cashier's Office. Students in non-thesis programs are required to pay only the graduation fee of \$30.00 Fees will be posted 7 days after the Graduate Application for Degree is submitted to the Graduate Records Office located in Spalding 352.

**Please notify the Graduate Division Office as soon as possible if you find that you are unable to complete your work by the deadlines given. Please call 956-8500 or email to: [records@grad.hawaii.edu](mailto:records@grad.hawaii.edu)**

Graduation is pending satisfactory completion of courses in your final semester.

GRADUATE DIVISION  
UNIVERSITY OF HAWAI'I AT MĀNOA  
Spalding 352

**SPRING 2009**

TO: **DOCTORAL** Candidates Who Plan to Complete Their Requirements by the End of **SPRING 2009**

**The following deadlines will be observed:**

1. The deadline for submission of degree application to the Graduate Division Records Office, Spalding 352: **January 30, 2009**. (Applications are available at the Graduate Division Records Office or on-line at <http://www.hawaii.edu/graduate/download/list.htm>).
2. Deadline for Dissertation Defense: **March 13, 2009**. (Graduate Division must be notified two weeks prior to the date of examination since announcement must appear on the UH Events Calendar.)
3. Deadline for submission of dissertation to the Graduate Division: **April 3, 2009**.
4. Commencement exercises will be held on Saturday, **May 16, 2009**. For those who intend to participate in commencement, please log on to [www.manoa.hawaii.edu/commencement](http://www.manoa.hawaii.edu/commencement) or call the commencement office at (808) 956-GRAD (4723) for information and registration.

**May 2009** should be indicated as the completion date on the dissertation title page.

**Two** unbound copies of the completed dissertation are required as well as a 350 (or less) words abstract. Use only white paper that is 8-1/2 X 11 inches, unpunched, and of 20 pound weight. Computer paper with clean edges is acceptable. Photocopying must be done on a high quality machine. All pages must be free of blemishes, smudges and holes. The copy with the original signature page is housed in Hamilton Library and the second copy is submitted to ProQuest.

**Publishing your dissertation is mandatory.** ProQuest forms and instructions are available at the Graduate Records Office, Spalding 352. Submit ProQuest forms and payment with the final copies of your dissertation. Payment – Only a cashiers check or money order **WITH NO EXPIRATION DATE** will be accepted by ProQuest. No personal checks. Publication fee is \$65.00 (Mandatory) and Copyright fee is \$65.00 (Optional).

Original signatures signed in **permanent black ink** are required for the dissertation. For the second copy of the dissertation, a photocopy of the signature page is acceptable. Please check the Style and Policy Manual at the website below for samples of the title page and signature page.

Candidates are reminded that in having the final copy of the dissertation typed, the rules outlined in the "Style & Policy Manual for Theses & Dissertations" should be followed carefully. The Style and Policy Manual is available at: <http://www.hawaii.edu/graduate/thesdiss/html/style.htm>. Questions regarding the content of the Dissertation should be directed to the Dissertation Committee or Graduate Program.

A binding fee of \$21.00 (Hamilton library copy) and a graduation fee of \$30.00 must be paid either online through the student's MyUH account or at the Cashier's Office. Fees will be posted 7 days after Graduate Application for Degree is submitted to the Graduate Records Office located in Spalding 352.

**Please notify the Graduate Division at 956-8500, as soon as possible if you find that you are unable to complete your work by the deadline given and need to postpone your graduation date to the following semester.**

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GRADUATE DIVISION  
UNIVERSITY OF HAWAII AT MĀNOA  
Spalding 352

**SUMMER 2009**

TO: **MASTER'S** Degree Candidates Who Plan to Complete Their Requirements During **SUMMER 2009**

**The following deadlines will be observed:**

- Plan A (Thesis): Deadline for submission of degree application to the Graduate Division Records Office, Spalding 352: **June 5, 2009**. (Applications are available at the Graduate Division Records Office or on-line at <http://www.hawaii.edu/graduate/download/list.htm>).  
Deadline for final examination: **June 9, 2009**.  
Deadline for submission of thesis: **July 2, 2009**.
- Plan B (Non-thesis) Deadline for submission of degree application to the Graduate Division  
or Records Office, Spalding 352: **June 5, 2009**.
- Plan C\* (Exams): Deadline for final examinations: **July 13, 2009**.  
\*Student must notify Graduate Division two weeks prior to date of examination since the announcement must appear on the UH Events Calendar.

Graduation date is **August 15, 2009**. This will be the official Graduation date for students who are completing their degree requirements at the end of Summer 2009.

**There will be no commencement exercises for the Summer semester.** For more information, please contact the commencement office at (808) 956-GRAD or log on to [www.manoa.hawaii.edu/commencement](http://www.manoa.hawaii.edu/commencement).

**August 2009** should be indicated as the completion date on the thesis title page.

Submit one clean **unbound** copy (two if publishing with ProQuest Information & Learning) of the completed thesis and a 150 (or less) words abstract. Use only white paper that is 8-1/2 X 11 inches, unpunched, and of 20 pound weight. Computer paper with clean edges is acceptable. Photocopying must be done on a high quality machine. All pages must be free of blemishes, smudges and holes.

Original signatures signed in **permanent black ink** are required for the thesis. Please check the Style and Policy Manual at the website below for samples of the title page and signature page.

Publishing and Copyright services are available through ProQuest Information & Learning. If you wish to participate, please pick up the application forms and instructions at the Graduate Records Office, Spalding 352.)

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Graduation is pending satisfactory completion of courses in your final semester

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Spalding 352

**SUMMER 2009**

TO: **DOCTORAL** Candidates Who Plan to Complete Their Requirements by the End of **SUMMER 2009**

**The following deadlines will be observed:**

1. The deadline to submit Application for Degree to the Graduate Division Records Office, Spalding 352 is **June 5, 2009**. (Applications are available at the Graduate Division Records Office or on-line at <http://www.hawaii.edu/graduate/download/list.htm>).
2. Deadline for final examination: **June 9, 2009**.  
(Graduate Division must be notified of Dissertation Defense. Submit Oral Defense form at least two weeks prior to Dissertation Defense.)
3. Deadline for submission of dissertation to the Graduate Division: **July 2, 2009**.
4. Graduation date is **August 15, 2009**. This will be the official Graduation date for students who are completing their degree requirements at the end of Summer 2009.

**There will be no commencement exercises for the Summer semester.** For more information, please contact the Commencement Office at (808) 956-GRAD or log on to [www.manoa.hawaii.edu/commencement](http://www.manoa.hawaii.edu/commencement).

**August 2009** should be indicated as the completion date on the dissertation title page.

**Two** unbound copies of the completed dissertation are required as well as a 350 (or less) words abstract. Use only white paper that is 8-1/2 X 11 inches, unpunched, and of 20 pound weight. Computer paper with clean edges is acceptable. Photocopying must be done on a high quality machine. All pages must be free of blemishes, smudges and holes. The copy with the original signature page is housed in Hamilton Library and the second copy is submitted to ProQuest.

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