



Undergraduate Education

Contents

Admission	8
Classified Students	9
Freshmen	9
Transfer Applicants	9
International Applicants	11
Returning Students	12
Admission of Unclassified Students	12
Early Admission Program	12
Application Procedures	12
Deadlines	12
Application Fee	12
Special Instructions	12
Misrepresentation	13
Academic Advising	13
Registration and Enrollment	13
Registration Procedures	13
Changes in Registration	14
Credits and Grades	15
Credit Hours	15
Grades	15
Examinations	16
Course Examinations	16
Language Courses	16
Advanced Placement Examination	16
Credit by Examination	16
Recognition of International Baccalaureate	17
Academic Programs	17
Undergraduate Certificate Programs	17
Bachelor's Degree	17
Graduation Requirements and Policies	17
Progress Toward the Bachelor's Degree	17
Residency Requirements	17
Application for Degree	18
Honors	18
Academic Distinction	18
Honor Societies	18

Academic Probation, Suspension, and Dismissal	18
Probation	18
Suspension	19
Dismissal	19
Other Provisions	19
Leave of Absence	19
Special Programs	20
New Student Orientation	20
First Year at Mānoa	20
Freshman Advising Center	20
Learning Communities	20
Honors Programs	21
Study Abroad Center	22

Admission

Admissions and Records Office
 Student Services Center 001
 2600 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-8975
 Toll free (in U.S.): (800) 823-9771
 Fax: (808) 956-4148
 E-mail: ar-info@hawaii.edu
 Web: www.hawaii.edu/admrec/

Admission requirements for UH Mānoa are similar to those of comparable state institutions of higher education. Applicants are advised to consult appropriate UH Mānoa colleges and schools for specific information since individual academic programs may have special admission policies and procedures.

The following regulations and procedures are subject to change without prior notice. Prospective students should consult the most current *Catalog* and/or an adviser before applying for admission.

Admission of Classified Students

Classified undergraduates are those admitted to approved programs of study leading to University of Hawai‘i at Mānoa baccalaureate degrees. Students who have earned 0–24 credit hours are freshmen; those with 25–54 credit hours are sophomores; those with 55–88 credit hours are juniors; and those with 89 or more credit hours are seniors.

Freshmen and sophomores are lower division students, while juniors and seniors are upper division students.

Admission of Freshmen

Students applying for admission as freshmen must submit an application, official scores from the Scholastic Assessment Test (SAT-I) or American College Test (ACT), high school transcripts, and recommendations from school officials. Applicants taking the General Education Development (GED) high school–equivalency test must submit GED results in addition to high school transcripts. Applicants who have been home-schooled must submit GED results in addition to high school transcripts and official ACT scores. A high rating in one area will not ensure admission, nor will poor performance in an area exclude applicants if other evidence shows they may be successful in university-level work.

SAT-I or ACT. Candidates for fall admission should take the SAT-I or ACT no later than December of their senior year in high school. Candidates for spring admission should take the test before July. Information is available from high school counselors or from the testing agencies. For SAT-I, contact College Entrance Examination Board, c/o Educational Testing Service, P.O. Box 592, Princeton, NJ 08540. For ACT, contact American College Testing Program, P.O. Box 414, Iowa City, IA 52243.

High School Record. Applicants should have grades high enough to place them in the upper 40 percent of their graduating class, and they should be recommended by their principal or a designated school representative.

Minimum Unit Requirements. Applicants should complete 22 units of high school work (grades 9–12) of which at least 17 are college preparatory. The term “unit” means satisfactory completion of a full school year’s course of study or the equivalent in laboratory and shop exercises. A listing of courses and grades from the ninth through twelfth grades must be included. College-preparatory subjects must include at least four units in English; three in mathematics, including college-preparatory geometry and second-year algebra; three in natural sciences; three in social sciences; and four additional units, which may include higher mathematics, additional science, additional social studies, and foreign language. All other courses for which the high school grants credit may be offered to satisfy the remaining unit requirements, although there should be no less than a half-unit nor more than two units in any one subject.

Students entering curricula in engineering, mathematics, and biological and physical sciences must meet the special mathematics requirements listed in the college sections of this *Catalog*.

Profile of Admitted Students. All applications are evaluated on an individual basis. Generally, successful applicants attain a B-average for all college-preparatory high school course work, achieve SAT-I (or equivalent) scores of 510 (verbal) and 510 (math), and rank in the upper 40 percent of their graduating class.

Nonresident applicants should await notice of acceptance before coming to Hawai‘i. By Board of Regents policy, the number of nonresidents admitted is limited.

Admission decisions are made independent of the availability of financial aid and housing. Students must apply separately for financial aid and housing. (See the “Tuition, Fees, and Financial Aid” and “Student Life” sections of this *Catalog*.)

Admission of Transfer Applicants

Transfer applicants are those currently or previously enrolled at a college or university other than the University of Hawai‘i at Mānoa. To obtain an application form, refer to “Application Procedures” within this section of the *Catalog*.

Applicants who have earned at least 24 semester credit hours of work in courses comparable to Mānoa campus offerings at a regionally accredited U.S. college or university must submit an application and have each postsecondary institution previously attended send an official transcript (including withdrawals, courses taken, and grades received) directly to the Admissions and Records Office. Unofficial transcripts, hand-carried transcripts, faxed transcripts, and student copies of transcripts or grade reports will not be accepted.

Applicants who have earned fewer than 24 acceptable credit hours or who have enrolled in an unaccredited institution must submit high school transcripts and official SAT-I or ACT scores in addition to official transcripts from all postsecondary institutions previously attended.

Transfer applicants are expected to present a satisfactory academic record in courses comparable to Mānoa campus offerings. Nonresident candidates must present a better than average record. The number of nonresidents admitted is limited by Board of Regents policy.

Applicants enrolled at another college or university must have a final transcript submitted to the Admissions and Records Office at the end of the current term. Until this is received, any acceptance is provisional. Failure either to submit the transcript within a reasonable time or to complete the semester’s work satisfactorily will result in denial of admission or, in the case of registered students, cancellation of registration.

Credit hours in courses taken at U.S. regionally accredited colleges or universities that are substantially equivalent to Mānoa campus offerings and in which grades of C (not C-) or better have been earned will be transferred. From UH system campuses, however, courses with D grades will also transfer. Grades and grade points from other institutions are not transferred. Credit/no credit and pass/fail credits may be accepted if the standard for these credits is equivalent to that at the Mānoa campus (see “Grades” within this section of the

Catalog).

However, not all transfer credits accepted will necessarily satisfy curricular requirements toward a particular degree. The University applies no more than 60 credit hours from non-UH junior or community colleges to satisfy degree requirements.

Transfers from unaccredited colleges or universities must also meet Mānoa campus admission standards for new freshmen. Students who complete a minimum of 30 credit hours with an average of C or better at the Mānoa campus may be granted credit for the courses completed at unaccredited institutions that are candidates for accreditation. These courses, which must be substantially equivalent to University of Hawai'i at Mānoa courses, will be counted only as lower division credits to a maximum of 60 credit hours.

The department or program in which the student is pursuing a degree may decide that certain courses required for the major that were taken in the past must be retaken. Courses that are declared outdated for the major will still count toward the General Education Core if they meet core requirements. Students should consult with their respective academic adviser in their major field of study for details.

Transfer Applicants from UH System Campuses

For admission purposes, students who wish to transfer to UH Mānoa from another UH system campus should refer to the "Admission of Transfer Students" section above.

Effective fall 1994, students who have earned an articulated associate in arts (AA) degree from a University of Hawai'i Community College shall be accepted as having fulfilled the General Education Core requirements at the University of Hawai'i at Mānoa. However, students must also complete all specialized lower division, major, college, degree, and graduation requirements. Additionally, competency in a foreign language and five writing-intensive courses are required. With planning, most, if not all, of these requirements may be incorporated into the AA degree; if not, they are required in addition to the associate in arts degree.

Transfer students who have not completed the AA degree are advised that some of their courses taken at other UH campuses may apply directly to the UH Mānoa General Education Core requirements. The *Transfer Handbook*, a publication on articulated courses, is available for reference at all UH campuses. Campus advisers can provide more details on the subject.

Evaluating Transfer Credits

In general, UH Mānoa accepts credits earned at institutions fully accredited by U.S. regional accrediting associations, provided that such credits are substantially equivalent to courses at UHM, and have been completed with a grade of C (not C-) or better. Courses completed at University of Hawai'i campuses may transfer with a grade of D or better. An evaluation of transfer credits will be undertaken only after a student has been admitted to a program leading to a degree and has confirmed his or her intention to enroll.

Transfer decisions about courses taken at other University of Hawai'i campuses are guided by the University of Hawai'i Articulation Agreement. For additional information, you

may refer to the Web address: www2.admrec.hawaii.edu/transfer/credittransfer.asp

Only course credits are accepted in transfer. Grades and grade points from other institutions do not transfer to UHM.

Notable Restrictions on Transfer Credit

Although all qualified courses may be transferred from two-year colleges, UHM applies no more than 60 credits from non-UH community or junior colleges toward the credits required for a bachelor's degree. Other notable restrictions on transfer credit include:

- Courses taken out of sequence (backtracking): Credit is not awarded for lower level courses if they are taken subsequent to or concurrently with a higher level course for which they are explicit or implicit prerequisites.
 - College Level Examination Program (CLEP): Students wishing CLEP general examination credit must take the test before completing 24 credits of college-level work. Credits awarded for general and subject examinations do not count toward meeting the 24-credit requirement for admission as a transfer student nor do they exempt other applicants from submitting SAT-I/ACT scores and high school transcripts.
 - Correspondence school credit: No more than 30 credits of correspondence course work from regionally accredited U.S. colleges and universities will be accepted in transfer.
 - Life experience: UHM does not award credits for life experience. By individual arrangement, enrolled students may arrange for credit by examination.
 - Military service or schooling: Course work taken through military schools may be considered for credit with the consent of the appropriate University department. The student's DD-214 or DD-295 form must be submitted. Credits awarded for military schooling do not count toward meeting the 24-credit requirement for admission as a transfer student nor exempt other applicants from submitting SAT-I/ACT scores and high school transcripts.
 - Courses with nontraditional grades: Courses completed with nontraditional grades such as CR (credit), P (pass), S (satisfactory) may be transferable only if the grade represents a C (not C-) or better. Generally, courses with nontraditional grades will only be accepted as elective credit and will not fulfill University, college, school, or departmental requirements.
- Courses receiving no credit: Courses not accepted for transfer credit include, but are not limited to, the following:
- Courses from unaccredited institutions: Course work taken at any institution not fully accredited by a regional U.S. accrediting association is not transferable. After completing a minimum of 30 credits at UHM with a GPA of 2.0 or better, a student may be granted credit for course work completed at unaccredited institutions which were candidates for accreditation at the time of the student's attendance there. No more than 60 credits from such institutions may be applied to degree requirements at UHM.
 - Developmental or remedial courses
 - Repeated or duplicate courses: Transfer credit is generally

not awarded for courses that duplicate material for which academic credit has already been given. Credit will not be awarded for a repeated course in which a passing grade was previously earned, nor for more than one version of a cross-listed course.

- Courses taken while in high school: College-level course work taken while the student was enrolled in high school and intended to apply toward graduation from high school is not transferable.
- Courses that provide instruction in a particular religious doctrine
- Vocational or technical courses
- Mathematics courses considered below college level: Such courses include, but are not limited to basic math, business math, college algebra and trigonometry.

Admission of International Applicants

Foreign students wishing to apply should request an *Admission Guide for International Undergraduate Students at the University of Hawai‘i* which includes an application, instructions, and supplementary information for international students.

If admitted, foreign students on nonimmigrant visas must show proof of adequate health insurance before completing the registration process. Health insurance is available for purchase at the beginning of each semester. Students should await official notice of acceptance before coming to Hawai‘i.

Additional Requirements

Transcripts. In addition to the application, applicants must present evidence of having completed or received the equivalent of a U.S. high school diploma. Official transcripts of all secondary and postsecondary work must be sent directly to the Admissions and Records Office by each institution attended. Certified photocopies of the certificates and results of any qualifying examinations (e.g., General Certificate of Education) must also be submitted. Certified English translations must be attached to documents and transcripts written in a foreign language.

Applicants enrolled in a secondary school or another college or university must have a final transcript submitted to the Admissions and Records Office at the end of the current term. Until this is received, any acceptance is provisional. Failure to submit the transcript or to complete the semester’s/year’s work satisfactorily will result in denial of admission and/or cancellation of registration.

Examinations. Applicants also must submit official results of the Scholastic Assessment Test (SAT-I) or American College Test (ACT) and the Test of English as a Foreign Language (TOEFL). These examinations are normally required of all foreign applicants, including students who either have been admitted to or have matriculated at other universities. SAT-I applications may be obtained by writing to the College Entrance Examination Board, c/o Educational Testing Service, P.O. Box 592, Princeton, NJ 08540. ACT applications may be obtained by writing to the American College Testing Program, P.O. Box 414, Iowa City, IA 52243. TOEFL applications may be obtained by writing to Educa-

tional Testing Service, P.O. Box 899, Princeton, NJ 08541. Applicants attending a U.S. high school may submit results of the College Board’s English Language Proficiency Test (ELPT) in lieu of the TOEFL. ELPT applications may be obtained by writing to The College Board, P.O. Box 6200, Princeton, NJ 08541-6200.

ACT or SAT-I Exemptions. Students who have earned at least 24 semester hours of acceptable credits—excluding English Language Institute and/or English as a Second Language courses—are exempt from submitting the ACT or SAT-I results. The credits must have been completed at a regionally accredited U.S. college or university and must be equivalent to University of Hawai‘i at Mānoa offerings.

TOEFL Requirements and Exemptions. Applicants are required to score a minimum of 173 (computer-based) or 500 (paper-based) on the TOEFL. The following applicants are exempt from the TOEFL examination: (a) those whose native language is English; (b) those who hold a bachelor’s or master’s degree from a regionally accredited university in the United States or a recognized university in Australia, Britain, Canada (excluding Quebec), Ireland, or New Zealand; (c) those who score 510 or better on the verbal section of the SAT I; or (d) those who have completed six years of continuous schooling through the high school or college level in one of the countries listed above under (b). Admission to summer ELI classes does not imply a waiver of the TOEFL exam for fall or spring semester admission.

English Language Institute. International and immigrant students admitted to the University whose native language is not English are referred to the English Language Institute to determine if they must take the ELI placement tests and the Mānoa Writing Placement examination. If a student does not fulfill this obligation, ELI will place a hold on the student’s registration. Please contact the Department of Second Language Studies for additional information.

Admission of International Exchange Students

Foreign applicants selected by an external scholarship program (i.e., Fulbright, Rotary International, Mombusho Scholarship) or participating in a Mānoa campus exchange program may apply to the University as unclassified international exchange students. International exchange students intend to enroll at the University for a year or less for a specific purpose other than to earn a University of Hawai‘i degree.

To apply for admission as an international exchange student, an applicant must (a) submit transcripts verifying the completion of at least a two-year course of study at a recognized tertiary institution with a minimum GPA of 2.5 as evaluated by the Mānoa campus’ Admissions and Records Office (for undergraduate students) or a baccalaureate at a recognized college or equivalent (for graduate students); (b) receive a minimum score of 173 (computer-based) or 500 (paper-based) on the TOEFL unless exempt (see “Admission of International Applicants” for exemption criteria); and (c) receive endorsement of a University of Hawai‘i at Mānoa academic department or field. Sponsored students intending to complete a graduate degree at the University may apply as

special non-degree students (see the “Graduate Education” section of this Catalog).

For information, write to International Student Services, Student Services Center, 2600 Campus Road, Honolulu, HI 96822.

Admission of Returning Students

A student who experiences a break in enrollment without having taken a leave of absence or who has been suspended or dismissed must apply for readmission. A student who has attended another college or university subsequent to attendance at the University of Hawai‘i at Mānoa must apply as a transfer student (see “Admission of Transfer Applicants”). Readmission is not automatic because of enrollment limitations and changes in academic regulations. Students who are readmitted will be subject to the General Education Core, major, and graduation requirements in effect at the time of readmission. Questions concerning readmission should be directed to the student academic services office in the college to which the student is applying.

Admission of Unclassified Students

Persons who wish to take Mānoa campus courses but do not wish to enroll in degree programs may apply for admission as unclassified students through the Admissions and Records Office. Undergraduate applicants must meet the admission standards for a regular classified, degree-seeking undergraduate. Post-baccalaureate applicants must submit official verification of a baccalaureate or an advanced degree earned at a regionally accredited U.S. college or university or at a foreign university recognized by the University of Hawai‘i at Mānoa.

Classified applicants receive admission priority; thus, unclassified applicants may be denied admission because of enrollment restrictions.

Persons interested only in taking courses offered by Outreach College should refer to the “Outreach College” section of the *Catalog* or should inquire at Outreach College, Krauss 101, 2500 Dole Street, Honolulu, HI 96822.

Early Admission/Dual Enrollment Program

High school students who have demonstrated exceptional academic achievement, have completed most of their high school graduation requirements, and can no longer benefit from high school offerings may enroll concurrently in Mānoa campus courses while enrolled in high school. Eligibility is restricted to high school juniors and seniors.

Students wishing to take advantage of this program should follow the procedures for “Admission of Freshmen.” Eligible students must present outstanding high school grades and SAT-I or ACT scores, be recommended by school authorities, and have the permission of their parent(s) or legal guardian to participate in the Early Admission/Dual Enrollment Program.

Regular Mānoa campus admission deadlines, normal tuition and fee schedules, course prerequisites, and admission requirements other than high school graduation all apply to the Early Admission/Dual Enrollment Program.

Application Procedures

To obtain an admission application form and/or related information, prospective students should consult their high school counselors (in Hawai‘i) or write to the Admissions and Records Office, 2600 Campus Road, Honolulu, HI 96822. The application is valid only for the semester specified. For deadline information refer to the “Calendar.”

For information regarding application procedures for non-U.S. citizens and/or nonnative speakers of English, refer to “Admission of International Applicants.”

Deadlines

Applications for the fall semester are accepted between November 1 and June 1; for the spring semester between June 1 and November 1. Some professional schools and individual programs may have earlier deadlines. Consult the appropriate student academic services dean for specific deadlines.

In addition to the application form, applicants must submit official test scores and arrange to have official transcripts of all schools, colleges, universities, and business and postsecondary schools attended sent directly from each institution involved. Unofficial transcripts, hand-carried transcripts, faxed transcripts, and student copies of transcripts or grade reports will not be accepted. All other required credentials, as noted in the application, should also be sent with the application form. No applications, even those received before the closing date, will be acted upon after enrollment is filled for a program. Applications and documents submitted to the University are deemed the property of the University and therefore will not be returned to the applicant nor be available for copying.

Application Fee

Applications must be accompanied by a nonrefundable, nontransferable \$25 application fee. The application and fee are valid only for the semester specified on the application.

Special Instructions

Student Identification Numbers

The University of Hawai‘i at Mānoa requires the use of U.S. social security numbers as student identification numbers. A U.S. citizen should indicate his or her social security number on his or her application. The University issues student identification numbers to students who are not eligible to receive social security numbers.

Student Ethnicity Data

Students are urged to supply racial/ethnic information on applications and other forms when requested, since the University must provide a number of federal, state, and educational agencies with this data each year. Whenever such information is lacking, University personnel must make an educated guess. Self-identification is preferable.

Change of Address

Students are responsible for keeping the University's Admissions and Records Office (Student Services 001) informed of their correct mailing address.

Financial aid applicants and recipients are responsible for keeping the Financial Aid Services Office (Student Services 112) informed of their correct mailing address.

Misrepresentation

By University policy, all applicants for admission are *required* to list all current and previous enrollment in any postsecondary institution on the application form. Applicants for admission who fail to inform the University of such enrollment at the time of application or who submit, or have submitted on their behalf, any required information or document that is inaccurate, incorrect, or fraudulent or that has been altered without proper authorization may be denied admission to the university. If the omissions and/or alterations are discovered after the student is enrolled, the student's admission may be rescinded and his or her enrollment canceled. Credits earned at any unreported school or college are not accepted in transfer. The student or prospective student may also be referred to the Student Conduct Committee for possible disciplinary sanctions.

Academic Advising

The Mānoa campus provides academic advising for undergraduate students through the student academic services office in the appropriate college or school. Academic advisers bring to their responsibilities as educators not only knowledge of academic disciplines but also an understanding of the rationale that underlies the curricula of the colleges, schools, and the University. Students are strongly encouraged to seek advising assistance early in their University careers.

Academic advising includes the following activities:

1. Assisting students in clarifying, articulating, and attaining academic and life goals;
2. Facilitating each student's academic adjustment to the campus;
3. Educating students to assess academic progress and to develop appropriate educational plans;
4. Explaining and clarifying college or school course and graduation requirements and academic rules and regulations;
5. Counseling students on family, peer group, and other personal issues as they relate to academic progress, which may include referral to appropriate University programs and community agencies; and
6. Serving as advocates and mediators for students.

Student services advisers complement departmental advisers, who are specialists in their subjects and advise declared majors about major requirements and graduate or professional degrees in their discipline.

Registration and Enrollment

Registration Procedures

Registration is open to those students formally admitted to the Mānoa campus by the appropriate admissions office and to students in good standing who are continuing in an approved program of study. New, transfer, and returning classified students who are admitted to the University are required to pay a nonrefundable, nontransferable partial advance tuition deposit to confirm their admitted status. Admitted students may be barred from registration until they have complied with all University requirements including but not limited to medical clearances, the purchase of health insurance by nonimmigrant foreign students, and required English language placement testing. Students may also be barred from registering until they have cleared all academic or financial obligations.

Students are given specific appointment times in which to register. All registration activity is conducted by touch-tone telephone or by personal computer through the World Wide Web. Each student's registration time will be available by touch-tone telephone or through the Web approximately two weeks before registration.

Information on registration procedures is contained in the *Schedule of Classes* booklet, which includes registration dates, registration instructions, and the time and place of course meetings. The *Schedule of Classes* is distributed by the Admissions and Records Office and is available shortly before registration begins each fall and spring semester. The *Schedule of Classes* is also available on the Web: www.pae.hawaii.edu.

Unclassified students and auditors register after classified students.

Registration is not complete unless all tuition and fees have been paid by the payment deadline.

Auditors

Auditors are regularly admitted students who enroll for informational instruction only and attend classes with the consent of the instructor. Auditors receive no credit, and they do not take course examinations. The extent of their classroom participation is at the instructor's discretion. Auditors are not generally allowed in art studios, laboratory science, mathematics, elementary and intermediate Hawaiian and foreign languages, creative writing, English composition, physical education, speech and other performance courses, or in classes where they might displace credit students. Audit courses are entered on student transcripts with a grade of L and are subject to regular tuition and fee charges. Audit courses are not counted in determining a student's enrollment status.

Late Registration

Students who failed to register during the designated registration period may still register for credit during the first 10 days of instruction (see the "Calendar"). There is a fee for late registration.

Enrollment at Other Campuses

After admission to the Mānoa campus, students who plan to take courses at other campuses, either within or outside the UH system, must notify their respective college student academic services office before enrolling at the other campus and must have official transcripts sent directly to the Mānoa campus Admissions and Records Office upon completion of those courses.

Concurrent Registration

Students may enroll concurrently at two University of Hawai'i system campuses and pay tuition, as well as all mandatory fees required by both campuses provided (a) they are officially enrolled at the home campus for at least one-half of the credit load for the semester; (b) they are in good academic standing at both campuses; (c) they are registering for courses applicable to their academic program but not available at the home campus; and (d) they have the approval of their home campus adviser and of the second campus. For specific application policy and forms, see the home campus adviser. A student who fails to comply with all these conditions may be disenrolled.

Multiple Registration

Students who do not meet the above criteria may enroll at more than one UH system campus at the same time, and they must pay full tuition and fees at all campuses. Multiple registrants must meet the admissions requirements and deadlines of each campus.

Maximum Registration

Undergraduate and post-baccalaureate unclassified students who request enrollment in 20 or more credit hours of work in any semester must obtain special approval of their college student academic services office and process their changes during the Change of Registration period after instruction begins. Students may not register for courses in Outreach College, for credit or audit, in excess of the maximum registration allowed by the college or school in which they are enrolled unless given permission for an overload by the college or school.

Enrollment Status

For academic purposes, students may be classified as either part-time or full-time students. A full-time undergraduate carries a minimum of 12 credit hours. Undergraduate students carrying fewer than 12 credits are classified as part-time. Audited courses are not counted in determining the enrollment status of a student.

Change of College or Major

Classified students may apply for transfer from one college to another during the fall or the spring semester. Application for transfer must be made on a form supplied by the student academic services office of the college or school that the student wishes to enter. The application must be approved by the dean of that college or school. Deadlines for transfers within the University are determined by individual student academic

services offices. Contact the college or school directly for deadlines. Students planning to transfer into professional schools should consult the dean's office for deadlines. Students wishing to enter the College of Education should follow the procedures specific to that college.

Changes of college, school, curriculum, or major are not permitted during registration periods.

Unclassified students who wish to become degree candidates must complete the regular application process.

Changes in Registration

All deadlines for adding courses, partial withdrawal, or complete withdrawal are subject to change. Refer to the current *Schedule of Classes* for applicable deadlines and procedures.

To Add a Course

Courses may be added during the first 10 days of instruction.

To Drop a Course (Partial Withdrawal)

A course may be dropped through the sixth day of instruction without notation on the student's record. Thereafter, grades of W will be posted. The colleges and schools differ in their policies, but, in general, a course may be dropped from the seventh day of instruction up to Friday of the ninth week of instruction with the consent of the instructor and the approval of the student's college or school dean.

After the ninth week no withdrawals are permitted except for unusual or extenuating circumstances beyond the control of the student. These withdrawals require the consent of the student's college or school dean, and consent may be given only after the dean consults the instructor.

If students do not officially complete the withdrawal procedure, an F or NC, as appropriate, may be awarded by the instructor in place of a passing grade.

Students are advised that dropping courses after the sixth day of instruction may jeopardize their chances for registration in the same courses in succeeding semesters. Students are also advised that many colleges, especially graduate and professional schools, do not look with favor on records with excessive W grades. Employers and scholarship grantors share this attitude.

Complete Withdrawal

Students withdrawing completely from the University up to the sixth day of instruction will have this withdrawal action, but not their course registration, noted on their records. These students will not have a W grade for each course noted on their records.

Students withdrawing completely from the University from the seventh day through the ninth week of instruction will have a W grade for each course noted on their records.

After the ninth week complete withdrawals are not permitted except for unusual or extenuating circumstances beyond the control of the student. These withdrawals require the approval of the student's college or school dean. Students

who receive approval will also have a W grade for each course noted on their records.

Applications for complete withdrawal are available at the student academic services office of the student's college or school. Signatures as indicated on the form must be obtained, and the completed form must be turned in to the Mānoa campus Cashier's Office. The official date of withdrawal is the date recorded by the Cashier's Office.

The refund schedule for withdrawals is noted in the "Tuition, Fees, and Financial Aid" section of this Catalog.

When withdrawing, a continuing, classified undergraduate student who has completed at least one semester at the Mānoa campus may choose to apply for a leave of absence. Students who do not obtain a leave of absence are required to apply for readmission by submitting the Common Application Form to the Admissions and Records Office by the specified deadline and be readmitted before they register.

Credits and Grades

Work accomplished by students is usually recognized in terms of credit hours, grades, grade points, and grade point averages.

Minimum credit requirements for baccalaureate degrees are set by each college or school. Students must have a minimum of a C average (a minimum GPA of 2.0). Some colleges, schools, and degree programs have higher requirements. Students should check with their college or school adviser.

Credit Hours

Credit hours (or credits) for course work are determined on a semester or semester-equivalent basis for work satisfactorily accomplished. Credit hours granted for specific courses are listed in this *Catalog* and in the *Schedule of Classes* published each semester.

Grades

Grades awarded are A, B, C, D, F, CR (credit), NC (no credit), I (incomplete), and L (audit). A grade of A indicates excellent achievement, B above average, C average, D minimal passing, and F failure.

A grade of I is given to a student who has not completed a small but important part of a semester's work if the instructor believes that the incomplete was caused by conditions beyond the student's control. Each student receiving a grade of I should consult his or her instructor promptly to determine the steps to be taken and the deadline to complete the course work for changing the grade of I to a final grade. The designated November and April deadlines (see the "Calendar") refer to the dates by which instructors must report adjusted grades. Student deadlines for completing their course work must be adjusted accordingly.

An instructor recording a grade of I on the final grade sheet will also record the grade that will replace the I if the work is not made up by the deadline; that grade is computed on the basis of what grades or other evidence the instructor does have, averaged together with Fs or zeros for all incomplete work

(including the final examination, if it has not been taken). If the work is completed prior to the deadline, the instructor will report a change of grade, taking the completed work into consideration. If the instructor does not submit a grade to replace the incomplete, the grade of I will be replaced by an F or an NC (as appropriate) as of the April or November deadline. All grades of I must be cleared by a student's college prior to graduation.

Credit/No Credit Option

The credit/no credit option encourages students to broaden their education by venturing into subjects outside their fields of specialization without risking a relatively low grade. The CR designation denotes C-caliber work or better. However, students should be aware that some colleges and many graduate and professional schools evaluate CR as C and NC as F. The same is true of some employers and scholarship awarding agencies.

Certain courses may be designated as mandatory CR/NC. In addition to any such mandatory CR/NC courses, no more than 40 credit hours of CR may be counted toward the degree. Neither CR nor NC is computed in the grade point average. The CR/NC option must be exercised during the registration period. The CR/NC option is limited to elective courses; this option is not allowed for any course taken to fulfill a University, college, school, or department nonelective requirement, with the exception of those courses offered for mandatory CR/NC.

Grade Points

Grade points are given for all courses in which grades of A, B, C, D, or F are reported. They are computed as follows: for each credit hour received in a course, 4 grade points are granted if the grade is A; 3 if B; 2 if C; 1 if D; and 0 if F.

Students entering as undergraduates are not given grade points for work done outside UH Mānoa.

Grade Point Averages

Grade point averages (GPA) are determined by dividing the total number of grade points by the total number of credit hours for which a student has received letter grades (excluding I, NC, CR, W, or L).

The semester GPA is calculated on any one semester's credits and grade points. The cumulative GPA is calculated on all such work taken at UH Mānoa.

Repeating Passed Courses

Students may repeat for a letter grade a course in which they received a D grade. No additional credit toward the degree will be granted; the two grades for the course will be included in the GPA. Students may not repeat a course for which they received a grade of C or better or CR.

Repeating Failed Courses

Students may repeat, for a letter grade only, any course in which an F was received. If this is done at the University of Hawai'i at Mānoa, credit hours and grade points for each attempt are included in the GPA. Students may repeat (but

not for a letter grade) CR/NC courses in which they received a grade of NC.

Duplicate Credits

Academic credit is generally not awarded for courses or examinations that duplicate material for which academic credit has already been given. Repeating passed courses (see above) yields no additional credit, nor does taking more than one version of a cross-listed course. (In the Course Descriptions, less obvious duplications may contain notations like, “credit not given for both 200 and 201”; “credit for only one of . . .”; etc.)

Graduate Credit for Seniors

Seniors at the Mānoa campus may earn credit toward an advanced degree for some courses completed during their last semester as undergraduates provided that (a) the courses taken are in excess of the requirements for the bachelor’s degree and (b) such courses fulfill requirements in the prospective graduate field. To obtain such credit, students are required to file a petition form available at the Graduate Division at the time of registration for the courses. For more information, refer to the “Graduate Education” section of this Catalog.

Backtracking

Backtracking is not permitted. Additional credit and grade points are not awarded for lower-level courses if they are taken after or concurrently with the advanced course for which they are explicitly or implicitly prerequisites.

Students should direct any questions about the applicability of this policy to the student academic services office of their college or school.

Excess Credit Policy

A student who by the end of any semester has earned 24 credit hours beyond those required for graduation and has fulfilled all specific program and University requirements may be graduated by action of the student’s college or school.

Unless an extension has been granted by the college’s or school’s student services dean, students may be put on probation if they have taken 24 credit hours beyond those required for graduation but still have not completed their specific program requirements.

Grade Reports

Grade reports are mailed to students after the end of each semester/session. Grades are also available by touch-tone telephone or by personal computer connected to the World Wide Web. Grades are available approximately two weeks after the end of the final examination period each semester. Grades for courses taken through Outreach College do not follow this schedule.

Examinations

Course Examinations

Final examinations are required in all undergraduate courses (except writing courses, directed reading, creative arts, research, seminars, internships, and field experiences) and must be taken during the scheduled examination period. No examinations (other than laboratory tests and short quizzes) are allowed during the two calendar weeks before the last day of instruction. Take home final exams may be distributed at any time but may not be required to be turned in before finals. The schedule of final examinations is published in the *Schedule of Classes*.

Language Courses

Students who plan to continue the study of a language begun elsewhere must take a placement test to determine the course in which they should enroll.

Native speakers of a foreign language or bilingual speakers may not enroll in nor receive credit for courses in that language. Such courses are designed for nonnative speakers.

For specific regulations governing courses that native or bilingual speakers may take for credit, students should consult the department chairs of European languages, East Asian languages, or Hawaiian and Indo-Pacific languages.

Advanced Placement Examination

The advanced placement examinations are administered in high schools by the Educational Testing Service for the College Entrance Examination Board for students who have completed specific college-level courses in high school. For the University’s credit policy, students should consult the Admissions and Records Office or their student academic services office.

Credit by Examination

Students who wish credit by examination for basic courses in calculus, general biology, general chemistry, economics, English literature, psychology, and sociology should consult the Counseling and Student Development Center. Students apply to the center, pay the fee, and take the corresponding general or subject examination under the College-Level Examination Program (CLEP). A satisfactory score on these examinations, as determined by the appropriate department, yields course credit. However, students wishing CLEP general examination credit must take the exam before they have completed 24 credit hours of college-level work.

If a written exam is appropriate in other courses, it is prepared under the auspices of the department concerned, is more comprehensive than the usual “final examination,” and is designed to serve as the scholastic equivalent of the course.

Applicants must be enrolled classified students; must present evidence that they have a mastery of the content of the courses (but have not received college credit); must apply, with department approval, to the dean’s office by the specified deadline; and must pay the current fee. Applications are

available in the college's or school's student academic services office.

Courses passed by examination do not carry grades or grade points.

Recognition of International Baccalaureate

The University of Hawai'i at Mānoa recognizes the international baccalaureate for course credit. Students should submit higher-level examination scores to the Admissions and Records Office. Course credit is granted for acceptable scores. Contact the Admissions and Records Office for more information.

Academic Programs

Undergraduate Certificate Programs

The University offers a number of undergraduate certificate programs, some of which are interdisciplinary. Generally, certificates are awarded to students who take at least 12–15 credit hours of specified courses.

Undergraduate certificate programs are offered in the following areas:

- Aging
- Environmental Studies
- Ethnic Studies
- European Languages
- Hawaiian and Indo-Pacific Languages
- Interpretation
- Marine Option
- Peace Studies
- Russian Area Studies
- Translation
- Women's Studies

Bachelor's Degree

Objectives

The baccalaureate degree program provides the student with a coherent undergraduate education that includes a comprehensive set of integrated learning opportunities. There are three basic components to undergraduate education: (a) the University-wide General Education Core requirements, which are usually completed during the first two years of the University experience; (b) individual college or school requirements; and (c) an academic specialization comprising a major, as well as a minor or electives that complement and enrich the other requirements.

Requirements

General Education Core and Graduation Requirements. The General Education Core and graduation requirements are based on the conviction that an educated person has access to a shared body of knowledge; a comprehension of the major divisions of learning; and an understanding of the commonality in our ways of thinking, of experiencing self, and of acquiring new knowledge and skills. The common body of knowledge focuses broadly on heritage; values; political,

economic, and social life; and a relationship with nature. Its study requires critical reading and listening, careful judgment, and clear exposition. The common thread in general education is the interconnectedness of human knowledge. See the "Mānoa General Education Core and Graduation Requirements" section for more information.

College or School Requirements. Colleges or schools may specify which General Education Core courses should be taken to meet their requirements. They may also have additional requirements. Students should refer to specific college or school sections for more information.

Major or Academic Specialization Requirements. Each program leading to the bachelor's degree is built around a field of concentration—the major, which consists of a specific number of credit hours and required courses in a particular field or discipline, together with related courses in other subjects that are associated with and contribute to that discipline.

Students must satisfy the degree requirements for the selected major and, if applicable, the minor or concentration selected. Detailed information can be found in the appropriate major or academic specialization sections.

Minor Requirements. Limited concentrations of courses in an area other than the major (i.e., a minor) are offered in some programs. A minor is defined as relating to an approved baccalaureate degree, with courses completed in or coordinated by a single academic department. A minor course of study consists of a minimum of 15 credit hours of non-introductory course work (200-level courses that have a college-level course prerequisite and upper division courses) that is completed with a grade of C or better.

Minors are currently offered in American studies, art, Asian studies, botany, chemistry, computer science, dance, economics, English, geography, geology and geophysics (four concentrations), Hawaiian, history, mathematics, microbiology, music, philosophy, physics, political science, religion, sociology, speech, theatre, and zoology.

Graduation Requirements and Policies

Progress Toward the Bachelor's Degree

Students are expected to complete their academic work and apply for a degree in a timely manner (see "Excess Credit Policy"). The department or program in which the student is pursuing a degree may decide that certain courses required for the major that were taken in the past must be retaken. Courses that are declared outdated for the major will still count toward the General Education Core if they meet core requirements. Students should consult with their academic adviser in their major field of study for details.

Residency Requirements

Students must earn a minimum of 30 credit hours in residence (i.e., taking credit courses or their equivalent by examination) at the University of Hawai'i at Mānoa. However, meeting the residency requirements does not necessarily mean that degree requirements have been met; the latter are deter-

mined by individual colleges.

A degree candidate must be registered and in attendance during the semester or summer session in which he or she completes the requirements for his or her degree, unless permission has been given for graduation in absentia by the appropriate college or school dean.

Application for Degree

An application for graduation must be obtained at the student academic services office of the appropriate college or school and then submitted with the degree fee to the Cashier's Office. This must be done by the deadlines specified in the "Calendar."

Honors

Academic Distinction

Graduating with Honors

Honors degrees are granted only to participants in the UH Mānoa Honors Program (see "Colleges of Arts and Sciences").

Graduating with Distinction

Graduating seniors not in the Honors Program who have completed 30 or more credit hours of work at the University with a cumulative GPA of 3.5 are eligible for graduation "with distinction" subject to the following stipulations:

1. The 30 or more credit hours at Mānoa campus must come from courses carrying grade points (this excludes CR/NC);
2. The cumulative GPA of the total college work (which encompasses academic work at the Mānoa campus and all other colleges and universities, if any) must be at least 3.5. This academic work includes both transferable and nontransferable credits carrying grade points but excludes CR/NC or other non-letter grade options such as pass/fail; and
3. Candidates for second degrees are not eligible.

Honor Societies

Alpha Epsilon, *National Honor Society for Extension Service*

Alpha Kappa Delta, *International Sociology Honor Society*

Alpha Omega Alpha, *National Honor Society in Medicine*

Beta Alpha Psi, *National Accounting Honor Society*

Beta Gamma Sigma, *National Business Honor Society*

Beta Phi Mu, *International Library Science Honor Society*

Chi Epsilon, *National Civil Engineering Honor Society*

Delta Phi Alpha, *National German Honor Society*

Epsilon Sigma Phi, *National Extension Honor Society*

Eta Kappa Nu, *National Electrical Engineering Honor Society*

Eta Sigma Delta, *International Hospitality Management Honor Society*

Gamma Sigma Delta, *National Agriculture and Human Resources Honor Society*

Golden Key National Honor Society, *National Undergraduate Honor Society*

Kappa Tau Alpha, *National Journalism Honor Society*

Lambda Delta, *Freshmen Honor Society*

Mortar Board, *Senior Honor Society*

Mu Kappa Tau, *Marketing National Honor Society*

Omicron Delta Epsilon, *International Honor Society in Economics*

Phi Alpha Theta, *National Honor Society in History*

Phi Beta Kappa, *National Liberal Arts and Sciences Honor Society*

Phi Delta Kappa, *National Education Honor Society*

Phi Eta Sigma, *National Freshmen Honor Society*

Phi Kappa Phi, *National Honor Society (general)*

Phi Theta Kappa, *International Honor Society for Two-Year Colleges*

Phi Upsilon Omicron, *National Home Economics Honor Society*

Pi Delta Phi, *National French Honor Society*

Pi Kappa Lambda, *National Music Honor Society*

Pi Lambda Theta, *National Education Honor Society*

Pi Sigma Alpha, *National Political Science Honor Society*

Pi Tau Sigma, *National Mechanical Engineering Honor Society*

Psi Chi, *National Honor Society in Psychology*

Sigma Delta Pi, *National Spanish Honor Society*

Sigma Phi Alpha, *National Dental Hygiene Honor Society*

Sigma Pi Sigma, *National Physics Honor Society*

Sigma Theta Tau, *National Honor Society in Nursing*

Sigma Xi The Scientific Research Society, *National Sciences Honor Society*

Tau Beta Pi, *National Engineering Honor Society*

For further information on these honor societies, contact the appropriate academic unit.

Academic Probation, Suspension, and Dismissal

All undergraduates and unclassified students who fail to meet the minimum academic requirements of the University or their college, school, or program may be placed on probation, suspended, or dismissed. The guidelines that follow are generally applied. Further information may be obtained from the student academic services office of the student's college or school.

Undergraduate and unclassified students seeking exemption for cause from regulations and requirements contained in this *Catalog* should consult the dean of student academic services of their college or school. The University reserves the right to withhold the degree or to request the withdrawal of a student for cause.

Probation

Students may be placed on academic probation at the end of any semester in which their cumulative GPA falls below 2.0 or in which they fail to maintain the minimum academic requirements of their college, school, or program. Probationary students continue work at the University but must achieve a current GPA of at least 2.0 in each probationary semester to be

allowed further registration. Failure to meet these conditions may result in suspension or dismissal.

Unless an extension has been granted by the college or school's student academic services dean, students may be put on probation if they have taken 24 credit hours beyond those required for graduation but still have not completed their specific program requirements.

Regulations governing academic probation will be applied at the end of each semester.

Suspension

Students may be suspended when they fail to achieve a cumulative GPA of at least 1.7 after attempting 24 credit hours or when they fail to meet the terms of probation.

Students registered for the first term of summer session or for Outreach College's winter or summer accelerated session at the time of the suspension may choose to complete that term or withdraw within five working days after notification of suspension.

Regulations governing academic suspension are applied at the end of each semester.

Applications for Return from Suspension

Students who wish to return after suspension should apply to the Office of Admissions and Records—for the fall semester between November 1 and June 1 and for the spring semester between June 1 and November 1.

Suspended students who attend another institution will be considered "transfer students" when reapplying to the University and must meet all transfer requirements. They will have their work evaluated by the college or school in order to determine eligibility for readmission.

Students who take no courses after being suspended for the required one semester are eligible to be readmitted into the college or school from which they have been suspended provided they submit an application form by the official deadline. However, readmission is not automatic if the student stays out beyond the required period.

Students readmitted after suspension are placed on probation and must meet the terms and conditions of probation as specified above. Failure to do so will result in dismissal.

Dismissal

Students who have been suspended and who subsequently fail to maintain the minimum academic requirements of the University or their college, school, or program or fail to meet the terms of probation may be dismissed. Such students will be readmitted only in unusual circumstances. Students admitted on probation may be dismissed if they fail to maintain the minimum academic requirements or to meet the terms of probation.

Regulations governing academic dismissal are applied at the end of each semester.

Once dismissed, a student is not eligible for readmission to any degree- or credit-bearing program at the University of Hawai'i at Mānoa for a minimum of one academic year. However, a student currently enrolled in an Outreach College

course who is notified of an academic dismissal after the authorized period for withdrawal without cause may complete the Outreach College term.

The following conditions apply to students who have been dismissed one or more years:

1. To apply for readmission as a classified or unclassified student at UH Mānoa, the student should do so on the admissions application form, following established procedures and deadlines. The student must meet the standard admission criteria applicable to all students. The Colleges of Arts and Sciences require a written statement from the student explaining the circumstances of the dismissal and a rationale for reinstatement. If readmitted, the student is placed on academic probation and must meet established terms of probation;
2. To enroll in UH Mānoa's Outreach College, the student is eligible if he or she has attended any UH system campus or other regionally accredited college or university subsequent to the dismissal and earned a cumulative post-dismissal GPA of 2.0 or better for a minimum of 12 earned credits. Transcripts will be required to establish eligibility; or
3. To enroll in UH Mānoa's Outreach College, the student who has not earned a cumulative post-dismissal GPA of 2.0 or better for a minimum of 12 earned credits at another UH system campus or other regionally accredited college or university subsequent to dismissal may petition the dean of Outreach College for special enrollment consideration.

Other Provisions

Upon finding that a student is suffering from a physical or mental condition detrimental to the student or to the University, the dean of student services will, on medical advice, recommend proper action to the appropriate college or school's student academic services dean. The dean may request that the student be withdrawn officially, without prejudice or academic penalty. Readmission is contingent upon review and recommendation by the college or school's student academic services dean and the dean of student services.

Leave of Absence

Continuing classified undergraduate students may apply for a leave of absence for a specified period of one or two semesters if they (1) have just completed their prior semester (fall or spring) at the University of Hawai'i at Mānoa and (2) are in good academic standing (neither on probation nor subject to suspension or dismissal). Students may not take more than two regular semesters of leave before graduation; additional semesters of leave will be granted only under extenuating circumstances. The granting of a leave of absence indicates a continuing relationship with the University and allows students to resume studies at a specific time without applying for readmission. Students who take a leave of absence will continue to be subject to the core, major, and graduation requirements in effect at the time their leave began.

Students have two options for taking an official leave of

absence: (1) a planned leave and (2) a leave taken at the time of withdrawal from the University. To apply for a planned leave for the upcoming semester, students should submit an application for leave of absence prior to the beginning of the semester in which the leave is to be taken. Application for a leave can also be submitted at the time of complete withdrawal from the University. Applications for a leave of absence are available in the student academic services office at the student's college or school. The date of return from leave must be specified at the time of application.

Students who do not reenroll at the University at the end of their leave of absence will be considered to have withdrawn without notice; they will be required to apply for readmission to the University and will be subject to the core, major, and graduation requirements in effect at the time of readmission.

Students should be aware that taking a leave of absence may affect their residency status and eligibility for programs such as financial aid, intercollegiate athletics, etc. Upon return from an approved leave of absence, students may also find that registration in courses with fixed faculty/student ratios may be dependent upon availability of space.

Special Programs

New Student Orientation

The New Student Orientation (NSO) programs assist first-time freshmen and new transfer students in their transition to the University of Hawai'i at Mānoa, expose new students to broad-based educational opportunities on campus, and introduce students to college life. NSO also offers sessions for parents, families, and friends of incoming students where they learn more about what UHM has to offer new students. Following the summer orientation programs and during the first weeks of the fall semester, NSO's Welcome Program provides a variety of campus events that showcase on-campus co-curricular opportunities and resources. For more information on current activities, access the NSO Web page at www.hawaii.edu/nso or call the NSO office at (808) 956-3667.

Coordinator: L. Opulauoho

First Year at Mānoa

The First Year at Mānoa (FYM) initiative unifies new and preexisting learning communities, programs and services targeted at freshmen and transfer students in a coherent package. From New Student Orientation, which gives students the opportunity to prepare for their first semester to the Freshman Advising Center, which provides ongoing advising services, FYM programs ease the transition of new students into the academic and social communities of the University. FYM programs provide students with the opportunity to develop personal relationships with faculty and fellow students so that they become actively engaged in their education. In addition, FYM programs help students become familiar with the wide

array of resources and programs available to them at the University.

Coordinator: C. Brooks-Harris

Freshman Advising Center (FAC)

The Freshman Advising Center (FAC) is an integral part of the First Year at Mānoa. The FAC provides a user-friendly place for freshman to access information and get assistance with academic matters such as degree requirements, course selection and registration, and choice of major. The FAC is staffed by professional academic advisers and student peer mentors who are familiar with campus resources available to support first year students.

For more information, please call (808) 956-7273 or visit the FAC Web site at www.cassas.hawaii.edu/FAC.

Coordinator: A. Yap

Learning Communities

Learning communities create a collaborative academic and social learning environment of faculty and students. There are various models for learning communities at the UHM campus, including Access to College Excellence (ACE), Freshman Seminars (FS), Mānoa Connections (MACs), and Rainbow Advantage (RAP).

Access to College Excellence (ACE)

The Access to College Excellence (ACE) program provides freshmen with an exciting interactive group learning experience in their first semester. ACE students join a group of 15 other students who take three preselected courses together, often according to their area of academic interest. They meet weekly in a one-credit class, CAS 110, with an upper-division student mentor who provides information on academic and support services and leads discussions relevant to the academic interests of the group. The group also participates in extracurricular activities that enhance the first-year experience. For more information, please call (808) 956-7273 or visit the ACE Web site at www.cassas.hawaii.edu/ace.

Co-Coordinators: C. Brooks-Harris and P. Wilmeth

Freshman Seminars (FS)

Freshman Seminars offer freshmen a variety of courses that enable them to learn in small class environments. (Classes are limited to 10 students.) The purpose of this program is threefold:

1. To create an intimate learning community for faculty and students who place a high value on the human dimension of education;
2. To provide students with small classes in which they take an active and responsible part and in which they receive constant peer stimulation, support, and feedback; and
3. To offer advanced students an opportunity to gain experience in leadership and mastery over their major by teaching it.

Although the subject matter taught varies from course to course, several opportunities integrated into all seminars serve to unite them: 1) service learning, 2) opportunities to

explore new technologies, and 3) integration of information retrieval.

The three credit seminars are mainly – but not limited to – General Education Core classes led by qualified advanced students under the direction of department faculty. These seminars provide valuable learning experience for both the students in the class and the students leading the class. Courses offered vary each semester but have included: art, peace studies, ethnic studies, geology and geophysics, political science, sociology, and speech. They are listed in the Schedule of Classes under each department.

Freshman Seminars learning communities typically include one or two three credit seminars and a LIS course that teaches students the fundamentals of using information retrieval and technology.

For more information, please call (808) 956-7142 or go to Web site: www.fs.hawaii.edu.

Director: M. Watts

Mānoa Connections (MACs)

Mānoa Connections (MACs) are the newest in learning communities on the UH campus, offering students a unique opportunity to work closely with professors and to look at ideas through a number of viewpoints. Class material is integrated in a way that enables students to see how issues are related in different subjects. Instructors work closely with students to help them understand concepts and develop the critical thinking skills necessary at a university level. For more information, please call (808) 956-9864 or go to Web site: www.lc.hawaii.edu.

Coordinator: C. Brooks-Harris

Rainbow Advantage Program (RAP)

The Rainbow Advantage Program (RAP) is a tightly woven learning community that provides a supportive academic environment promoting a sense of community and shared values. Students are actively engaged in their education and participate in a variety of approaches to learning. Students who are admitted to the University as freshmen are invited to apply to participate in this program (enrollment is limited to 100 students). They then take four courses together (15 credits) for the year. Six of these credits are received in a year-long foundation course that fosters the learning of communication and research skills and serves to integrate all of the other courses. RAP also provides a myriad of experiences that help to fuse academics with what is traditionally called the real world. RAP attempts to prepare students for productive careers, fulfilling personal lives, enlightened citizenship, and lifelong learning.

The following is a partial list of the kinds of activities and academic pursuits in which the students will find themselves:

- Service learning is a mandated component of the program. Students do community service work throughout the year.
- Students link with K-12 students in a collaborative effort to produce museum exhibits, which are then put on display at the Bishop Museum.
- Students become members of a virtual community called Walden3 and learn how to be citizens of both their local

community and the emerging global village.

- Students have the resources of a librarian who is part of the faculty of the learning community. This person serves to integrate information retrieval into the content and context of the course.
- Students have access to mentors from the wider community. These mentors offer a variety of experiences, from personal conversations about the value of liberal education to allowing students to shadow them at their job.

For more information, please call (808) 956-4040 or go to Web site: www.rap.hawaii.edu.

Director: M. Watts

Honors Program

Sinclair Library 504-B

2425 Campus Road

Honolulu, HI 96822

Tel: (808) 956-8391

Web: www.honors.hawaii.edu

Director: J. Caron

The Honors Program is designed to combine the advantages of a small selective-admissions college with the resources available only at a large research university. For further information, contact the Honors Program office.

Selected Studies (lower division)

Selected Studies provides academically promising freshmen and sophomores the opportunity for enriched general education in A-sections—small, intensive, and sometimes experimental versions of the required core courses. Students may qualify for Sophomore Honors, and special academic advising is available. Admission is by invitation to students whose high school records and aptitude test scores, or whose recommendations from high school or University faculty, indicate they have the qualities needed to profit from the opportunity. Students may also apply on their own initiative. A full list of A-section courses is available in the “Courses” section of this *Catalog* under Honors (HON).

Sophomore Honors

A certificate for sophomore honors is awarded to students in Selected Studies who complete a significant portion of their freshman and sophomore studies in A-sections and other appropriate courses that demand high academic achievement and who achieve at least a GPA of 3.5 therein and overall. Students who believe they have qualified should petition the Honors Council early in their junior year.

Honors (upper division)

Honors degrees are granted only to participants in the University of Hawai‘i at Mānoa Honors Program. Successful completion entitles the student to a bachelor’s degree with “honors,” “high honors,” or “highest honors.” Any regularly

registered undergraduate may apply for admission in the second semester of the sophomore year or during the junior year.

As juniors, students complete a Junior Honors Seminar and a course on research methods. As seniors, students pursue a two-semester program of independent research culminating in a Senior Honors Project.

Study Abroad Center

Moore 115
1890 East-West Road
Honolulu, HI 96822
Tel: (808) 956-5143
Fax: (808) 956-9319
E-mail: uhmsac@hawaii.edu
Web: www.studyabroad.org

Director: S. R. MacLeod

The Study Abroad Center (SAC) is a unit of the Office of the Senior Vice President and Executive Vice Chancellor. SAC collaborates with various UH Mānoa academic departments to provide opportunities for students to study, and faculty members to teach and conduct research, in another country. SAC develops, implements, and evaluates UH Mānoa study abroad programs. In addition, the center provides informational, advisory, and support services to students and faculty members concerning international educational opportunities.

SAC programs are offered for a summer term, a semester, or an academic year. The essence of SAC programs is to acquire knowledge through academic work and to develop a cross-cultural understanding through cultural immersion. Students earn UH Mānoa credits for course work completed abroad. The courses offered in these study abroad programs may be used to fulfill a student's major, language, core, graduation, or elective course requirements. Courses taken overseas will appear on UH Mānoa transcripts as UH Mānoa courses.

SAC provides faculty members with opportunities to develop courses and publications based upon research and teaching experiences within the global arena. In addition, faculty members who lead study abroad programs have a wide range of responsibilities in their capacity as "in-country" resident directors.

SAC programs and course offerings may vary each academic term.

Semester and Year Programs

SAC offers semester programs in Australia, Denmark, England, France, and Spain. The Year-in-Japan program is offered only for a full academic year. Students enrolled in these programs must register for a minimum of 12 credit hours each term. All programs offer several content courses that are taught in English. Each fall term, the Japan and China Executive MBA Internships are offered under the aegis of the Study Abroad Center.

Summer Programs

SAC summer programs require enrollment in a minimum of 6 credit hours. Course offerings include, but are not limited to, architecture and design (Copenhagen), art history (Paris), business economics (various locations in Asia), European art and architecture (various locations in Western and Eastern Europe), French (Annecy and Angers), German (Berlin), Italian (Florence), Japanese (Kobe), Mandarin (Hainan), Russian (Vladivostok), and Spanish (Mendoza).

Self-Designed Study Abroad Programs

Students can design a study abroad program different from those offered by SAC and receive UHM credits. Such a program may fall under the category of the Self-Designed Study Abroad Program. A Self-Designed Study Abroad Program can be created for countries and/or cities where UHM does not have an existing study abroad program. Students have conducted Self-Designed Study Abroad Programs in Austria, Brazil, Costa Rica, Greece, Guadalajara, India, Israel, Nepal, New Zealand, Salamanca, Taiwan, Tokyo, and Vietnam.

Admission Requirements

SAC programs are designed primarily for undergraduate students who have completed a minimum of 24 credits with a cumulative GPA of 3.0. Admission to intensive language programs require a minimum of one year of language study at the college level. For program brochures, detailed information, and an application, contact the Study Abroad Center.