



Graduate Division

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Graduate Education

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Graduate education and research are inseparable in a comprehensive university. The administration of these two areas is coordinated by the senior vice president for research and dean of the Graduate Division.

The senior vice president for research and dean of the Graduate Division is responsible for the supervision, development, and improvement of graduate work. The dean is assisted by an assistant to the vice president for research and dean of the Graduate Division, an associate dean for programs and personnel, and an assistant dean for student academic services.

Graduate Council

Members of the Graduate Council are appointed by the senior vice president for research and dean of the Graduate Division upon recommendation by the associate dean of the Graduate Division. The council advises the dean on graduate courses, programs, and administrative matters.

Senate of the Graduate Division

The Senate of the Graduate Division is composed of the chairs of each graduate field of study. It functions as an advisory board to the dean of the Graduate Division on major policy matters and serves as a forum for discussion on matters pertaining to graduate study.

Chairs of the Graduate Fields of Study

The chairs of the graduate fields of study are appointed by the dean of the Graduate Division. The chairs in turn recommend faculty advisers or committees for graduate students working toward advanced degrees. If the dean of the Graduate Division concurs, he/she appoints the persons recommended by the chairs.

The chairs of the graduate fields of study serve as the liaison with the dean of the Graduate Division in matters of policy, rule changes, program effectiveness, and general graduate student affairs. They advise the dean on admission of graduate students, advise graduate students on their degree programs, review graduate student petitions, keep records on their graduate students, and certify that degree candidates have completed all requirements.

Graduate Student Organization

See the “Student Life” section for information on this organization.

WICHE Programs

See the “Tuition, Fees, and Financial Aid” section for information on these programs.

Academic Policies

The following regulations and procedures governing admission to the Graduate Division of the University of Hawai‘i at Mānoa are subject to change without prior notice. Prospective students should consult with the Graduate Division for updated policies.

Although the University attempts to accommodate the course requests of students, course offerings may be limited by financial, space, and staffing considerations or may otherwise be unavailable. Nothing in this *Catalog* may be construed to promise or guarantee registration in any course or course of study (whether required or elective) nor may anything be construed to promise or guarantee the completion of an academic program within a specified length of time.

Student Responsibility

It is the responsibility of students to know and observe all regulations and procedures relating to the program they are

pursuing, as well as those of the University and Graduate Division. In no case will a regulation be waived or an exception granted because students plead ignorance of or contend that they were not informed of the regulations or procedures. Questions on regulations and their interpretation pertaining to studies at the graduate level should be addressed to the Office of the Dean of the Graduate Division.

Students planning to graduate should familiarize themselves with the dates relating to application for graduation and other pertinent deadlines (see the “Calendar”). It is necessary to apply for graduation by the specified deadline in order to graduate in a particular term, whether or not the student plans to attend the commencement ceremonies.

Students must satisfy the degree requirements of the *Catalog* in force during the term for which they have been admitted to and begin course work in a degree program; or they may, with the consent of their advisers, meet graduation requirements by complying with the provisions of a later *Catalog*. Students readmitted to a degree program must meet degree requirements of the *Catalog* in force at the time of the later admission (or of a subsequent *Catalog*, as provided above). Aside from degree requirements, all students are subject to the regulations and policies stated in the *Catalog* currently in force. Exceptions to the regulations contained in the *Catalog* require the written approval of the Office of the Dean of the Graduate Division, unless otherwise stated in the *Catalog*.

Students admitted to the Graduate Division are assumed to be mature adults and are expected to behave accordingly. All written work should observe high editorial standards, and high standards of academic honesty are expected. Though advisory services are provided to assist the student, the student alone is responsible for following the procedures and completing the steps required in the degree program. Requirements of the Graduate Division, both procedural and substantive, may be waived only by written request of the student and/or committee concerned and must have the written approval of the dean of the Graduate Division. Petition forms are available in department offices and the Graduate Division Records Office.

Academic Integrity

The University has adopted policies and procedures for dealing with research misconduct among its students, faculty, and staff. The guidelines, which are available in department offices and in the Office of the Dean of the Graduate Division, pertain to the intentional commission of any of the following acts: falsification of research results, improper assignment of authorship, plagiarism, unprofessional manipulation of experiments or of research procedures, and misappropriation of research funds.

If a graduate student fails to maintain the standards of academic or professional integrity expected in his or her discipline or program, the student’s admission to the program may be terminated. (See the “Appendix” for further discussion of policy pertaining to academic honesty.)

Research with Human or Animal Subjects

Students intending to conduct research using human or animal subjects should be aware of federal, state, and University regulations and review processes to ensure compliance with protective standards. These regulations cover research funded by non-University sources, sponsored by the University, or conducted by or under the direction of any employee or agent of the University in connection with his/her institutional responsibilities or using any UH property or facility. These regulations also cover research involving the use of the University's non-public information to identify or contact research subjects.

Students and University employees should refer to the "Appendix" for more information on federal research guidelines and check with their respective academic offices for guidance.

Admission

Applicants for advanced degree programs must hold a bachelor's degree from a regionally accredited U.S. college or university or its equivalent from a recognized foreign institution of higher learning. The standards of the degree in question must be equivalent in both the distribution of academic subject matter and in scholarship achievement requirements to those maintained at the University of Hawai'i at Mānoa. Generally, an applicant must have a grade point average (GPA) of 3.0 (4.0-equals-A scale) or the equivalent in the last four semesters or approximately 60 semester credits (or the equivalent in quarter credits) of his or her undergraduate record and in all post-baccalaureate work.

Completed applications are screened by the Graduate Division Admissions Office. Applications that meet the minimum requirements of the Graduate Division are forwarded to the respective field of study, where the standards applied may be more stringent than those set by the Graduate Division. There the applications are subjected to a more comprehensive and intensive review by the graduate faculty. Where admission is intensely competitive, admission decisions are reached through a comparison of the relative merits of all applicants applying in the field or in an area of concentration, if applicable, for that particular semester. The graduate field then makes a recommendation to the Graduate Division either to admit or deny the applicant. The final decision to make a formal offer of admission rests with the dean of the Graduate Division, who takes into full consideration the recommendation of the field of study. Admission is valid only for the semester for which a student was accepted.

Applicants may be denied admission for any number of reasons. Some of the more common bases of denial are undistinguished academic records and poor test scores, inadequate preparation and background for advanced academic or professional study, unclear or unfocused objectives for graduate study, or inability of the program to accommodate all qualified applicants due to limited space or lack of faculty to guide the students in specified areas of interest. It is suggested that applicants consult the chair of the selected field concerning their interests and availability of faculty members in their intended areas of study.

The Graduate Division notifies each applicant of its

decision. Official notification of acceptance or rejection is generally mailed between February and June for fall admission, depending on when the completed application is received and when a decision is reached. Most of the notifications are mailed in April and May. For spring, notification is generally between October and December. In fields with intense competition, selections are often made early. Applicants should not make definite arrangements to attend the University until they receive formal notice of acceptance from the Graduate Division.

All applicants are required to specify on the application form all current and previous enrollment in any postsecondary institution. Any applicant who fails to inform the University of such enrollment or who submits or has submitted any required information or document that is 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, enrollment may be canceled and the student may be referred to the University's Student Conduct Committee for possible disciplinary action.

Application Procedures and Deadlines

Application forms and specific graduate program information should be obtained directly from the appropriate field of study (refer to graduate fields listed in the "Degrees and Certificates" section) and/or by visiting the website: www.hawaii.edu/graduate. Letters should be addressed to the graduate chair of the appropriate field of study.

For further information on general graduate admissions, write or e-mail the Graduate Division Admissions Office. Architecture, medicine and law are not part of the Graduate Division. Applicants should apply directly to the School of Architecture (see the "School of Architecture" section), John A. Burns School of Medicine (see the "School of Medicine" section) or to the William S. Richardson School of Law (see the "School of Law" section).

Application Requirements

Students applying for admission to graduate programs must submit the following:

To the Graduate Division[†]

1. Application form and appropriate fee (\$25.00 U.S. citizen, \$50.00 non-U.S. citizen—no fee waivers);
2. One official transcript from each postsecondary institution attended, sent directly from the institution or received in a sealed institutional envelope to the Graduate Division;
3. Official Test of English as a Foreign Language (TOEFL) or IELTS Academic Modules Test score report, if required (for foreign applicants, as well as some immigrant and U.S. applicants); and
4. Verification of financial status (for foreign applicants).

If more than 25 percent of a student's undergraduate course work at a U.S. institution has been graded under a

[†] Applicants seeking admission to Public Health, Social Work, Advanced Certificate in Gerontology and the certificate only program in Public Administration should submit all materials directly to the respective program.

nontraditional grading system (i.e., pass/fail, credit/no credit, S/U, etc.), then:

1. Transcripts must be accompanied by official course performance reports, i.e., faculty evaluations (one copy each of transcripts and performance reports);
2. Transcripts from nontraditional grading systems must include course descriptions and grade conversion information; and
3. The applicant must take the Graduate Record Examination (GRE) General Test and have the results forwarded to the Graduate Division. (Applicants to the College of Business Administration and the Schools of Accountancy should take the Graduate Management Admission Test (GMAT) in place of the GRE. Applicants to the School of Travel Industry Management may take the GMAT instead of the GRE.)

To the Field of Study

1. Letters of recommendation if required by field of study;
2. One official transcript from each postsecondary institution attended, sent directly to the field of study by the institution, if required by the field of study.
3. Standardized test scores (excluding TOEFL and IELTS) such as GRE, GMAT, Miller Analogies Test (MAT) if required by the field of study;
4. Special application forms, statement of objectives and long-range goals if required by the field of study; and
5. Samples of work (slides, manuscripts, portfolio, or tapes), résumés, and writing samples if required by the field of study.

For details, refer to the graduate program brochure of the field of study and application instructions. Materials submitted in support of an application are not released for other purposes and cannot be returned to the applicant. Failure to fill out the application completely according to instructions may result in delays and file closure.

Application Deadlines

Please refer to the Graduate Division Admissions application booklet or graduate program brochure of the field of study for specific application deadlines. Each graduate program may have different deadlines and some programs do not have spring admissions.

Admissions—and in many cases offers of financial support, such as assistantships, scholarships, fellowships and tuition waivers—are awarded early to highly qualified applicants. Applications are processed by the Graduate Division as early as October 1 for the fall semester and May 1 for the spring semester. It is recommended that a completed graduate admissions application be submitted as early as possible.

International Applicants

International applicants must submit official academic records in the original language accompanied by certified English translations. These translations must bear either the embossed seal or inked stamp of the issuing institution or governmental agency or the original signature of the translator,

and they must be complete and exact word-for-word translations of the original documents.

Students studying in Commonwealth countries or under a system of education that follows the British pattern of examination and grading, where the classification for the degree (e.g., First Class, Second Class) is based on the final year examination, should apply after the degree has been awarded. This applies to students from the United Kingdom, Australia, New Zealand, Hong Kong, Singapore, Malaysia, Sri Lanka, and some African countries. An official certificate showing the award of the degree with the division and class standing must be submitted with the application.

With the exception of holders of a four- or five-year BEng, BArch, BAgr, BTech, or MBBS degree, applicants who have attended or are attending higher education institutions in India, Pakistan, Bangladesh, Nepal, and Myanmar must present a completed master's degree (a U.S. bachelor's degree equivalent) at the time the application is filed.

Concurrent Pursuit of Multiple Graduate Programs

Initially a student may be admitted to only one degree program. A student may be admitted, after completing one year, to two degree programs or specializations concurrently. A new application form must be completed for each degree program to which the student desires admission. Each intended program may review the student's existing Graduate Division academic file and require letters of recommendation and a goal statement pertinent to the particular program. When a student already enrolled in the Graduate Division is admitted to an additional graduate degree program, the department(s) to which the student is already admitted will be notified of the new admission. A student admitted to more than one degree program is considered to be pursuing each one independently in the sense that each degree can be awarded as all requirements for it are satisfied.

Concurrent doctoral degrees are not allowed and multiple doctoral degrees are generally not permitted. If approved, each degree must be distinct, representing a unique body of knowledge. Each dissertation must be distinct and not incorporate parts of the previous dissertation.

English Language Institute

International and immigrant students admitted to the University whose native language is not English may be referred to the English Language Institute to determine if they must take the ELI placement examinations. If a student does not fulfill this obligation, ELI will place a hold on the student's registration. Please refer to the "English as a Second Language" section within the Colleges of Arts and Sciences for additional information.

Standardized Examinations

As a service to in-state students, standardized test application forms are available at the Counseling and Student Development Center, (808) 956-3454. Out-of-state students and applicants from foreign countries should write to the address designated for each examination (see pertinent section below).

Individuals with visual, physical, hearing, or learning disabilities who are required to take either the GRE or GMAT should contact the Educational Testing Service for information regarding special arrangements to take these examinations.

Graduate Record Examination

The GRE and subtests may be required by some fields of study and recommended by others. For the requirements of the individual fields of study, consult the relevant field of study descriptions in this *Catalog* and the instruction sheet of the graduate application form. The GRE General Test (Package 1) is also required by the Graduate Division for students who have completed 25 percent or more of their undergraduate work under a nontraditional grading system. Test information is available through the Counseling and Student Development Center, (808) 956-7927. Applicants may request test registration forms directly from Graduate Record Examinations, Educational Testing Service (ETS), Box 6004, Princeton, NJ 08541-6004. Submit completed registration forms and test fees to ETS at least one month before the examination date.

Graduate Management Admission Test

The GMAT is required by the college or school for admission to the master's program in business administration or accounting. It is also required by the Graduate Division of students who have completed 25 percent or more of their undergraduate work under a nontraditional grading system. Applicants may request test registration forms directly from GMAT, Educational Testing Service, Box 6103, Princeton, NJ 08541-6103. Submit completed forms and test fees to ETS at least five weeks before the examination date.

Since applications are not reviewed unless GMAT scores are received on time, the test must be taken no later than the preceding June for admission in the spring and no later than the preceding January for admission in the fall.

Miller Analogies Test

In addition to the GRE, the MAT is optional for admission to the PhD in Education program. Applicants should contact a college or university in their area or the Psychological Corporation, Controlled Testing Center, 555 Academic Court, San Antonio, TX 78204-9052 for information and specific test dates.

Evidence of English Language Proficiency

Applicants whose native language is not English must submit official Test of English as a Foreign Language (TOEFL) scores or International English Language Testing System (IELTS) Academic Modules test results. The TOEFL score report of IELTS test results must be from a test taken within the last 2 years. A TOEFL score of 500/173 (paper/computer) or IELTS overall band test result of 5.00 is required. The minimum score for teaching assistantship applicants is 600/250 for TOEFL and 7.00 for the IELTS.

Applicants who have completed a bachelor's or advanced degree program within the last five years at a regionally

accredited/recognized institution in the United States, Australia, Canada, New Zealand, Singapore or United Kingdom need not submit English language proficiency test scores.

Final admission requires submission of the official TOEFL/IELTS results. Applicants should, therefore, obtain the *TOEFL Bulletin of Information* early to check on the availability of the test and should take the test in time to meet graduate admissions application deadlines. TOEFL scores more than two years old are not acceptable and are not reported by the Educational Testing Service.

The TOEFL is administered at centers throughout the world. Students who wish to take the TOEFL outside the United States should obtain the *TOEFL Bulletin of Information for Candidates, International Edition*. This bulletin is generally available at U.S. embassies and consulates and at binational educational commissions and consulates abroad. Applicants may also order a bulletin directly from the representative who serves the area or country in which they plan to take the test.

International English Language Testing System (IELTS)

Applicants should contact the nearest British Council/Embassy/Consulate or IDP Education Australia Office in their country for the nearest testing center. It is advised that you also check the IELTS Web page for the most up-to-date information for testing centers. Web: www.ielts.org

Additional Requirements and Information

Reapplication

Newly accepted students who do not register in the program during the semester for which they are admitted or who withdraw from all courses within the designated withdrawal period (see the "Calendar" for designated withdrawal dates) are considered no-shows and their admission status is rendered invalid. If reapplying within a two-year period, the student must submit a renewal application plus copies of official transcripts for any additional course work completed since the last application; the deadline for renewal applications is the same as for all other applications. After two years, the student must follow the same procedure as first-time applicants. A new application fee is also required if more than one semester has passed since the last fee was remitted.

Change in Field of Study

Applicants for a change in field are considered in competition with all other applicants to the new field. East-West Center students must consult their program officer before initiating any changes in fields of study. The applicant must submit a Change in Field of Study application along with all documentation required by the new field (letters of recommendation, transcripts, test scores, etc.) to the Graduate Division Admissions Office within the standard admission deadlines for the field of study. (If a change is granted, it becomes effective in the following semester contingent upon receipt of the Statement of Intention to Register (SIR) form.)

Students who are admitted to a new field are considered to

be withdrawing from their current field. A student may return to the current field only by petition to, and approval of, the graduate field and the Graduate Division.

Readmission

Classified graduate students who wish to reenroll after a lapse in enrollment of one or more semesters must apply for readmission. Such students must submit the following documents to the Graduate Division Records Office by the established deadlines:

1. Readmission petition;
2. Biographical information form;
3. Residence form;
4. Supplementary information form for non-U.S. citizens (if applicable);
5. Statement of intent to register;
6. Health form;
7. Transcripts reflecting any studies since last admission to the University of Hawai'i Graduate Division; and
8. Any other material requested by the field of study (e.g., current test scores).

Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.

Document Retention

Applications and supporting documents in the following categories are retained by the Graduate Division for limited periods as indicated:

- Incomplete applications—one semester.
- Applications with no action taken by graduate field of study; denials (those denied admission); no-shows (those not enrolled in the semester of admission); transcripts and test scores (TOEFL scores, master file of GRE scores)—two years.
- Academic records of graduated students—five years.
- Academic records of inactive students—seven years.

Classification of Students

Only students who have been admitted to an advanced degree, certificate program, or special non-degree program by the Graduate Division are designated as classified (regular, conditional, or special non-degree) graduate students.

Regular Graduate Student

An applicant will be eligible for admission as a “regular” classified graduate student if he/she has the following:

1. A GPA of 3.0 or better in the last four semesters or approximately 60 semester credits (or the equivalent in quarter credits) of work as an undergraduate;
2. A master's degree with a GPA of 3.0 or better; or
3. A GPA of 3.0 or better in at least 12 credit hours of relevant upper division and/or graduate-level post-baccalaureate work.

Students who meet the minimum GPA requirements in category 1 above but whose GPA for 12 credit hours of upper division and/or graduate-level post-baccalaureate work is below

3.0 are not generally admissible. International students with a GPA of less than a B average in their undergraduate work and/or less than a B average in 12 credit hours of post-baccalaureate work are generally not admissible.

Conditional Graduate Student

An applicant not meeting the regular graduate student requirements may be eligible for admission as a “conditional” graduate student if he/she has a GPA of 2.7 to 2.9 in the last four semesters or approximately 60 semester credits (or the equivalent in quarter credits) of work as an undergraduate. To change from conditional to regular status, the student must complete 12 credit hours with a B average in courses numbered 300 and above that are relevant to the degree. International students are generally not admitted as conditional graduate students.

Special Non-degree Graduate Students

Special non-degree graduate students are admitted by the Graduate Division as classified graduate students for a specified program of study, research, or training without degree objectives for a limited period of time (usually one year) under the sponsorship of an educational institution or government agency.

Post-Baccalaureate Unclassified Students

Post-baccalaureate unclassified (PBU) students have not been admitted to an advanced degree program and are therefore not part of the Graduate Division. Those who wish to take Mānoa campus courses as PBU students may apply for admission to the Office of Admissions and Records, University of Hawai'i at Mānoa, Student Services 001, 2600 Campus Road, Honolulu, HI 96822. An application and official verification of a bachelor's degree or advanced degree earned at an accredited college or university are required. PBU students who plan to apply for classified graduate status in the future should consult with the graduate chair of the field of study in which they are interested.

Summer Session

Students are accepted into advanced degree programs by the Graduate Division only in the fall and spring semesters. Students who take course work at the graduate level in a summer session but who have not been admitted to an advanced degree program at the Mānoa campus register as post-baccalaureate unclassified students. However, appropriate credit hours earned from summer session courses while in unclassified status prior to admission to the Graduate Division are countable toward an advanced degree at the recommendation of the fields of study involved. See “Post-Baccalaureate Unclassified Students” above.

Application for admission to a summer session should be made to Outreach College, University of Hawai'i at Mānoa, Krauss 101, 2500 Dole Street, Honolulu, HI 96822. Admission to a summer session does not imply or guarantee eventual admission to the Graduate Division.

Registration

Regular Registration

Registration dates are given in the “Calendar.” The *Schedule of Classes*, which includes registration instructions and time and place of class meetings, is issued by the Office of Admissions and Records a few weeks before registration each semester. The *Schedule of Classes* contains complete information about registration.

Late Registration

Students may register for credit hours through the last day of registration. There is a fee for late registration.

The late registration period is also the final time for classified graduate students to register to audit graduate courses, in accordance with the procedures outlined under “Course Auditing.”

Student Identification Numbers

The University uses social security numbers as student identification numbers. For those without social security numbers the University issues student identification numbers. Students must use the number assigned to them while enrolled at the University. Students who are issued a social security number should report this to the Office of Admissions and Records. Graduate assistants must have a social security number for payroll purposes.

Certification of Degree

Students whose bachelor’s and/or master’s degrees were incomplete at the time they filed applications for admission must submit an official transcript certifying completion of their degree to the Graduate Division Admissions Office. This must be submitted within 60 days after the award of the degree. Registration will be denied for the following semester to those who fail to meet this requirement.

Course Auditing

Classified graduate students may audit courses with the consent of the instructor. An audit approval form, available in the field of study department office, must be completed and presented for registration. Audit courses are entered on student transcripts with a grade of L and are included in the tuition calculation. Audit courses may not be used for purposes of determining full-time or part-time enrollment status or graduate assistantship eligibility.

Course Changes

Refer to *Schedule of Classes* for complete information regarding procedures for course changes.

Withdrawal from Courses

Students wishing to withdraw from a course without penalty and without a designation of the course on their record must do so by the last day of the “drop period.” Students should refer to the deadlines in the *Schedule of Classes*. For any withdrawal after the sixth day of instruction, students must obtain the written approval of the instructor, adviser, and Graduate Division. After the ninth week, withdrawals are

permitted only for extenuating circumstances beyond the student’s control and only with the consent of the instructor, adviser, graduate chair, and Graduate Division. All withdrawals after the drop period will be indicated on the transcript with a W next to the course.

To withdraw from all courses prior to the beginning of classes, students should consult with the department and follow directions in the *Schedule of Classes* regarding use of PA’E phone registration procedures.

Continuing students who withdraw from all courses after classes begin must obtain a Complete Withdrawal Form from the Graduate Division Records Office, obtain the necessary signatures as indicated on the form, and turn in the completed form to the Mānoa Cashier’s Office, Student Services 105. A semester in which a cancellation or withdrawal is made is considered a semester of nonattendance. Thus, students must petition for readmission or file a renewal application, whichever is appropriate, to return to their studies in the same field. Petitions for readmission and renewal applications are considered along with all new applications for that semester. Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.

Newly admitted students who cancel or withdraw from all courses before the drop period ends (see *Schedule of Classes* for the date) are considered “no shows” and their admission status becomes invalid. To return to the University within the next two years, they must reapply for admission by filing a Renewal Application form. Newly admitted students who withdraw after the drop period (see *Schedule of Classes* for the date) must complete a Petition for Readmission form if they wish to return the following semester. Petitions for readmission are considered along with all new applications for admission for that semester. Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.

If students cease to attend classes without officially withdrawing, they will receive final grades at the instructors’ discretion. If the instructor does not award a grade, an F or NC will be assigned.

Refunds for withdrawals from courses are explained in the “Tuition, Fees, and Financial Aid” section of this *Catalog*. Students seeking tuition refunds for withdrawals from courses should go to the Cashier’s Office immediately after the withdrawal form has been completed and signed.

Denial of Registration

The dean of the Graduate Division will deny further registration to any student whose course work is below the required level or who is not making satisfactory academic progress.

Enrollment Requirements

Continuing Enrollment

After admission, students must be enrolled each semester (excluding summer session) for at least 1 credit hour of course work, thesis, dissertation, or research credit. Students who are not enrolled, nor on approved leaves of absence, will be

regarded as withdrawn from their degree programs. They will be required to apply for readmission in accordance with established regulations if they wish to resume their studies.

Leave of Absence

A leave of absence for a period of time no longer than one calendar year may be granted to currently enrolled students in good standing (minimum GPA of 3.0) after (1) completion of at least one semester of course work relevant to the degree as a classified graduate student and (2) upon recommendation of the chair of the graduate field of study and approval by the dean of the Graduate Division. The date of return from a leave must be set at the time the leave is requested.

Students not returning from leave on time will be required to petition for readmission to the University in accordance with the established regulations. Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.

Students on approved leave do not pay tuition or fees. No leave should be requested if the student will be using University facilities or faculty or staff services. Time on approved leave is not counted against the seven-year limit for completion of degree programs.

Students on probation are not granted an approved leave of absence.

Credit Hours

Course Loads

Sixteen credit hours in a semester and 8 credit hours in a six-week summer session are considered maximum course loads and may be exceeded only with the approval of the graduate chair and the dean of the Graduate Division. The minimum full-time load for graduate students is 8 credit hours of course work. Courses taken for audit do not count toward determining full- or part-time enrollment status.

Eligible doctoral candidates may be considered as carrying a full academic load (full-time status) when enrolled for 1 credit hour of Dissertation 800.

Eligible master's candidates may be considered as carrying a full academic load (full-time status) when enrolled for 1 credit hour of Thesis 700 after completing all required credits for the graduate degree including the program's minimum requirements for Thesis 700.

For graduate assistants, the full-time load is 6 credit hours of course work relevant to their degree. Audit hours do not count toward the minimum. Because their duties ordinarily require 20 hours per week, they are restricted to 9 credit hours. However, with special permission from the graduate chair and the dean of the Graduate Division, graduate assistants may register for 12 credit hours, including audits.

Variable Credit Courses

The number of credit hours obtainable in most courses is stated in this *Catalog* and in the *Schedule of Classes*. Certain courses, designated (V) in *Catalog* course listings, offer variable credit. Students in these courses usually pursue individual work. The number of credit hours a student will earn in such a

course must be approved by the instructor at the time of registration. Students must register for a definite number of credit hours and may earn no more or less than the stated number.

Graduate Credit for Seniors

Seniors at the University of Hawai'i may earn credit toward an advanced degree for some courses completed during their last semester as undergraduates provided (1) the courses taken are in excess of the requirement for the bachelor's degree and (2) such courses fulfill requirements in the prospective graduate field. A form, *Petition for Submission of Credit Toward an Advanced Degree for Courses Taken by an Undergraduate*, is available in the self-service rack outside Spalding 352. It must be approved by the academic adviser, the college dean, and the chair of the department in which the course is offered, and it must be filed with the Graduate Division Records Office during the registration period. The granting of such permission does not guarantee that the credit hours taken will be accepted by a graduate field of study as fulfilling degree requirements. Courses taken under this rule are counted in the graduate GPA at the time of graduation. Failure to complete the baccalaureate degree as scheduled nullifies any approval granted by the Graduate Division.

Credit by Examination

Graduate students may obtain credit by examination in courses numbered 300–498 (excluding 399) with the approval of the chair of the graduate field of study, the instructor concerned, and the dean of the Graduate Division, subject to general University regulations and procedures. There is no limit on the number of examinations that a graduate student may take during any one semester. Credit may not be obtained by examination in courses numbered 600 or above.

Extension and Correspondence Course Credits

No graduate credit is allowed for extension and correspondence courses.

Undergraduate Deficiencies

Undergraduate deficiencies are courses required by a graduate program, prerequisites, or other requirements for admission that the student did not complete prior to admission. Courses in directed research/reading are not to be used to make up deficiencies.

Transfer of Credits

Credits from institutions other than University of Hawai'i at Mānoa or taken as a post-baccalaureate unclassified (PBU) at UHM can be considered for transfer upon submission of (1) a memo approved by the chair of the graduate field of study or (2) the *Petition to Transfer/Substitute Credits* form.

Courses being considered from institutions other than UHM must be accompanied by an official transcript, transcript guide and course syllabus if substituting for a required course.

Doctoral students may not transfer credits.

Policy Governing Transfer of Credits from Other Institutions

1. The request for transfer of credit hours must be made during the *first* semester the student is enrolled in the program.
2. Only credit hours from an accredited university are transferable.
3. Upon recommendation of the graduate field of study and approval by the Graduate Division, no more than one-half of the total course credits less one required in a given field of study may be transferred. However, at least one-half of the required graduate credits (numbered 600 and above) must be completed at the University of Hawai'i while a classified graduate student.
4. With prior approval from the graduate field of study and the Graduate Division, up to 6 credit hours of work completed at another accredited institution following advancement to candidacy at the University of Hawai'i may be transferred, providing such transfer does not exceed the maximum allowable.
5. Credit hours used to obtain a previous degree will not be transferred.
6. No credit hours may be transferred from another institution unless the grade is B or better. Course grades of S, CR, and P are not transferable.
7. Credit hours to be transferred must have been completed within seven years preceding the date upon which the advanced degree is to be conferred by UH Mānoa.
8. Quarter credit hours are converted to semester hours by using this formula: $2/3$ times number of quarter credit hours equals number of semester credit hours (rounding off to the lower whole number). Conversion is done by the Graduate Division and is calculated for the total credit hours requested for transfer rather than for individual course credit hours.
9. Credit hours earned in foreign institutions must be certified by the departments as to the equivalent level of the courses being transferred (i.e., whether 300–398, 400–498, or 600–798 level).
10. The minimum residence requirement of full-time study must be upheld regardless of the number of credit hours transferred to this University.
11. Transfer of courses to meet practicum, seminar, thesis, or dissertation requirements is not permitted.
12. Extension credits are not transferable.
13. Directed reading/directed research credits (x99) are not transferable.
14. Transfer credits are not included in GPA calculations except for the final calculations when the student graduates.

If the petition is approved, the units (or UH equivalent) will be counted as part of the student's degree program.

Double Counting

A student who pursues two distinct master's degrees at the University of Hawai'i at Mānoa, either simultaneously or consecutively, may apply to have up to 9 credit hours of graduate course work accepted for credit in both degree

programs under the following provisions:

1. The courses being double counted are electives in both programs;
2. Written approval of the graduate chairs of both programs (only approval by the second chair is required if the degrees are being pursued sequentially) and the dean of the Graduate Division is obtained; and
3. The course work for each degree is completed within the prescribed time limits.

Dual Degree

A student in a University-approved "dual degree" program who fails to meet the academic requirements specified for that program will be dismissed from the dual degree program and the Graduate Division.

Examinations

The schedule of final examinations is published in the *Schedule of Classes*. No examinations (other than laboratory tests and short quizzes) are allowed during the two weeks prior to the final examination period.

Grades

Grades given in all courses are A, B, C, D, F, CR, NC, NG, S, I, and L. A grade of A indicates excellent achievement, B above average, C average, D minimal passing, F failure, CR credit, NC no credit, NG no grade and work in progress, S satisfactory, and I incomplete. L is the designation given to audited courses. Only grades of A, B, and C may be used to fulfill requirements for advanced degrees. NG is given for noncompletion of requirements for 500 (master's Plan B study) and 700/800 (thesis/dissertation). Upon completion of the non-thesis program or acceptance of the thesis/dissertation, a grade of S is given.

The 500 course is offered as a 1-credit course, with credit awarded upon completion of the Plan B requirements. Credit for this course does not count toward meeting degree requirements or toward meeting full-time enrollment status. Students must be registered during the term in which the degree is to be awarded.

An I is given to students who fail to complete a small but important part of a semester's work before the semester grades are determined, if the instructor believes that the failure was caused by conditions beyond the student's control and not by carelessness and procrastination. Students are expected to complete all courses. Therefore, students receiving an I should contact the instructor to determine the steps to be taken to remove the I. The deadline for removing an I received in the fall semester is the following **April 1**; for removing an I received in the spring semester or the summer session, the deadline is the following **November 1**.

Instructors who record a grade of I for undergraduate courses (100–599) must 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 instructors have, averaged together with Fs for all incomplete work (including the final examination, if it is not taken). This alternate grade may be the appropriate letter

grade, or if the course was taken under credit/no credit, CR or NC. (The designation W cannot be used as an alternate grade.)

Instructors who record a grade of I for graduate courses (600–798, excluding 700) do not record an alternate grade to replace the I. If the work is not completed by the deadline for the removal of the I, the instructor may (1) allow the incomplete to remain unaltered on the student's record; (2) submit a grade computed on the basis of the work completed by the deadline; or (3) at the request of the student, petition the Graduate Division for an extension from the end of the term in which the I was given. Such an extension may be permitted on a case-by-case basis and for a maximum of two semesters from the end of the term in which the grade was given. No change of grade will be made after this time. However, the student may reregister for that course in a subsequent semester.

If work for a course in which an I has been assigned is completed prior to the deadline, the instructor will report a change of grade, taking the completed work into consideration. A grade of F or NC, as appropriate, will be assigned in those cases where an instructor has not assigned a grade to a student who has never attended or has ceased to attend class without officially withdrawing.

Repeated Courses

In computing the GPA of students who retake a course in which they received a grade of C, D, or F, all grades in that course will be included.

Students switching from either Plan A or Plan B to Plan C must have a minimum GPA of 3.0 in all courses completed (300–398, 400–498, 600–798). Credit hours taken under the credit/no credit option (except 699) while under Plan C will not be counted toward degree requirements for either Plan A or B.

Credit/No Credit Option

The major purpose of the credit/no credit option is to encourage students to broaden their education by venturing into subject areas outside their fields of specialization without hazarding a relatively low grade. Under the option, students receive grades of CR (credit) or NC (no credit). These do not carry grade points and, therefore, are not computed in the student's GPA.

The option must be exercised at the time of registration and only under the following conditions:

1. Except as noted, courses taken under the CR/NC option may not be applied toward the requirements for the master's degree. Only 699 directed reading/research courses may be taken on CR/NC at the option of the graduate field of study and may be granted credit toward a master's degree within the limits already prescribed by the Graduate Division (see master's degree requirements, Plan A and Plan B).
2. A course for which a grade of NC is received may be retaken under the CR/NC option.
3. The CR designation in the non-letter grade system denotes C-caliber work or better.

4. The NC designation and the course in which it is received will appear in official records as part of the student's academic history.
5. The NC designation affects neither the credit hour total nor the grade point total of the student.

Requirements for Continued Registration

Satisfactory Progress

To remain eligible for further graduate work and to be awarded a graduate degree, students must maintain progress toward completion of their programs and must have a B average (3.0 GPA) for all courses completed at the University of Hawai'i toward the degree. Students must also have a B average for all courses taken as a classified graduate student and for all graduate courses numbered 600 and above.

The Graduate Division disregards grades or credit hours for courses numbered 100–198 and 200–298, except those required to fulfill undergraduate deficiencies.

Satisfactory academic progress in a program also involves maintaining the academic and professional standards expected in a particular discipline or program; failure to maintain these standards may result in termination of student's admission to the program.

Fulfillment of Credit Hour Requirements

Credit hour requirements for graduate degrees can only be fulfilled by grades of A, B, and C except for 699 courses taken under the CR/NC option. Grades of A, B, C, and CR can be used to make up undergraduate deficiencies. Grades of CR for 699 directed reading or research courses are counted in credit hour requirements within stated rules but are not computed for GPAs. Grades of NC are neither counted nor computed. Grades of D and F are not counted toward the completion of requirements for advanced degrees but are computed in the GPA, along with grades for all courses taken to satisfy undergraduate deficiencies and courses counted toward advanced degrees.

Probation and Dismissal

A regular student whose cumulative GPA fails to meet the minimum requirements after completing at least 12 credit hours or two semesters of course work will be placed on academic probation for the following semester. The student must be registered in the semester he or she is placed on probation.

A conditional student whose GPA since admission fails to meet the minimum requirements after completing one semester of course work will be placed on academic probation for the following semester. (ESL students are subject to dismissal.)

All grades for courses taken during the probationary semester, as well as the grades for all previously taken classified credits, will be included in calculating the GPA at the end of the probationary semester. No extensions of the probationary semester may be granted due to incompletes (I).

A student on academic probation who fails to attain the

minimum standards at the end of the probationary semester will be denied further registration in that program.

For purposes of these rules, a “semester” is the calendar period, regardless of the number of credit hours taken.

Two summer sessions equal one semester, regardless of the number of credit hours taken.

In special cases, two grades below B in undergraduate courses taken during the first semester as a graduate student at the University may be excluded when computing the GPA if a petition, filed by the student and recommended for approval by the chair of the graduate field of study, is approved by the dean of the Graduate Division. If these grades are so excluded, the concomitant course credit hours may not be counted toward fulfillment of requirements for graduate degrees. Any such waiver will not alter the official University record of student grades and GPAs.

For students pursuing approved concurrent graduate degree programs, the requirements stated above are applicable to both programs but will be applied toward each program independently.

Policy on Reinstatement after Dismissal

To be reinstated to the same program after academic dismissal the student must submit completed readmission forms to the Graduate Records Office and meet the standard admission criteria applicable to the field of study. The field of study must submit a petition to the Graduate Records Office on the student’s behalf, providing **strong** justification for the action. If reinstated, all courses applicable to the degree are subject to the seven year rule (i.e., must be completed within seven years of the date the degree is to be awarded) and the student will be subject to the degree requirements in effect at the time of reinstatement.

To be admitted to a new program after academic dismissal or voluntary withdrawal, the student must submit a new application to the Graduate Admissions Office and meet the standard admission criteria applicable to the field of study. Such students will be treated like new students.

Special Non-degree Students

Special non-degree graduate students are not subject to the B-average rule.

Diplomas

The Graduate Application for Degree form must be filed at the beginning of the semester (see the “Calendar” for dates and deadlines) in which the student expects to complete the degree requirements. Students can also obtain a Hawaiian language version of their degree. Application forms may be obtained at the Graduate Division Records Office, and the fee paid at the Cashier’s Office.

Degree Checks

A degree check will be made for all students who file a degree application form.

The Graduate Division will automatically delete from the graduation list the name of any student whose final grade

report contains either a grade of I (incomplete) or a missing grade, or whose records have any other discrepancies.

Conferring of Degrees

Degrees are conferred and diplomas awarded three times annually, in December, May, and August. Students completing their degree requirements may, upon request, receive certification from the dean of the Graduate Division that the degree will be conferred at the end of the appropriate semester. Diplomas are issued by the Office of Admissions and Records. Inquiries regarding diplomas should be addressed to Admissions and Records, Student Services Center, Room 001, 2600 Campus Road, Honolulu, HI 96822 (tel. 808-956-8975), and not to the Graduate Division.

Transcripts

Transcripts may be obtained from the Office of Admissions and Records.

Certificate Programs

The University offers a number of graduate-level programs that culminate in the awarding of a certificate. These programs are available to classified graduate students who are enrolled in one of the master’s or doctoral degree programs described in this *Catalog*. In a few areas, applications may be considered from non-degree-seeking students. Detailed information may be obtained by writing to the appropriate graduate chairs.

Certificate programs are offered in the following fields:

- Advanced library and information science
- Advanced women’s studies
- Chinese studies
- Clinical psychology
- Construction engineering and management
- Gerontology
- Historic preservation
- International cultural studies
- Japanese studies
- Korean studies
- Maritime archaeology and history
- Nursing
- Ocean policy
- Pacific Islands studies
- Philippine studies
- Planning studies
- Population studies
- Public administration
- Public health
- Religion
- Renewable energy engineering
- Resource management
- Second language studies
- South Asian studies
- Southeast Asian studies
- Telecommunication and information resource management
- Urban and regional planning

Master's Degree Programs

The University of Hawai'i at Mānoa confers the degrees of master of accounting, master of architecture, master of arts, master of business administration, master of education, master of education in teaching, master of fine arts, master of library and information science, master of music, master of public administration, master of public health, master of science, master of social work, and master of urban and regional planning.

Faculty or staff members at rank 3 and above may not be awarded a master's degree by the University of Hawai'i in the graduate field of study administered by the department in which they are employed.

The master of accounting degree is offered through the College of Business Administration for students who are contemplating careers in professional accountancy.

The master of arts degree is offered through the Colleges of Arts and Sciences and the School of Hawaiian, Asian, and Pacific Studies for advanced course work including research in the following disciplines[‡]:

- American studies
- Anthropology
- Art
- Asian studies
- Communication
- Dance
- East Asian languages and literatures
- Economics
- English
- English as a second language
- Geography
- History
- Languages and literatures of Europe and the Americas
- Linguistics
- Mathematics
- Music
- Pacific Islands studies
- Philosophy
- Political science
- Psychology
- Religion
- Sociology
- Speech
- Theatre

The master of business administration degree is offered through the College of Business Administration and provides opportunities for the development of administrative skills in business.

The master of education degree is offered through the College of Education for advanced course work including research in the following disciplines:

- Counseling and guidance
- Educational administration
- Educational foundations
- Educational psychology
- Educational technology

- Elementary education
- Secondary education
- Special education

The master of education in teaching degree is offered through the College of Education.

The master of fine arts degree is offered through the Department of Theatre and Dance and the Department of Art for creative production rather than research in art, dance, or theater.

The master of library and information science degree is offered through the Department of Information and Computer Sciences as preparation for careers in information services in public, college, school, and technical libraries. Graduates are also prepared for careers in other types of information environments.

The master of music degree is offered through the Department of Music for composition and performance in music.

The master of public administration degree is offered through the Public Administration Program.

The master of public health degree is offered through the Public Health program to provide individuals with a broad background for professional practice in the field of public health at local, state, national, and international levels.

The master of science degree is offered through the Public Health program, the Colleges of Arts and Sciences, Education, Engineering, and Tropical Agriculture and Human Resources and the Schools of Ocean and Earth Science and Technology, Medicine, Nursing and Dental Hygiene, and Travel Industry Management for advanced course work including research in the following disciplines:

- Agricultural and resource economics
- Agronomy and soil science
- Animal sciences
- Astronomy
- Biomedical sciences
- Biosystems engineering
- Botanical sciences
- Chemistry
- Civil engineering
- Electrical engineering
- Entomology
- Food science
- Geology and geophysics
- Horticulture
- Information and computer sciences
- Kinesiology and leisure science
- Mechanical engineering
- Meteorology
- Microbiology
- Nursing
- Nutritional sciences
- Ocean and resources engineering
- Oceanography
- Physics
- Public health
- Speech pathology and audiology

(Listing continued on following page.)

[‡] The MA in Hawaiian languages and literature is offered through the University of Hawai'i at Hilo.

- Travel industry management
- Zoology

The master of social work degree is offered through the School of Social Work. The program prepares graduates for counseling individuals, families, and groups; for social policy formulation and community organization; and for research and administration in the human services.

The master of urban and regional planning degree is offered through the Department of Urban and Regional Planning.

Requirements and Procedures for Master's Degrees

The rules and requirements listed below are those of the Graduate Division and must be observed by all students pursuing a master's degree. Note that some fields of study have special requirements.

Residence

The minimum residence requirement is two semesters of full-time work or four six-week summer sessions or the equivalent in credit hours applicable to the student's degree program.

Language Requirements

At the option of the graduate field of study, the intended candidate for the master's degree may be required to demonstrate comprehension of one or more foreign languages. For specific language requirements in particular fields of study see the appropriate field of study listed in this *Catalog*. English is not considered a foreign language in this context. These requirements must be passed before they can be advanced to candidacy.

Students should consult the Graduate Division Records Office and their department for test dates and registration deadlines.

Time Allowed

Candidates for the master's degree will be expected to complete all requirements within seven years after admission into the master's program. Candidates who fail to complete all requirements within the specified time are automatically dropped from the program. Reinstatement for a limited period of time is possible only upon submission of a petition by the graduate chair providing a detailed degree plan and new limited time line to completion of all degree requirements.

Student Progress Forms

The Graduate Division utilizes progress forms to track each student's progress toward the degree. These forms are used for master's Plan A and doctoral students only. Progress of master's Plan B and Plan C students may be reported on departmental forms. Progress forms can be obtained from the Internet.

Plan A (Thesis)

Unless otherwise stated, Plan A is available in all fields of study.

Credit Hour Requirements

A minimum of 30 credit hours is required including 18 credit hours of approved course work, excluding 699s and Thesis 700, at least 12 of which must be in courses numbered 600–798; at least one graduate seminar in the major or related field; and at least 6 credit hours of Thesis 700. The thesis research credit requirements are set uniformly for each graduate field of study by the faculty in that field.

Candidates must be registered in the thesis research course (700) each semester during which the thesis is being written. Candidates who accumulate the maximum number of thesis research credit hours but fail to complete the thesis must register for a minimum of 1 credit hour of thesis research at the beginning of the term in which all requirements for the degree will be completed.

Thesis Requirement

When a thesis proposal has been approved by the student's committee, the chair of the graduate field of study sends to the Graduate Division, a Student Progress Form II (approval of thesis topic). The student may then enroll in the thesis research course (700) at the beginning of the next term. Students must register for Thesis 700 during the announced registration period. Failure to make satisfactory progress on a thesis does not entitle a student to a refund of tuition.

Upon request by the thesis committee, relevant work done by the student in directed reading/research (course 699) may be utilized as part of the thesis research. In such instances the total credit hours for such directed reading/research (course 699) and thesis research (700) to be applied toward the minimum requirement for the degree shall not exceed the maximum total credit hours specified for thesis research in the field of study.

The thesis committee is made up of three members of the graduate faculty.

The chair of the thesis committee is primarily responsible for directing and guiding the candidate's research and writing activities. It is the student's responsibility to keep all members of the committee informed of the scope, plan, and progress of both the research and the thesis. Guidelines for thesis preparation are available at the Graduate Division Web site.

Copies of the completed thesis must be submitted to committee members at least two weeks prior to the date of the final examination. One unbound clean copy (two if publishing with Bell and Howell) of the completed thesis signed by all the members of the committee must be deposited with the Graduate Division by the specified deadline (see the "Calendar"). Additional bound copies may be required by individual fields of study.

General Examination

At the option of the faculty of the field of study, a general examination may be required before a student is advanced to candidacy for a master's degree. All students within a particular field of study must take the examination if it is required. The examination is usually given during the first semester of residence. It is designed to reveal the quality of the student's

preparation for advanced work in the field and the ability of the student to pursue graduate work at the master's level. The examination also enables the student's committee or adviser to assist in planning a program that will overcome any deficiencies in the student's background.

A student who passes the examination may be recommended for advancement to candidacy for the master's degree. A student who fails the general examination may repeat it once upon approval by the graduate field. However, students failing the general examination a second time are dropped from the program.

In fields of study not requiring a general examination, the student may be advanced to candidacy upon the recommendation of the adviser and/or the graduate faculty of the field of study concerned. It is assumed that in these cases the recommendation for advancement to candidacy will be based on some evaluation of the student's potential performance other than a general examination. Students who are denied advancement to candidacy are dropped from the program and lose their status as classified graduate students.

Final Examination

A final oral examination covering the thesis and related areas may be required by individual graduate fields of study. All students within a particular field of study must take the examination if it is required at all. It should be held prior to the specified deadline before the end of the term during which the degree is conferred. It is conducted by the thesis committee and is open to all graduate faculty members. As an alternative, the committee chair may have the candidate present results of the thesis at a departmental graduate seminar, but all members of the thesis committee must be present.

Students failing the final examination may repeat it only once upon petition approved by the graduate field and the dean of the Graduate Division. Students who fail the final examination a second time are dropped from the program and lose their status as classified graduate students. If the field of study does not require a final examination, the chair of the graduate faculty concerned reports the completion of all degree requirements on Student Progress Form III.

Plan B (Non-thesis)

Unless otherwise specified, Plan B is available in all fields of study.

Credit Hour Requirements

A minimum of 30 credit hours is required. A minimum of 18 credit hours must be earned in courses numbered 600–798 (excluding Thesis 700) including at least one graduate seminar in the major field or in a related field. Not more than 9 credit hours in directed reading/research (course 699) may be applied to meet degree requirements.

When the student is advanced to candidacy, the chair of the field of study appoints a program adviser or a program committee made up of three members of the graduate faculty. The program adviser/committee advises the candidate and approves a coherent program of courses for the candidate.

Candidates must be enrolled during the term in which they complete the requirements for the degree; regular course work or the appropriate Master's Plan B Studies 500 may be used to meet this requirement. The 500 course is offered as a 1-credit course with a mandatory grading of S/NG but does not carry credit toward meeting degree requirements.

General Examination

At the option of the faculty of the field of study, a general examination may be required before a student is advanced to candidacy for a master's degree. All students within a particular field of study must take the examination if it is required at all. The examination is usually given during the first semester of residence. It is designed to reveal the quality of the student's preparation for advanced work in the field and the ability of the student to pursue graduate work at the master's level. The examination also enables the student's committee or adviser to assist in planning a program that will overcome any deficiencies in the student's background.

A student who passes the examination may be recommended for advancement to candidacy for the master's degree. A student who fails the general examination may repeat it once upon approval by the graduate field. However, students failing the general examination a second time are dropped from the program.

In fields of study not requiring a general examination, the student may be advanced to candidacy upon the recommendation of the adviser and/or the graduate faculty of the field of study concerned. It is assumed that in these cases the recommendation for advancement to candidacy will be based on some evaluation of the student's potential performance other than performance in the general examination. Students who are denied advancement to candidacy are dropped from the program and lose their status as classified graduate students.

Final Examination

At the option of the faculty of the field of study, a final examination may be required of Plan B candidates for the master's degree. If required, it is designed to determine the candidate's achievement in the field of study at the master's level. This examination has several possible forms. It may be a seminar appearance, a written comprehensive examination, an oral examination, some equivalent, or a combination of these. If a final examination is required by the field of study, it must be given prior to the established deadline before the end of the term during which the degree is conferred.

Students failing the final examination may be permitted to repeat it only once upon approval by the graduate field and the dean of the Graduate Division. Students failing the examination a second time are dropped from the program and lose their status as classified graduate students.

Plan C (Examinations)

Neither a thesis nor a certain number of credit hours is required by this plan. The student must demonstrate competence by examination and must meet the minimum residence requirement of two semesters of full-time study.

A preliminary conference will be held to discuss the

student's objectives and how to meet them and to determine the general program the student will follow to prepare for the required examinations. The conference will be conducted by the chair of the graduate field of study or by a designated member of the graduate faculty. The plan of study developed at this conference may include course work and/or independent study and research. Plan C is available in agronomy and soil science, English as a second language, linguistics, mathematics, and physics. Each field of study specifies its own requirements in addition to the following:

Candidates must be enrolled during the term in which they complete the requirements for the degree; regular course work or the appropriate Master's Plan C Studies 500 may be used to meet this requirement. The 500 course is offered with a mandatory grading of S/NG but does not carry credit toward meeting degree requirements.

General Examination

A general exploratory examination (oral and/or written) will be given to determine if the intended candidate should be admitted to candidacy for the master's degree under Plan C and to ascertain weaknesses in the student's academic preparation. This examination is designed to reveal the quality of the student's preparation for advanced work in the field and the ability of the student to pursue graduate work at the master's level. The examination will be conducted by the student's interim adviser and the graduate faculty of the field of study or a committee thereof consisting of at least three members of the faculty. It is given during the first semester of residence and is from one to two hours in length. A student who fails the general examination may repeat it upon recommendation from the field of study and approval by the dean of the Graduate Division. A student who fails the general examination a second time is dropped from the program and loses classified graduate student status.

Final Examination

A final examination or series of examinations, written and oral, will be given to determine the candidate's comprehension of the field of study at the master's level. Since there are no course requirements for this plan, the final examinations will be designed to give the student opportunity to demonstrate a level of achievement consonant with the level of achievement required by Plans A and B. It is assumed that many students will prepare themselves for the examinations by taking courses recommended by advisers.

Specifications for the number of written examinations required, what they cover, and the amount of time required for each (two or more hours for written examinations and one or more for the oral portion) are set forth in the statement of requirements in each field of study. The written examinations may be given by the candidate's committee or by an examination committee of graduate faculty members constituted for that purpose.

The oral portion of the final examination follows the written portions and must be held prior to the specified deadline before the end of the term during which the degree is conferred. It is conducted by the candidate's committee and is

open to all members of the faculty. The examination must be announced in the weekly *Kū Lama*. It may be scheduled on any working day during normal working hours. Arrangements for the final examination must be made at least three weeks prior to the date of examination for fall and spring semesters, and four weeks prior to the date of the examination for the summer.

Candidates failing the final examination may be allowed to repeat it upon approval by the graduate faculty concerned and the dean of the Graduate Division. Students failing the final examination a second time are dropped from the program and lose their status as classified graduate students.

Doctoral Degree Programs

The University of Hawai'i at Mānoa confers the degrees of doctor of philosophy and doctor of public health.

Faculty or staff members at rank 3 and above may not be awarded a doctoral degree by the University of Hawai'i in the graduate field of study administered by the department in which they are employed.

Doctor of Philosophy

The doctor of philosophy (PhD) degree is awarded only for the most distinguished scholarly achievement. The quality of a candidate's work is judged by a variety of means, culminating in a set of comprehensive and final examinations and a dissertation. The dissertation describes completed research and must be a significant original contribution to knowledge in the candidate's chosen field. The additional, special requirements in any given field of study prepare the candidate for the examinations and successful completion of the dissertation.

Candidates are accepted only in fields of study in which the teaching staff, library, laboratory equipment, and cooperative relationships with other research institutions make it possible to offer training.

The doctor of philosophy is offered in the following areas:

- Agricultural and resource economics
- Agronomy and soil science
- American studies
- Anthropology
- Astronomy
- Biomedical sciences
- Botanical sciences
- Chemistry
- Civil engineering
- Communication and information sciences
- Computer science
- East Asian languages and literatures
- Economics
- Education
- Educational psychology
- Electrical engineering
- English
- Entomology
- Geography
- Geology and geophysics

- History
- Horticulture
- International management
- Linguistics
- Mathematics
- Mechanical engineering
- Meteorology
- Microbiology
- Music
- Nursing
- Ocean and resources engineering
- Oceanography
- Philosophy
- Physics
- Political science
- Psychology
- Second language acquisition
- Social welfare
- Sociology
- Theatre
- Zoology

Requirements and Procedures for Doctoral Degrees

The rules and requirements listed below are those of the Graduate Division and must be observed by all doctoral students. Note that some fields of study have special requirements.

Residence

The minimum residence requirement for the doctoral degree is three semesters of full-time work or the equivalent in credit hours at the University of Hawai‘i at Mānoa.

Time Allowed

Candidates for doctoral degrees will be expected to complete all requirements within seven years after admission into the doctoral program. Candidates who fail to complete all requirements in the specified time are automatically dropped from the program. Reinstatement for a limited period of time is possible only upon submission of a petition by the graduate chair providing a detailed degree plan and new limited time line to completion of all degree requirements.

Credit Hour Requirements

There is no minimum number of required course credit hours set for doctoral degrees. Registration in courses by doctoral students is governed by (1) the judgment of advisers or faculty in charge of the relevant program of study as to the importance of particular course work to the training and preparation of the candidate for the writing of examinations and/or the dissertation, (2) residence requirements, and/or (3) provisions of graduate assistantships, fellowships, or scholarships. For information regarding required or recommended courses, see the section appropriate to the field of study.

Language Requirements

At the option of the graduate field of study, intended candidates for the doctoral degree may be required to take a

written examination to demonstrate comprehension of one or more foreign languages. To pass the examination they must be able to read research materials in their field of study at a reasonable speed. English is not considered a foreign language in this context.

No limit has been placed on the number of times students may take the examination. However, it must be passed before students can be advanced to candidacy and take the comprehensive examination.

Doctoral Committee

The doctoral committee may be selected at any time after a student becomes an intended candidate. The chair of the graduate faculty of the field of study recommends to the dean of the Graduate Division appointment of a doctoral committee consisting of at least five members of the graduate faculty. The committee must include one graduate faculty member from another field of study. This outside faculty member must be a full member of the regular graduate faculty. The majority of the committee and the committee chair must be from the graduate field in which the degree program is offered. This committee, appointed by the dean of the Graduate Division, prescribes for the candidate a course of study in preparation for the comprehensive and oral examinations described below. It also approves the dissertation research problem and the dissertation itself.

It is the student's responsibility to select an appropriate dissertation topic coinciding with the expertise and interest of a graduate faculty member who is willing to work with him/her.

Examinations

Doctoral candidates must pass the following examinations:

Qualifying Examination

A qualifying examination may be required by some fields of study. The purpose of this examination is to determine whether to encourage students to proceed in a doctoral program and, if encouraged, to enable advisers to assist students in planning a program that will familiarize them with the requisite knowledge and techniques of their chosen field of study. Fields of study requiring this examination give it early in the intended candidate's program (often coinciding with the master's final examination). It may be oral and/or written and is conducted by a special examination committee appointed by the graduate chair of the field of study or by the student's doctoral committee. A student who fails the qualifying examination may repeat it once at the discretion of the graduate faculty concerned. However, students failing the qualifying examination a second time are dropped from the program and lose their status as classified graduate students.

Comprehensive Examination

The comprehensive examination is an important step in the sequence of study toward the doctoral degree. This examination covers the major field of study and work fundamental thereto and minor fields as may be required by the field of study. Its purpose is to ascertain the student's

comprehension of the chosen field(s) of study.

The examination is given only after the student has completed the foreign language requirement, if any, and when, in the judgment of the graduate faculty, the student has had sufficient preparation in the field of study either through course work or other individual study and research. The comprehensive examination may be either oral or oral and written. It is conducted by a committee of the graduate faculty.

A student who fails the comprehensive examination may repeat it once at the discretion of the graduate faculty concerned. A student who fails the examination a second time is dropped from the program and loses classified graduate student status.

The student who passes the examination is eligible, at the option of the various fields of study, to receive a University certificate indicating that all requirements of the doctorate except for the dissertation have been completed.

Final Examination

A final examination in defense of the dissertation may also cover related subjects and is required of all candidates for the doctoral degree. The examination is oral and is conducted by the candidate's doctoral committee. It is never less than one hour in length. Arrangements for the final examination must be made at least one month prior to the date of examination, since an announcement must appear in the *Kū Lama*. The examination must be held while the University is in session and must be open to the public.

A candidate who fails the final examination may be allowed to repeat it upon approval by the graduate faculty concerned and the dean of the Graduate Division. A candidate who fails the final oral examination twice is dropped from the program and loses classified graduate student status.

A candidate who passes the examination, and who has met all other requirements, will be awarded the doctoral degree at the end of the appropriate term.

Dissertation

The doctoral dissertation for the PhD is expected to be a scholarly presentation of an original contribution to knowledge resulting from independent research.

An essential aspect of dissertation research is the free and full dissemination of research results. Moreover, all dissertations must be publicly defended in an oral examination. Therefore, proprietary or classified information is not suitable for a dissertation; data which cannot be made public at the time of the final defense should not be incorporated into the student's research.

When the dissertation topic has been approved by the doctoral committee, it will notify the Graduate Division through submission of Student Progress Form II. The candidate may then register for the dissertation research course (800) during the next registration period.

A candidate should look to the chair of his or her doctoral committee for primary direction regarding research methods and the preparation of results. It is the joint responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress

of both the research and the dissertation. Guidelines for preparation of the dissertation can be obtained at the Graduate Division Web site.

Copies of the completed dissertation must be submitted to committee members at least four weeks prior to the date of the final oral examination. Two unbound, clean copies must be deposited with the Graduate Division by the deadline specified in the "Calendar." Original signatures are required on the signature page.

A majority of the members of the doctoral committee, including the committee chair, must approve both the dissertation and the oral defense of the dissertation. A minority member has the right of appeal to the Graduate Division for a final decision. The chair must ensure that the final form of the dissertation, including revisions and amendments agreed upon, is acceptable to a majority of the committee. The committee members express their approval on the signature page of the dissertation and on Student Progress Form III.

Candidates must be registered in the appropriate dissertation research course (800) during the term in which the work for the degree is completed. Failure to make satisfactory progress on the dissertation does not entitle a student to a refund of tuition.

The graduate chair of a field of study has the privilege of being an ex officio member of all doctoral committees in the field.

All doctoral students are required to publish their dissertation (in its entirety) with Bell and Howell or an equivalent publishing firm suggested by the student and approved by the Graduate Division.