Information for Prospective

Graduate Students

DEPARTMENT OF HISTORY
COLLEGE OF ARTS AND HUMANITIES
UNIVERSITY OF HAWAI‘I AT MĀNOA

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INFORMATION FOR
PROSPECTIVE GRADUATE STUDENTS

CONTENTS

Resources for Graduate Study in History

The University 4
Research Facilities 4
Foreign Language Study 5
Financial Assistance 5
Financial Assistance from Extra
   Departmental Sources 6
Job Placement 7

The Graduate Program in History

Degree Programs 7
Areas and Fields of Study 8
Table of Areas and Fields of Study 9
The History Faculty 10
Graduate Courses in History 10
Course Listings 10

Admission Requirements and Procedures

Graduate Division Requirements 11
Department of History Requirements 12
Evaluation of Applications 13
A Letter from the Graduate Chair

Aloha from the beautiful Hawaiian Islands. It is my pleasure to introduce you to the History Department at the University of Hawai‘i at Mānoa. The Department offers advanced graduate degrees directed by faculty members of professional distinction, and we can surely help you gain the professional education you seek. We currently have twenty-nine full-time faculty members, and our interdisciplinary and globally oriented interests provide a broad framework for approaching almost any historical topic or theme.

The Department offers access to a complex variety of courses and resources. More than a third of our faculty members have research interests in the histories of Asia and the Pacific Islands, and if your interests align with faculty in these area you can benefit from the extensive collection of materials on Asia, the Pacific, and Hawai‘i in our university’s excellent library system. We are also a leader in the study of World History, and home to the award-winning Journal of World History. The strength of our faculty in American and European history is also impressive, and the courses we offer in these areas have been indispensable to the success of many of our former graduate students.

To get a better sense of our strengths as a department, I encourage you to explore the published works of our faculty which include many well-respected books and lengthy, peer-reviewed articles. Bear in mind that some of our most recently hired faculty members are on the verge of publishing their first book, and those books promise to make major contributions to historical literature. Please feel free to contact faculty members directly and consider more fully the question of whether or not they can help you accomplish your goals.

Our website provides additional information about our Department and faculty, and can help you understand how to apply to our graduate program. If you need further information about such matters, please contact our knowledgeable and accommodating Graduate Secretary. If you remain interested in our graduate program, we would welcome your application for admission.

Dr. Matthew Lauzon
Graduate Chair

Please address questions or requests for further information to:

Graduate Chair                      Phone: (808) 956-8358
Department of History               Fax: (808) 956-9600
University of Hawai‘i at Mānoa     Email: ghistofc@hawaii.edu
2530 Dole Street, Sakamaki A-203
Honolulu, Hawai‘i 96822

History Department Web Page: manoa.hawaii.edu/history
Graduate Division Web Page: manoa.hawaii.edu/graduate
RESOURCES FOR GRADUATE STUDY IN HISTORY
AT THE UNIVERSITY OF HAWAIʻI AT MĀNOA

The University

The University of Hawaiʻi at Mānoa (UHM) offers unique opportunities for students in many fields of history. Situated midway between Asia and the Americas, and in the urban community of Honolulu, the University of Hawaiʻi is nearer both geographically and culturally to Asia and the Pacific Islands than is any other major American center of higher education. The cosmopolitan blend of people in Hawaiʻi is well known and justly celebrated, and the University of Hawaiʻi shares to full advantage the resulting interaction of cultures and people. Leading scholars, politicians, cultural figures, and business leaders from Asia, the Pacific, Europe, and the Americas frequently visit the city of Honolulu and the University of Hawaiʻi, and the Department of History’s graduate students and programs benefit from their presence.

The Department’s facilities are those of a modern state university located in a city of over one million inhabitants. There are more than 17,000 students at the Mānoa campus of the University of Hawaiʻi include some 4,000 classified graduate students, and they represent a wide and vibrant range of ethnic, cultural, and national backgrounds. A distinctive resource on the campus is the East-West Center, created and funded by the United States government. The Center maintains a close, cooperative relationship with the University of Hawaiʻi, from which the Department of History and its students benefit enormously. The Center's students from Asia, the Pacific Islands, and the United States study at the University of Hawaiʻi and in the Department of History, and they live together on the campus in a stimulating intellectual community.

Research Facilities

The University Library, housed in the Hamilton and Sinclair Libraries, is a major resource for the study of Asian and Pacific history. The Library holds more than 2.8 million volumes, and currently receives nearly 27,000 serial and periodical titles. The Library's general collections, which include substantial ranges of research materials on Asian, Pacific Islands, and American history, are supplemented by a U.S. Government Documents Collection that has been an official depository since 1909; an Asia Collection of several hundred thousand volumes, over half of which are in the Chinese, Japanese, or Korean languages; an unrivaled Hawaiian and Pacific Collection; and the Charlot Collection. The Asia Collection includes 27,000 reels of microfilm. It has been a depository for Public Law 480 materials for South Asia since 1961 and for Indonesia since 1964. In addition, the Library has developed extensive holdings on specialized topics of interest to students of Pacific and Asian history, such as Russian-language publications on Asia and the Pacific.

The richest archival holdings in the world on the history of Hawaiʻi and the Pacific Islands are located in Honolulu. These holdings are in the manuscript, document, and book collections of the Hawaiian and Pacific Collection in the Hamilton Library, the
Hawaii War Records Depository, the Archives of the State of Hawai‘i, the Bernice P. Bishop Museum, and the collections of the Mission Children's Society and the Hawaiian Historical Society.

Foreign Language Study

Knowledge of foreign languages is essential for graduate study in most fields of history. The University of Hawai‘i offers a unique array of opportunities for graduate students in history to study foreign languages at advanced as well as beginning levels. The Department of Languages and Literature of Europe and the Americas (LLEA) regularly offers courses in French, German, Russian, Spanish, Greek, and Latin (and in Dutch, Italian, Polish, and Portuguese when enrollment warrants). Among Indo-Pacific and Asian languages, courses are regularly available in Burmese, Cambodian (Khmer), Chamorro, Chinese (Mandarin, Cantonese, and other dialects), Hawaiian, Hindi, Ilokano, Indonesian, Korean, Japanese, Lao, Maori, Samoan, Sanskrit, Tahitian, Tagalog/Filipino, Thai, and Vietnamese (and in several other languages when enrollment warrants).

Financial Assistance

Graduate teaching assistantships constitute the largest source of financial assistance available to students through the Department of History. Currently, the Department has roughly a dozen such assistantships, which carry stipends of $14,382 to $18,204 (depending upon qualifications) as well as waivers of tuition. The primary duty of graduate teaching assistants is to assist faculty in the World History Program by grading papers, counseling students, and conducting weekly discussion sessions with students taking History 151 or 152. The Department of History calculates the work load of graduate teaching assistants at 20 hours per week, so assistants carry course loads of no more than nine hours per semester.

Prospective students must apply for graduate teaching assistantships separately from admission to the Department of History and Graduate Division (although admission is a necessary requisite for an assistantship). The assistantships are renewable, assuming satisfactory progress toward the degree, for a maximum of two years (four semesters) at the M.A. level, and three years (six semesters) at the Ph.D. level (though never longer than necessary to complete a degree program). Complete applications for assistantships are due by 15 December for appointments for the following academic year. Applications received or completed after this date may be considered but will necessarily receive lower priority in the selection process. For details about graduate teaching assistantships and application forms, please access on-line under Graduate Program at:

manoa.hawaii.edu/history

The Department of History has only a few other forms of financial assistance. For each academic year, Graduate Division has dispersed $27,500 per semester to the Department for regular tuition waivers which are a limited number of merit-based achievement scholarships to qualified graduate students. The graduate student must
maintain a grade-point average of 3.5 or better on a 4.0 scale and enroll for at least one credit or more. Failure to meet these award conditions will result in forfeiture of the scholarship and the student will be responsible in reimbursing the university. The Graduate Chair automatically considers all unsuccessful applicants for graduate teaching assistantships for tuition waivers provided they have been admitted to the Department.

Students majoring in Chinese intellectual history are eligible to apply for the Hung Family Fellowship, which the Department of History awards and which carries a current annual stipend of approximately $15,000 plus a waiver of tuition. The Department also awards select fellowships and grants for modest amounts of money to advanced Ph.D. students. These include the John F. Kennedy Memorial Fellowships, usually no more than $1,250 and $2,500 for dissertation research travel; the Sakai Awards, usually no more than $750, for travel to professional meetings and job interviews; and Kwok Grants for dissertation-related expenses. Questions about and requests for consideration for these awards should be directed to the Graduate Secretary.

**Financial Assistance from Extra-Departmental Sources**

Students majoring in Asian or Pacific Islands history, as well as students from Asia or the Pacific Islands, should note the availability of several forms of financial assistance beyond those offered by the Department of History. The East-West Center, a federal agency that works closely with the University of Hawai‘i, awards scholarships to American, Asian, and Pacific Islands students. The scholarships are granted for 12-month periods and are renewable up to 24 months for M.A. students and 48 months for Ph.D. students. Application forms, detailed information concerning these awards, which have a value approximately equal to that of graduate teaching assistantships, and the various deadlines may be found on their website.

[eastwestcenter.org](http://eastwestcenter.org)

The School of Pacific and Asian Studies (SPAS) administers the awarding of Foreign Language Area Studies (FLAS) fellowships for students of Asian, Southeast Asian and Pacific Islands languages and area studies. These fellowships are particularly valuable for students whose graduate programs require intensive language study. The fellowships are for the academic year and are contingent upon funding from the U.S. Department of Education. Each fellowship includes a tuition waiver and a stipend of approximately $15,000 for the academic year. Summer fellowships for students majoring in East Asian history are also available, with stipends of $2,500 and tuition waiver up to $4,000. Recipients must pursue a full-time graduate program in Asian language and area studies during the tenure of the fellowship. For further information and deadlines, please contact the Fellowships Coordinator, Ms. Chizuko Allen, by telephone, 808-956-2210, or by email, chizuko@hawaii.edu. Their website is:

[manoa.hawaii.edu/spas](http://manoa.hawaii.edu/spas)
Some of the area studies centers in SPAS - the Center for Chinese Studies, the Center for Japanese Studies, and the Center for Korean Studies, for example - also offer fellowships for which graduate students in history may apply. Prospective students may inquire about these fellowships at the appropriate Centers.

The Department of History encourages prospective students to inquire about and apply for all sources of extra-departmental funding for which they might be eligible.

**Job Placement**

Recipient of graduate degrees in the Department of History have undertaken careers as teachers in secondary schools and community colleges and as professors in liberal arts colleges and research universities. In addition, graduate study in history provides an excellent foundation for careers in museology, library or archival work, government service, historical preservation, applied research, and allied fields.

The Department of History maintains a placement service for its students who earn graduate degrees, particularly the Ph.D. The Graduate Chair serves as placement officer to assist graduates in finding academic employment. Through its placement efforts, the Department has assisted graduates in obtaining positions at academic institutions at all levels in the United States and abroad. Prospective applicants should consider career goals carefully and establish job placement files as they near graduation and begin the search for academic employment.

**THE GRADUATE PROGRAM IN HISTORY**

**Degree Programs**

Graduate Division has authorized the Department of History to award Master's (M.A.) and Doctoral (Ph.D.) degrees. The M.A. is the first graduate degree in history and a prerequisite for admission to most Ph.D. programs; the M.A. degree is required for applicants to this department’s Ph.D. program. The Department designs its course work requirements for the M.A. degree to provide students with broad, general knowledge of particular areas of history and to enhance their research and writing skills. Students who pursue the M.A. as a terminal degree typically intend to teach in a high school or community college, to seek a professional degree in another field such as law or library science, or to work in government or business as applied researchers, archivists or historians.

The Ph.D. is the highest degree awarded in the discipline of history. It is a specialized, professional degree designed and typically taken as preparation for a career in university teaching and research. Successful Ph.D. students acquire a thorough knowledge of several areas of history and develop research skills that enable them to prepare writings of publishable quality.
The M.A. and Ph.D. programs in the Department of History meet all of the purposes outlined in the preceding paragraphs. They also meet the standards and fulfill the requirements set by Graduate Division as well as the discipline of history at major research universities concerning admission, residence, course work, comprehensive examinations, and thesis or dissertation research.

The Department of History offers two plans for obtaining the M.A. degree. In general, Plan A requires completion of 24 hours of appropriate course work and 6 hours of thesis credit, including the composition and oral defense of a thesis. Plan B requires completion of 30 hours of appropriate course work divided between a major and a minor field, each in separate areas of history, as detailed in the Table of Areas and Fields of Study on page 9. It also requires the composition of research papers in seminars in the major and minor fields; passing written comprehensive examinations in the two fields; and passing an oral examination on the research papers and the written examinations.

Students in either plan must take History 602 (Seminar in Historiography). Both plans require demonstration of proficiency in a foreign language. The Department has designed the two plans to be equivalents, and each constitutes adequate preparation for a Ph.D. program.

The Department of History mandates no formal course requirements for the Ph.D. degree beyond those that form part of a regular M.A. program, except History 602 for students who have had no equivalent course. Ph.D. students take whatever coursework their program committees consider necessary to prepare for comprehensive examinations in four fields of history chosen from at least two of the areas. Ph.D. students must also demonstrate proficiency in two foreign languages (or in some cases one language and an appropriate program of study in historical theory and methodology) and must write and defend a dissertation based on original historical research that makes a significant contribution to historical literature.

Graduate students must complete all work, including defense of the thesis or dissertation within time limits specified by Graduate Division and the Department of History. Generally speaking, the Department expects M.A. students to complete their programs in two or three years; Graduate Division requires all M.A. and Ph.D. students to complete their programs in no more than seven years.

Areas and Fields of Study

The Department of History admits a graduate student to study a specific area of history in which he or she may develop one or more fields of specialization, including a minor field where appropriate, as detailed in the Table of Areas and Fields of Study on page 9. The major areas of historical study offered by the Department include the U.S. & the Americas, Asia (East, South, Southeast, and Southwest Asia), Europe, the Pacific, and World History, subdivided into fields as indicated in the accompanying Table. Only applicants whose interests can be accommodated within these areas and fields can be considered for admission to the Department.
To earn a graduate degree in the Department of History, a student must meet basic requirements of general knowledge, language proficiency, and research and writing skills in the field in which he or she is admitted. Within the parameters of degree requirements, an individual student and her or his program committee develop a program of study that meets the student's individual needs and interests. Within given geographical or chronological fields, students may develop topical programs of study such as social or cultural history, labor history, or comparative history. At the Ph.D. level, it is possible and desirable for a student to develop a field of study in a discipline outside history. Students interested in pursuing non-standard programs should consult the Graduate Chair and their committee chairs.

### Table of Areas and Fields of Study

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<tr>
<th>Area</th>
<th>M.A. Fields</th>
<th>Ph.D./M.A. Minor Fields</th>
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<td>U.S. &amp; the Americas</td>
<td>U.S. &amp; the Americas</td>
<td>Business and Labor History</td>
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<td>Caribbean and Latin America</td>
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<td>Early America/Atlantic World</td>
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<td>Foreign Relations</td>
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<td>Politics and Race</td>
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<td>Recent America and Popular Culture</td>
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<td>Social and Cultural</td>
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<td>Asia</td>
<td>Traditional East Asia</td>
<td>China - Classical</td>
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<td></td>
<td>Modern East Asia</td>
<td>China - Middle Period</td>
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<td>China - Modern</td>
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<td>Japan – Pre-Modern</td>
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<td>Japan - Modern</td>
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<td>Korea</td>
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<td>South Asia</td>
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<td>(Southwest Asia)</td>
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<td>Europe</td>
<td>Pre-Modern Europe</td>
<td>Ancient Europe</td>
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<td>Medieval Europe</td>
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<td>Modern Europe</td>
<td>Early Modern Europe (1350-1815)</td>
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<td>Modern Europe (since 1789)</td>
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<td>Cultural and Intellectual</td>
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<td>Russia/Soviet Union</td>
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<td>Pacific</td>
<td>Pacific and Hawai‘i</td>
<td>Hawaiian Islands</td>
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<td>Pacific Islands</td>
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Note: Some of the Ph.D./M.A. minor fields may not have faculty currently on staff to direct student programs. Students interested in these fields will need to consult the Graduate Chair for more information on what areas of study are therefore suitable or feasible.

The History Faculty

Faculty information, representative publications and fields of interest may be viewed at this location:

manoa.hawaii.edu/history/people

Graduate Courses in History

History courses available for graduate credit are of three kinds: undergraduate lecture courses, graduate reading courses, and graduate research seminars. Graduate courses and seminars are numbered 600 and above, and they form the major part of every student’s program of study. Undergraduate courses may carry graduate credit only if they are not introductory in scope and are approved by the student’s program committee. Normally these will be 400 level courses, although some 300 level courses may qualify with approval of the Graduate Chair.

Graduate reading courses help students prepare for comprehensive examinations, and each graduate student must take at least one reading seminar in each of the fields for which he or she will be examined. Research seminars deal with technical aspects of historical study and required papers based on research in primary sources. In these seminars students usually begin researching and writing theses or dissertations. M.A. students must complete a research seminar in their major fields and, if applicable, in their minor fields as well.

Course Listings

To view the current semester graduate level history course offering, please refer to:

manoa.hawaii.edu/history/courses

To view the current online catalog for the University of Hawai‘i at Mānoa, please refer to:

catalog.hawaii.edu
ADMISSION REQUIREMENTS AND PROCEDURES

To be admitted to graduate study in history, applicants must be approved by both Graduate Division and the Department of History. Prospective applicants should take care to direct application forms and supporting materials to the appropriate entity by the stipulated deadlines. The following guidelines will assist you in doing that. The following web pages may also be consulted for application information and forms:

manoa.hawaii.edu/history (Department of History)
manoa.hawaii.edu/graduate (Graduate Division)

Graduate Division Requirements

Please read and follow the instructions in completing the application form. In general, Graduate Division has two requirements for admission. First, an applicant must have earned a Bachelor's or Master's degree program at an accredited U.S. college or university, or must have earned the equivalent of a Bachelor's or Master's degree at a reputable foreign institution. Second, an applicant must provide evidence of a strong academic record. This means the applicant must have a grade point average of 3.0 or better (or the equivalent in other grading systems) during the last four semesters or six quarters of undergraduate work, and in all post-baccalaureate work. Students with a slightly lower grade-point average in undergraduate work may very rarely be approved for admission to the M.A. program, but applicants to that program with grade-point averages below 2.7 will be rejected. No such marginal applicants will be admitted to the Ph.D. program.

In addition to completing and returning the application form to Graduate Division, applicants should take special care to have transcripts of all college and university courses sent to Graduate Division as soon as possible. Only after receiving and reviewing the transcripts will Graduate Division forward an application to the Department of History for review and recommendation. The Department recommends approval or disapproval of the application; Graduate Division makes the final decision on admission or denial of admission.

Foreign applicants must provide TOEFL scores and proof of adequate financial resources such as private funds or a graduate assistantship. Graduate Division will make admission of foreign applicants, even those meriting approval on academic grounds, dependent on evidence of financial resources adequate to support themselves at the University.

A “Statement of Objectives” sheet is a part of Graduate Division application form. Graduate Division does not consider this statement in evaluating the application, but the statement is of major importance in the review of the application in the Department of History. Applicants should take the time to write a clear statement of (1) why they wish to pursue graduate study in history; (2) why they wish to do so at the University of Hawai‘i; (3) which specific area and field of history, as detailed in the Table of Areas and Fields on
Page 9 of this brochure, they wish to study; and (4) what their qualifications are for graduate study in that area and field. A satisfactory “Statement of Objectives” is essential to ensure that the Department evaluates the application properly, that an appropriate academic adviser will be available if the applicant is admitted, and that the Department offers a program of study that meets the needs of every applicant admitted.

Department of History Requirements

There are certain application forms the applicant should return directly to the Graduate Chair; Department of History; University of Hawai‘i at Mānoa; 2530 Dole Street, Sakamaki A-203, Honolulu, HI 96822. These include the Express Information Form and, for applicants applying for financial assistance from the Department, the Graduate Assistantship Application. Those applying for a graduate teaching assistantship should also make sure that the Graduate Assistantship Evaluation forms accompany their three letters of recommendation when they are returned to the Department. On the Express Information Form, be sure to indicate the degree program (M.A. or Ph.D.) for which you are applying, and the area of history you intend to study (Asia, Pacific Islands, Europe, United States or World). Failure to specify these pieces of information may result in the rejection of your application.

You should also indicate on the Express Information Form whether you will or will not apply for financial assistance from the Department of History. If you will apply, return the completed Graduate Assistant Application to the Department, and request your referees to complete and return to the Department the Graduate Assistantship Evaluation forms. The Graduate Chair will automatically consider applicants who are admitted but who do not receive an assistantship as applicants for tuition waivers. If you will not apply for an assistantship, do not return the Graduate Assistantship Application, and request your referees to send their letters of recommendation on stationery with institutional letterheads.

Note: Two letters of recommendation are necessary for applications for admission to the M.A. program; three are necessary for applications for admission to the Ph.D. program or for a graduate assistantship (at either the M.A. or Ph.D. level). The same three letters are used, however, to evaluate the application both for the purposes of admission and an assistantship.

In addition to the forms and materials just described, applicants should provide the Department of History with the following materials to support the application:

- One copy of all academic transcripts (routed through Graduate Division).
- GRE scores. The scores required are for the standard Graduate Record Examination (verbal, quantitative, and analytical writing). A score for the advanced history examination is not required. The scores must be sent directly from the Educational Testing Service to the Department of History or
Graduate Division, and must be no more than five years old. The Department will consider no applicant without GRE scores.

- **Writing sample.** Ideally, the sample should be a paper on a topic in the area of history in which the applicant plans to study. It should in any case demonstrate the applicant's research and writing abilities, and might therefore be the best research paper the applicant wrote as a B.A. or M.A. student.

- **Letters of recommendation.** Applicants to M.A. programs must provide two letters of recommendation from individuals familiar with their academic work, and the letters should comment on and evaluate the applicant's potential for graduate study in history. Applicants to Ph.D. programs, and all applicants for teaching assistantships, must provide three such letters. The Department of History will use recommendations submitted in support of a teaching assistantship application as recommendations for admission.

- **TOEFL scores.** Foreign applicants whose native language is not English and who do not have a recent Bachelor's or Master's degree from an American college or university must take the Test of English as a Foreign Language (TOEFL) and arrange to have the Educational Testing Service send their scores to Graduate Division. The minimum score acceptable for admission to the Department of History is 580 (computer score of 237 and/or internet score of 92); the minimum score for appointment to a teaching assistantship is 600 (computer score of 250 and/or internet score of 100).

The Department must receive completed applications, including all supporting materials, no later than 15 December for all admissions to the graduate program for the following academic year. The deadlines for applications for financial assistance are also December 15. At the applicant's request, incomplete applications may be considered for the subsequent semester, provided the application is ultimately completed and that appropriate arrangements have been made with Graduate Division.

**Evaluation of Applications**

Graduate Division makes the first screening of applications. Once Graduate Division determines that an applicant meets minimum eligibility requirements, it forwards the application, transcripts, and TOEFL scores, if applicable, to the Department of History. The Graduate Chair then screens the application to determine whether the applicant has a Bachelor's degree in history or in a closely related subject such as anthropology, political science, or Asian Studies. Applicants without such a degree can be admitted only on a conditional basis and, generally, only if their undergraduate studies included at least 18 upper-division semester hours in history or history-related subjects with a grade of B or better. Students admitted with pre-program deficiencies must make up the deficiencies, which the Graduate Chair specifies at the time of admission. Applicants to the Ph.D. program must have completed an M.A. or equivalent degree at the time of enrollment.
Applicants who apply for the Ph.D. program without an appropriate M.A. degree may be considered for admission to the M.A. program.

If the applicant meets the minimum requirements of Graduate Division and the Department of History, the Department then evaluates the application on a competitive basis, taking into account the applicant's preparation for the proposed area of study; the applicant’s research and writing skills as evidenced in the writing sample; the applicant’s academic promise as evidenced in GRE scores, grade-point averages, and letters of recommendation; and, for foreign students, the applicant’s TOEFL scores and other evidence of English-language proficiency. In other words, the Department considers the totality of the materials in the application as well as the availability of space in the area of study for which the applicant has applied.

The Graduate Chair circulates the application among faculty in the area(s) of study for which the applicant applies. A majority of the reviewers must vote to admit the applicant, and at least one graduate faculty member must agree to serve as the applicant's academic adviser. After this initial review, the Graduate Chair holds the applications for a final review by the Graduate Admissions Committee. In February and/or March, this Committee reviews all applications and recommends approval, conditional approval, or disapproval to the Graduate Chair. The Graduate Chair then returns the applications to Graduate Division, endorsing the recommendations of the Admissions Committee. **Graduate Division makes the final decision on every application and notifies the applicant of the result.**

In cases of conditional admissions, the Graduate Chair stipulates deficiencies the student must remove before attaining regular departmental status. The letter of admission sent to the student by Graduate Division will confer regular status, so the Graduate Chair will specify what the student must do to remove the conditions. Typically, deficiencies include history or foreign language courses. Courses taken to remove pre-program deficiencies may not be applied toward degree requirements.

The Department admits students to study a specific area or field of history, and students may not transfer to another area or field without permission of the Graduate Chair and the appropriate faculty.

Thank you for your interest in the Department of History, and if you have any further questions or need any additional information, please do not hesitate to contact the Graduate Chair by e-mail at ghistofc@hawaii.edu or by telephone at 808-956-8358.