GRADUATE STUDENT

HANDBOOK

Department of History

University of Hawai‘i at Mānoa

Rev. 9/11/18
Dear Incoming Students:

Welcome to the Department of History and to the graduate program. This handbook explains the Department’s programs of study as well as Graduate Division and departmental procedures and regulations that affect graduate students. The Graduate Chair and your academic adviser (or Program Committee chair) will assist you in understanding departmental offerings and in meeting the various requirements of your degree program. One of your responsibilities, however, involves familiarizing yourself with what the Department has to offer you as a graduate student; another concerns understanding the demands and possibilities of your program of study. In other words, it is to your distinct advantage to read this Handbook and follow the relevant guidelines delineated for your program of study.

The purpose of this Handbook is to help you negotiate the requirements of your degree program. If you are uncertain about any subject discussed herein, please consult with your adviser or the Graduate Chair. The programs the Department offers match the expertise of the faculty, so feel free to discuss your options with those faculty members and administrators in the best positions to advise you.

Certain members of the Department of History faculty have special responsibilities in this regard. Dr. Shana Brown, Chair of the Department, has general oversight of the graduate program. The Graduate Chair, Dr. Matthew Lauzon, administers the graduate program. You should consult the Graduate Chair about program requirements and about Graduate Division and Department of History regulations. The Graduate Secretary should be consulted for scheduling committee meetings, arranging for examinations, or attending to the many other matters which require the processing of forms for Graduate Division. The faculty of the World History Program oversees the work of graduate assistants. Graduate assistants should consult them about their duties and schedules.

All of us extend to you best wishes for your success as students of history and as colleagues in the profession of history.

The Graduate Faculty
Department of History
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THE GRADUATE PROGRAM

The Department of History offers programs of graduate study leading to M.A. and Ph.D. degrees. These programs meet standards and requirements set by Graduate Division of the University of Hawai‘i concerning admission, residence, coursework and credits, as well as comprehensive examinations, foreign language requirements, and thesis and dissertation preparation. These programs also maintain levels of achievement common to the discipline of history in universities at the national level.

Within parameters specified in the General and Graduate Information Catalog and the Graduate Division Manual, the Department mandates procedures and requirements that insure the integrity of the degrees it awards. These procedures and requirements include those that apply (1) to all graduate students in the Department; (2) to all students in the M.A. or the Ph.D. program; and (3) to all students in specific degree programs in American, European, Asian, Pacific, Hawaiian, or World history. This Handbook summarizes the Department's programs of study as well as Department and Graduate Division procedures and requirements for earning graduate degrees in history.

Students and faculty must comply with all procedures and requirements of Graduate Division as well as the Department. These procedures and requirements are Graduate Division and Department policy. When circumstances in individual cases warrant, Graduate Division as well as the Department may grant an exception to one or another of the procedures or requirements detailed herein. Students and/or Program Committee chairs desiring such an exception may submit a petition to the Graduate Chair for review and forwarding to Graduate Division. The authority for approving or denying such petitions, even those requesting exception to most departmental procedures or requirements, rests with Graduate Division; granting an exception in one case does not constitute a binding precedent in future cases.

CLASSIFICATION OF STUDENTS

Regular Status: Most students enter the graduate program with regular status, which means they meet all requirements for admission to a degree program. To maintain regular status, a student must carry a full academic load of 8-12 credit hours or, for graduate assistants, 6-9 credit hours, and maintain a grade point average (GPA) of 3.0 or better. Students must have regular status to be eligible for financial assistance.

Conditional Status within the Department: Graduate Division, and the Department, may admit students by exception or by petition when students fail to meet minimum admission requirements. While Graduate Division considers such students to have regular status, the Department may specify conditional status for students who lack an element of the preparation usually expected of entering graduate students, such as an undergraduate major in history or adequate preparation for graduate study in the area or field of history for which the student applies and is admitted to study. A common reason for conditional status for foreign students is marginal TOEFL scores, which indicate a need for additional study of the English language. When the student meets the conditions specified for admission, which often include completion of 12 hours of coursework creditable to a degree program, the student may petition the Graduate Chair to change the student’s departmental status from conditional to regular. The Graduate
Chair may also recommend that Graduate Division dismiss a student who, in a reasonable time, usually a year, fails to fulfill the conditions specified.

RESIDENCY

Graduate Division requires students seeking graduate degrees to complete minimum periods of residency, defined as two semesters of full-time work at the University for M.A. students and three semesters of full-time work at the University for Ph.D. students. The definition of full-time work may vary from program to program, so students intending to complete degree programs with minimum periods of residency should consult the Graduate Chair. Graduate Division has final authority for determining that a student's residency meets the requirement; and the student has the responsibility for insuring that her or his time in residence meets the minimum requirement.

COURSE LOADS AND CONTINUED ENROLLMENT

Graduate students normally register for a full academic course load, which Graduate Division defines as at least 8 credit hours for regular students and 6 credit hours for graduate assistants. Students completing theses and dissertations are considered full-time students when registered for one credit of either History 700F or 800. In addition, classified students must enroll every semester until completing the degree, except as described below. Summer registration is unnecessary to maintain continuous enrollment, though the Department encourages summer enrollment in foreign language or other courses that will expedite completion of the degree program.

The Department expects students to register for a graduate seminar every semester, except students preparing for Comprehensive Examinations or engaged in thesis or dissertation research.

All students, including those who have completed all formal coursework for a degree, must register in the semester in which they receive the degree, unless the student completed all requirements for the degree before the last day of classes of the preceding semester but after Graduate Division deadlines for awarding the degree in that semester. Consult the Graduate Chair concerning this exception.

Students who fail to register, a circumstance that is sometimes necessary for part-time or unclassified students, lose the right to use University facilities, including library borrowing privileges. Classified students who fail to maintain continuous enrollment must petition Graduate Division for readmission to the program, and readmission will be contingent upon the availability of space and the recommendations of the student's adviser or Program Chair, and the Graduate Chair. Petition forms for readmission after lapsed enrollment are available at Graduate Division Records Office, located in Spalding 354.

Part-time status applies to residency work, not to belated completion of theses or dissertations. In no case may students who complete the residency requirement use part-time status to extend the seven-year deadline for completing theses or dissertations.
LEAVES OF ABSENCE

Classified students may receive a leave of absence from the program upon petition to the Graduate Chair and approval of Graduate Division. A student may receive only one leave of absence, and normally not for more than a year. When requesting leave, the student must specify the date of return, and students who fail to return at the specified time must apply for readmission to Graduate Division according to procedures in force at the time of the new application. Students on approved leave pay no tuition fees; their leave time does not count against the seven-year limit for degree completion, and they do not have to apply for readmission to the program. Students returning from approved leave must register in the semester of their return as specified on the leave of absence petition.

Classified students who interrupt their studies without approved leave must petition for readmission to the program. Graduate Division and the Department will evaluate each such petition as a new application for admission. If the student is readmitted, the time of the unapproved absence counts toward the seven years allowed for completing the degree.

ACADEMIC ADVISERS

Every graduate student must have an adviser. The Graduate Chair advises students upon matriculation and assigns each student an interim adviser from the faculty in the area of study in which the student was admitted. It then becomes the student's responsibility to find a member of the regular Graduate Faculty in the area of study who agrees to serve as the student's permanent adviser and Program Committee chair. Normally but not invariably, this will be the interim adviser. The student and the adviser should inform the Graduate Chair as soon as they decide who will chair the student's Program Committee. The chair must be a member of the regular Graduate Faculty in the field of study to which the student was admitted.

SATISFACTORY PROGRESS

Graduate Division requires students to receive the degree they pursue within seven years, and grants extensions of that time limit only in compelling cases approved by the Graduate Chair. Within the time limits specified by Graduate Division, the Department expects students to make satisfactory progress toward the degree and to complete the programs of study expeditiously. Evidence of satisfactory progress varies widely in individual cases, but it includes such elements as promptly completing required coursework, including the seminar in historiography; holding a Preliminary Conference; and fulfilling the foreign language requirement(s). To show such evidence of satisfactory progress, the Department requires students to complete and submit Annual Progress Reports, which are normally emailed to students early in the Fall Semester. The Graduate Chair may recommend dismissal of a student who fails to make satisfactory progress toward the degree. Students should notify the Graduate Chair of any special circumstances that would justify exceptions to this policy.

M.A. Students: The Department expects full-time M.A. students to complete the program of study in two or three years and part-time students in five years. Three years permit full-time students ample time to complete degree requirements. Students should take the required seminar
in historiography as soon as possible. Students should also endeavor to complete the foreign language requirement(s) as soon as possible, preferably within the first year of residency. Special circumstances may require full-time students in fields that require intensive foreign language preparation to take longer than two years to complete the M.A. degree. Failure to complete the requirements for the M.A. degree within five years, however, is prima facie evidence of unsatisfactory progress. This may constitute grounds for dismissal from the program at the discretion of the Program Committee and/or the Graduate Chair, with the concurrence of Graduate Division.

Ph.D. Students: Ph.D. students normally require one to three years to prepare for Comprehensive Examinations, depending upon whether they enter the Ph.D. program from another university or after completing an M.A. in the Department. Students who carry a normal credit load of 8-12 hours should be prepared to take the Comprehensive Examinations at the end of the second year of study, though those with special foreign language requirements may require an additional year. Students who find it impossible to take the Comprehensive Examinations by the end of the third year of study may, with proper justification, request a postponement of the Examinations for up to two semesters, subject to approval of the Program Committee and the Graduate Chair. The Graduate Chair may recommend dismissal for students who fail to take the Comprehensive Examinations by the end of the fourth year of residency. After completing the Comprehensive Examinations, full-time students should need no more than two years to research, write, and defend a dissertation.

TRANSFER OF AREA AND/OR FIELD OF STUDY

Internal Transfer: Admission to the graduate program is to a specific area and field of study, as outlined below. Consequently, a student may transfer from one area or field of study to another only upon formal petition to the Graduate Chair and approval of the faculty in the new area and field of study. This is necessary because credentials that qualify a student to study one area or field may not qualify the student to study another area or field. The Graduate Chair will therefore authorize transfers only when the student demonstrates competence for graduate work in the area and field into which the student requests transfer.

When an M.A. student requests transfer to another area or field, the Graduate Chair will consult the student and appropriate faculty members before rendering a decision. When a Ph.D. student requests such a transfer, the Graduate Chair will submit the request, with supporting materials, including the student's file, to appropriate faculty in the area and field into which the student requests transfer; and the faculty will treat the request as an application for admission to the Department. The decision of the faculty on the petition will be final. If the faculty denies the transfer petition, the Graduate Chair will recommend that Graduate Division dismiss the student from the program. In that event, the Graduate Chair will specify to the student in writing the reasons for the denial and dismissal.

External Transfer: Students may also transfer from the Department to another department or program in the University, and from other departments or programs into the Department. In both cases, the transfer must accord with procedures specified in the Graduate Division Manual. Students applying for transfer obtain forms for doing so from Graduate Division. As specified in
the Graduate Information Bulletin the University considers a student who applies for transfer from one graduate program or department to another thereby to withdraw from the program and department in which he or she is enrolled. History students desiring to transfer should therefore consult closely with the faculty of the department or program into which they request transfer, for denial of the transfer request will result in a recommendation from the Graduate Chair to Graduate Division to dismiss the student from the program in history.

FOREIGN LANGUAGE REQUIREMENTS

Nature and Purpose of the Requirements: Learning one or more foreign language forms an important component of a graduate education in history. For all students, familiarity with a foreign language broadens understanding of another culture and provides access to a range of international scholarship in history. For many students, particularly at the Ph.D. level, working knowledge of one or more foreign languages is necessary for research and expertise in the field of study.

Graduate Division has delegated to the Department the authority to establish foreign language requirements for graduate degrees in history, and to specify how students meet those requirements. The Department requires students seeking the M.A. degree to demonstrate competency in one foreign language, and students seeking the Ph.D. degree to demonstrate command of two foreign languages, generally including a proven ability to use one or both languages in seminar and dissertation research. As an exception to this policy, Ph.D. students in United States or Hawaiian history have the option to demonstrate competency in one foreign language and competency in an appropriate theoretical approach and/or methodological skill, which the student must demonstrate in the dissertation. To certify fulfillment of the foreign language requirement(s), the Department uses the following guidelines:

Choice of Language(s): At the Preliminary Conference, the student in consultation with the Program Committee will choose the language(s) in which the student must demonstrate competency and/or command. In making the choice(s), the student and the Committee should consider such factors as relevance of the language(s) to the student's major field of study, appropriateness of the language(s) to the student's research interests, the student's prior coursework in the language(s), and the body of scholarship and/or primary sources in the language(s). To facilitate certification of the student's competency in or command of the required language(s) and to validate the student's research in the language(s), the committee should select language(s) taught in a foreign language department at the University and known by at least one member of the Program Committee if research in the language(s) is a component of the student's program of study. If any language selected does not meet these criteria, the Committee must submit a written statement to the Graduate Chair justifying the choice of language, and explaining the means for certifying the student's proficiency in the language and for validating the student's research in the language. If the student's program is one that necessitates a high degree of proficiency in one or more foreign languages, the Committee at the Preliminary Conference will specify the level(s) of proficiency required of the student. The report of the Preliminary Conference will include a notation of the language(s) in which the student must demonstrate competency or command, the level of competency or command required, and how the student will demonstrate the required competency or command. All members of the Committee and the Graduate Chair must approve any change in these
specifications subsequent to the Preliminary Conference. No student may take the Comprehensive Examinations who has not completed the foreign language requirement(s) stipulated at the Preliminary Conference.

Special Requirements for Ph.D. Students in United States or Hawaiian History: As noted above, Ph.D. students whose dissertation field is in United States history must demonstrate proficiency in one foreign language (typically the same language used to fulfill the M.A. requirement); students in Hawaiian history must demonstrate a proficiency in the Hawaiian language. In lieu of a second foreign language requirement, such students may demonstrate proficiency in an appropriate theoretical approach and/or methodological skill. The Program Committee will determine the specific alternative requirement in consultation with the student, and specify how the student must meet the requirement. The alternative requirement may be (1) additional coursework in the language used for the M.A. degree; (2) coursework in theory (Marxist or feminist theory, psychological or sociological theory, or ethnography are examples of theoretical approaches that may apply); or (3) coursework in historical methods, such as quantitative analysis or statistics. To fulfill this requirement, students will normally take between 6 to 12 credit hours of coursework with a grade of B or better. Courses, such as History 602, when part of the student's program of study, may not be used to fulfill this requirement. Students who exercise this option must use the specified theoretical approach and/or methodological skill in researching and writing the dissertation.

Language Certification Procedures—M.A. Students: M.A. students may satisfy the foreign language requirement through coursework or by examination. To fulfill the requirement through coursework, the student must complete a minimum of four semesters of work in the foreign language at the college or university level with an average grade of B (3.00 GPA) or better. Normally, this amounts to between 12 and 16 credit hours in an undergraduate 101-102, 201-202 course sequence; the student may take additional higher level courses to attain the necessary GPA. The student must complete this coursework within the time limit that applies to other courses, i.e., within the seven years immediately preceding receipt of the degree. This constitutes the minimum foreign language requirement for the M.A.; the Program Committee may specify a higher level of proficiency, and so stipulate at the Preliminary Conference. Under no circumstances may the student fulfill the foreign language requirement by taking courses on a CR/NC basis.

An M.A. student may, with approval of the Program Committee at the Preliminary Conference, fulfill the foreign language requirement by examination. The Department will accept as a substitute for coursework passing a regularly scheduled examination in the required language administered by a University of Hawai‘i foreign language department, which examination the student must schedule with the assistance of his or her adviser. No other examinations, including examinations administered in the Department or by language departments outside the University, are acceptable.

When an M.A. student continues into the Ph.D. program, the Ph.D. Program Committee will decide at the Preliminary Conference whether the foreign language requirement the student met for the M.A. fulfills one of the foreign language requirements for the Ph.D.; and will so indicate in the report of the Conference. If the Committee requires a higher level of proficiency in the foreign language used for the M.A. degree, the report will indicate the level of proficiency
required and how the student will demonstrate that proficiency. If the Committee deems the foreign language used for the M.A. degree to be inappropriate for the student's Ph.D. program, it will specify the foreign language(s) in which the student must demonstrate proficiency.

Language Certification Procedures—Ph.D. Students: As noted above, Ph.D. students must demonstrate proficiency in or command of two foreign languages (or in one foreign language and in a theoretical approach and/or methodological skill for students in United States or Hawaiian history). At the Preliminary Conference, the Program Committee in consultation with the student will determine the foreign language(s) in which the student must demonstrate proficiency, the levels of proficiency required, and the method(s) for demonstrating the proficiency. As noted above, the foreign language used to satisfy the M.A. requirement may also satisfy one of the Ph.D. requirements at the discretion of the Program Committee. In its report on the Preliminary Conference, the Committee will specify the foreign language(s) in which the student must demonstrate proficiency, whether the student will demonstrate the required proficiency through coursework or examination, and if by examination whether in the Department or in a foreign language department at the University. In making this decision, the committee—and the student—should bear in mind that the results of foreign language examinations taken in the Department, unlike the results of those taken in a foreign language department, will not be documented on the student's academic transcript because they do not fall within the purview of Graduate Division oversight. There will therefore be no official record of the student's having met the foreign language requirement. Other academic institutions might not—perhaps likely will not—recognize the student's competency in the language. Thus, it is to the student's distinct advantage to take language examinations outside the Department.

If the student is to meet a foreign language requirement by coursework the committee will indicate the number of courses and minimum grades expected. In no case may the requirement for any language be less than the equivalent of four semesters of coursework at the college or university level with a B average. Courses taken CR/NC do not fulfill this requirement.

Students may take examinations in the Department in any foreign language in which the Department has at least two graduate faculty members competent to evaluate proficiency in the language as evidenced through publication or research in the language. These languages include Dutch, French, German, Spanish, Italian, Latin, Russian, Indonesian, Chinese, Japanese, and Korean. With approval of the Program Committee, a student may request the Graduate Chair to arrange an examination in the Department in one of these languages. The examination will test the student's ability to read proficiently in primary and secondary sources in the language. The Graduate Chair will appoint two faculty members proficient in the language to prepare, administer, and grade the examination. The appointed faculty members will inform the student of the format and conditions of the examination, including the types of texts to be translated and whether the student may or may not use a dictionary (electronic dictionaries are not allowed under any circumstances). The examination must be a minimum of two hours in length, and may be longer at the examiners' discretion. For the student to pass the examination, both faculty examiners must certify in writing that the student has demonstrated research proficiency in the language. A student who fails a departmental foreign language examination may retake it whenever and as often as the chair of the Program Committee thinks advisable.
For other foreign languages in which the Department does not have at least two faculty members competent to evaluate proficiency, the student must take an examination administered by a foreign language department at the University. Graduate Division will inform the student and the Department of the results of an examination taken in a foreign language department in the University.

**REQUIRED COURSES**

The Department requires all students in the graduate program to take History 602 (Historiography). The Department usually offers History 602 each academic year but enrollment is limited, and students should endeavor to enroll as soon as possible. Failure to complete History 602 in a timely manner might delay the student's graduation.

Students who completed a graduate seminar in general historiography prior to entering the Department may petition for exemption from the requirement to take History 602. To request an exemption, the student should petition the Graduate Chair, attaching to the petition a syllabus or other materials indicating the content of the course(s) offered as a substitute. The Graduate Chair will consult with the current instructor(s) of the historiography seminar to determine the acceptability of the substitution. If the Graduate Chair accepts the substitution, he or she will petition Graduate Division for the exemption.

**DEPARTMENTAL REGISTRATION AND COMMUNICATION**

Upon enrollment, each student should fill out the Department's *Personal Data Information Form* and update the information thereafter and as soon as a change is made. The Department uses the information to maintain a record of current addresses and telephone numbers in order to contact students immediately whenever necessary or desirable.

It is in every student's interest to keep in close contact with the Department, and to get to know the faculty and staff in the Department’s office. Ours is a large program, and graduate schooling can at times seem impersonal and even confusing. With student cooperation, the faculty and staff can make sure that such is not the case here. You are urged to give the faculty and staff of the Department of History the chance to help you through the maze of procedures and regulations applicable to you so that you can take full advantage of your program of study.

In accordance with University Executive Policy E2.213, students have the responsibility of checking their U.H. email account frequently to remain in contact with the Department and their advisers.
COURSES AND GRADES

Each semester, the Department publishes a list of courses and seminars offered the following semester, including descriptions of course content and readings, assignments, and scheduled meeting times. The Department offers most undergraduate courses every year, and most graduate courses and seminars yearly or once in a two-year cycle. Faculty leaves may alter this schedule, but the regular cycle of offerings should assist students in scheduling classes and Program Committees in planning programs of study.

GRADUATE CREDIT COURSES

Three types of courses may carry graduate credit: undergraduate lecture courses, graduate reading courses, and graduate research seminars. Graduate courses and seminars, numbered 600 and above, constitute the principle portion of every graduate program of study. Graduate-level courses are the proper place for graduate study, where intellectual interplay with peers and professors enhances the student's learning. Under special circumstances, undergraduate seniors in history or a closely related field may petition to enroll in a graduate seminar offered by this Department. Such a petition must include a list of previous coursework in history with grades documenting a GPA of 3.5 or better; affirmation of the student’s academic standing as a senior and a major in history or a closely related field; and a letter of endorsement from the faculty member offering the seminar. The petition must be approved and signed by both the Department Chair and the Graduate Chair. No undergraduate student may enroll in a 700-level course; enrollment in these offerings is restricted solely to advanced graduate students.

Upper-division undergraduate courses carry graduate credit only if the student's Program Committee approves them as a part of the program of study, and then only if they are not introductory in nature and otherwise fall within parameters established by Graduate Division. Normally, this means that only 400-level undergraduate courses may carry graduate credit, since most 300-level courses are introductory surveys and inappropriate for a program of graduate study. At the time of admission, the Graduate Chair may stipulate that a student who lacks appropriate survey courses in the major field of study take such courses to remove pre-program deficiencies. Under no circumstances may the courses so stipulated qualify for graduate credit.

The Department does not permit "backtracking"—earning graduate credit for a lower level course taken after or concurrently with an advanced course for which the lower-level course is explicitly or implicitly a prerequisite. Students should take care to complete the undergraduate courses in the program of study before taking graduate courses or seminars in the same subject.

Graduate reading courses help the student master the literature in a field of study in which the student is preparing for Comprehensive Examinations. Normally, these courses meet once a week and involve in-depth discussions of readings and the preparation of papers focusing on readings. All students must take for credit at least one graduate reading course in each field of their Comprehensive Examinations. New students should consult appropriate faculty members concerning courses that meet this requirement.

Research seminars deal with technical aspects of historical study and center on writing a paper or papers based on research in primary sources. In these seminars, many students begin researching
and writing the thesis or dissertation. These seminars also normally meet weekly, but the seminar leader may change that schedule as the needs of the students require. M.A. students must have at least one research seminar in the major field of study, and those in Plan B must have a research seminar in the minor field of study as well.

THESIS/DISSERTATION RESEARCH COURSES

Students working on an approved thesis or dissertation topic may enroll in History 700 (Thesis Research) or History 800 (Dissertation Research). No student may enroll in either of these courses until Graduate Division has accepted the Form II (“Advance to Candidacy”), signed by the Program Committee and approved by the Graduate Chair. Form II for both M.A. and Ph. D. candidates requires a declaration on any use of human subjects in the proposed thesis or doctoral research. Graduate Division and the Department consider students enrolled for one hour of History 800 to be carrying a full course load. M.A. Plan A students must take six credit hours of History 700 (Thesis Research); those who complete the six hours without completing the thesis may enroll for one credit hour of History 700F and be considered full-time students, provided they have completed all other requirements for the degree. Petitions to take History 700F are available at Graduate Division or may be accessed online at Graduate Division website. All students taking History 700F and History 800 must maintain continuous enrollment by registering for one credit of these courses each semester until graduation.

DIRECTED RESEARCH COURSES

The Department offers courses in Directed Research (History 699). These courses may not constitute part of a program of study, except that M.A. Plan A students may use a maximum of 2 credit hours of History 699 to begin preliminary work on a thesis proposal. Those 2 credit hours may subsequently be applied to the six units of Thesis Research (History 700) required for the degree. In no case may History 699 substitute for a degree requirement, nor may any directed reading or directed research course taken outside the Department form part of a degree program in history. Students preparing for Comprehensive Examinations and for whom no appropriate course or seminar is available may take History 699 with the consent of the Program Committee and the instructor of the course. Students who need credit hours to meet requirements of residency, tuition, or financial assistance may also take History 699, and may take it CR/NC with the consent of the Program Committee.

OUTSIDE COURSES

At the discretion of the Program Committee, students may supplement Department offerings with courses in other departments, and both M.A. and Ph.D. students are welcome to develop minor fields in allied disciplines. The University's General and Graduate Information Catalog lists courses in other departments that may carry graduate credit. Normally, no more than six credits from another department may form part of an M.A. program of study, though the Program Committee may, with prior consent of the Graduate Chair, increase that number to provide a sound academic program. Foreign language training courses, normally at the 100 and 200 levels, shall not form part of a program of study. Advanced foreign language, literature, and linguistics
courses at the 300 and 400 levels may count as part of a program of study with approval of the Program Committee.

**COURSE GRADES AND ACADEMIC STANDING**

Graduate Division requires graduate students to maintain a grade point average of B (3.0) or better in all courses taken as a classified student, including foreign language training courses. Grades of B- (2.7) or below are therefore not acceptable. Graduate Division will place on academic probation any student who falls below the 3.0 average and require that the student restore the average of 3.0 or better within one semester or face automatic dismissal from the program. The Department cannot waive this regulation.

In addition, no course in which a student receives a grade below B may form part of a program of study in the Department. Students who receive a grade below B in a required course, such as the historiography seminar, must repeat the course.

**Finally, the Department expects students receiving financial assistance to maintain a high level of academic achievement, normally a GPA of 3.5 or higher in courses that form part of the program of study. Failure to maintain such an average may constitute grounds for revocation or non-renewal of a graduate assistantship or a tuition waiver.**

**GRADES OF INCOMPLETE**

Grades of "I" (incomplete) are *prima facie* evidence of failure to maintain satisfactory progress toward the degree. The Graduate Chair or Program Committee Chairs may recommend dismissal of students who fail to remove such grades promptly (by Graduate Division deadlines). Recipients of financial assistance from the Department, including graduate assistants and those receiving tuition waivers, must remove all incomplete grades prior to the effective date of their awards for the next regular semester (August 1 for Fall semester, and January 1 for Spring semester). The Graduate Chair will recommend to Graduate Division and the College of Arts and Humanities that the awards of students in violation of this requirement be revoked.

**TAKING COURSES CR/NC**

According to the *Graduate Division Manual*, "The major purpose of the CR/NC 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. Consequently, "Courses taken under the CR/NC option may not be applied toward the requirements for the master's degree." This restriction also applies to courses taken to fulfill a departmental foreign language requirement.

Since Ph.D. students generally have no specific course requirements, the just-quoted regulations permit them to take courses on a CR/NC basis. However, Program Committees should alert students to the fact that a transcript filled with courses taken CR/NC makes it impossible for awards or employment committees to evaluate a student's work when the student applies for financial assistance or professional employment. No graduate student may take courses in the Department CR/NC, except History 699 (Directed Research), and then only with the consent of the Program Committee and in accordance with Graduate Division restriction noted above.
Students considering taking courses CR/NC in or out of the Department should consult the program chair and the Graduate Chair.

**TRANSFER CREDITS**

Graduate students may request transfer credit for (1) certain undergraduate courses taken for graduate credit; (2) courses taken as an unclassified graduate student prior to admission to the program; (3) courses taken for another concurrent or consecutive graduate degree program within the University of Hawaii; (4) courses taken at other institutions that did not form part of a degree program; and (5) courses taken at another institution after advancement to candidacy with prior approval of the Graduate Chair and Graduate Division.

Both Graduate Division and the Department regulate the transfer of credits. Any student who anticipates requesting a transfer of credits must notify the Graduate Chair of that fact upon entering the program. A student may transfer no more than 12 credits (a maximum of 9 transfer credits from a concurrent or immediately previous degree program within this University), and all credits transferred must have a grade of B or better and have been taken within the last seven years preceding the date of the degree. The student's Program Committee must approve all transfer credits at the Preliminary Conference and note the transferred credits on the report of the Preliminary Conference. The Graduate Chair will petition for approval of the transfer credits to Graduate Division, which must approve all requests for transfer credits.

**GUIDELINES FOR PREPARING DEFENSE DRAFTS OF HISTORY THeses AND DISSERTATIONS**

The public defense of a Master’s thesis or doctoral dissertation is the culminating moment of a graduate program in history. The defense allows the candidate a first opportunity to present original research and reflection to the larger scholarly world. A successful defense, followed by formal filing of the thesis or dissertation with university officers, launches the candidate into the community of professional historians.

Given the significance of thesis and dissertation defenses, it is imperative that candidates prepare complete, careful, and precise drafts of their works for examination and public defense. Candidates should take pride in their research and represent their work in the most effective way possible.

In particular, defense drafts of theses and dissertations must be complete. They must include all elements of the finished thesis or dissertation, including title page, table of contents, all chapters, notes, and bibliography, as well as all maps, illustrations, charts, and appendices that will be a part of the finished work. Drafts of theses and dissertations that do not include all elements will not be eligible for examination or public defense.

Defense drafts of theses and dissertations must also be available to committee members in timely fashion. Candidates should provide committee members with complete defense drafts at least **four weeks** before the scheduled defense. Under normal circumstances, candidates should provide committee members with printed copies of their defense drafts, not e-mail attachments. Exceptions are possible under special circumstances—e.g., if the candidate is out of the country—and if
committee members agree to receive drafts as e-mail attachments. Drafts of theses and dissertations that are not available to committee members in timely fashion will not be eligible for examination or public defense.

Defense drafts of theses and dissertations must also be clean, clear, and precise. They must use proper scholarly English, and they must employ correct spelling and grammar. They must present clear arguments and organize discussions effectively in support of their arguments. Faculty advisors have the primary responsibility for helping candidates prepare theses and dissertations with arguments that are strong, clear, and properly documented. Depending on their knowledge and expertise, members of the candidates’ graduate committees may also help in this respect. Drafts exhibiting excessive numbers of problems with spelling, grammar, punctuation, English usage, or organization will not be eligible for examination or public defense.

Defense drafts of theses and dissertations must be concise. Text and notes of M.A. theses ordinarily run about 100 to 150 pages of 12-point type, not including bibliography. Text and notes of Ph.D. dissertations ordinarily run about 300 to 350 pages of 12-point type, not including bibliography. These limits are flexible, but defense drafts that run substantially shorter or longer than these guidelines should have some good reason for doing so. Defense drafts of theses and dissertations must also conform to all requirements established by Graduate Division. Otherwise, they will not be eligible for examination or public defense.

Theses and dissertations are the vehicles through which scholars first present the results of their original research to the larger community of professional historians. There is no assumption or expectation that defense drafts of theses and dissertations are perfect. Following the examination and public defense, they are subject to revision in light of discussions that take place during and after the defense. Over a longer term, theses and dissertations will undergo continuing reconsideration and revision as authors turn their works into scholarly articles and books. In order for candidates’ works to achieve their maximum scholarly potential, though, it is imperative that defense drafts of theses and dissertations represent the very best work that candidates are capable of preparing at the time of the examination and public defense. Defense drafts may not take the form of first, tentative, or rough drafts of theses or dissertations. Rather, they must present thoughtful, careful, precise, and polished work that represents their authors’ research in the best possible light.

**PETITION FOR REMOTE COMMITTEE PARTICIPATION**

*Committee Members:* Graduate Division procedure for the Dissertation Defense requires the physical presence of a simple majority of the committee. Whereas it is preferable that all committee members be present, in cases where this is not possible remote participation by teleconferencing is possible by requesting an exception in advance of the defense if the following conditions are met:

- Advance written agreement of the student and all committee members has been obtained and submitted to the Graduate Records Office;
- All materials, including any visual aids, have been distributed in advance to the remote member;
- The remote member(s) participate(s) in the entire and complete course of the meeting;
- The committee chair has accepted responsibility for the oversight of any logistical arrangements necessary; and
• Any costs associated with tele- or video conferencing have been accounted for in advance. Such costs are not the responsibility of Graduate Division.

**Chair and/or University Representative:** If the Chair and/or University Representative cannot be physically present for the defense, he or she must participate by some form of video technology. The petition form must be accompanied by a memorandum to the Associate Dean specifying:

- The reason why the Chair and/or University Representative must participate remotely.
- That the University Representative is willing to confirm that the conduct and outcome of the defense were not adversely affected by remote participation.
- And that the technology used will be of sufficient and consistent quality such that each committee member can be seen clearly on screen and that all visual material, such as graphs or tables, can be viewed equally well by those present and participating remotely.

**Suggestions for Successful Remote Participation**

- If the chair is not physically present, one of the committee members should take the role of host/manager of the meeting to introduce the student, greet the audience, monitor questions, etc. after consulting with the chair.
- It has been the experience in some committees that the technology has proven to fail or been otherwise unreliable so it is strongly advised that some back-up technology be in place.
- The audio should be such that there is no time lag in the audio between sites inasmuch as this could lead to miscommunication of questions and answers.
- A competent IT technician who is well versed in the use of the technology employed should be present for the entire duration of the defense in the event that technical difficulties arise.
- If possible, the entire defense, with the exception of the committee’s deliberations, should be recorded so that the defense may be reviewed in case of disputes or problems.
- Because the defense is public, the room should be large enough to accommodate anyone who seeks to attend.
THE MASTER'S PROGRAM

The Master of Arts is the first graduate degree in history; it (or an equivalent) is a pre-requisite for admission to the Ph.D. program. Many M.A. students go on to doctoral programs leading to careers as academic historians, while others take the M.A. as a terminal degree. For many careers in M.A. in history is more appropriate than a Ph.D.

The Department offers two plans of study for the M.A. degree. Under Plan A, students complete 24 credits in a field of study and write a thesis. Under Plan B, students complete 24 credits in a major field of study and 6 in a minor field outside of their major area, and pass Comprehensive Examinations and complete research papers in both fields. Students should decide which of the two plans is most appropriate for their purposes as soon as possible, and certainly prior to the Preliminary Conference. The following are the general procedures for both plans:

- Admission to the program, initial interview with the Graduate Chair, appointment of an interim adviser;
- Selection of a permanent adviser (Program Committee chair) and other members of the Program Committee;
- Preliminary Conference and formalization of a program of study;
- Completion of coursework and of the foreign language requirement; and
- Comprehensive Examinations or thesis completion and defense.

AREAS AND FIELDS OF STUDY

The Department admits M.A. students to study one of the specific major areas and fields of history listed in this table. Plan B students select a minor field of study in an area outside that of the major field.

The minor field is narrower than the major field. The Ph.D. fields listed in the table on page 25 of this Handbook serve as minor fields for M.A. students. Some of the fields listed there may not have faculty currently on staff to direct student programs. Students should consult the Graduate Chair for more information on the feasibility of pursuing studies in certain fields.

<p>| M.A. AREAS AND FIELDS OF STUDY |</p>
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<th>AREA</th>
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<tr>
<td>U.S. &amp; the Americas</td>
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| Asia | Traditional East Asia
| | Modern East Asia
| | Southeast Asia
| | South Asia
| | Middle East/Islam |
| Europe | Pre-modern Europe
| | Modern Europe
| | Russia/Soviet Union |
| Pacific | Pacific and Hawaii |
| World | World History |
SPECIAL FIELD REQUIREMENTS

United States History: Students who major in U.S. history have a special set of degree requirements. In addition to History 602, students majoring in U.S. history must complete a minimum of five graduate seminars in the area. Three of the five must be reading seminars and at least one must be a research seminar, resulting in the production of a high quality piece of scholarship that demonstrates familiarity with the extant secondary literature and that evidences a strong ability to use primary sources. A copy of this research paper will be kept on file with the student’s major adviser for purposes of reference and assessment. Students who minor in U.S. history must complete a minimum of three seminars in the area, two of which must be reading seminars.

East Asian History: There are also special degree requirements for students majoring in East Asian history. The area of East Asian history consists of two separate fields, Traditional East Asia (before 1600) and Modern East Asia (since 1600). Majors in either of these fields may emphasize China, Japan, or Korea, but their programs of study must include coursework in two of the three countries. Faculty members in East Asian history encourage students to take courses on the history of all three countries. Students who minor in an East Asian field choose one of the doctoral fields in the area (see the table on page 25 of this Handbook) and must take two graduate-level courses in the field, including a research seminar.

GENERAL COURSE REQUIREMENTS

Plan A (Thesis) requires a minimum of 24 semester hours of graduate coursework plus 6 semester hours of thesis research (History 700), a written thesis, and a final oral examination, which is a defense of the thesis. A minimum of 15 of the 24 hours of coursework, including History 602 and a research seminar in the major field, must be in courses and seminars numbered above 600. Candidates for the degree must register during the semester or summer session in which they receive the degree. Those who have already completed all requirements for the degree, including 6 credit hours of History 700, may register for one credit hour in History 700F. Students eligible for History 700F must submit a petition to Graduate Division and must register for the course each semester until graduation.

Plan B (Non-Thesis) requires a minimum of 30 semester hours of graduate coursework. A minimum of 18 of those hours, including History 602 and a research seminar in the major and the minor fields, must be in courses numbered above 600. The major and minor fields must be from two different areas of study: the major field must be selected from the table on page 15 of this Handbook, the minor field from the table on page 25. Plan B students must complete a research paper and take a comprehensive examination in their major as well as their minor field of study. Plan B students must also register for at least one credit of coursework during the semester in which they receive the degree. Those who have completed all other degree requirements may register for History 699 for non-credit course.
PRELIMINARY CONFERENCE

The Preliminary Conference, which the Graduate Division Manual refers to as the "qualifying examination," is a pivotal point in the student's progress toward the degree. The Conference formally constitutes the Program Committee that supervises the student's work, specifies the courses and seminars that constitute the student's program of study, mandates the student's foreign language requirement, approves courses for transfer credit; and specifies in writing that the student's work to date has been satisfactory. Because of the vital significance of the Conference to a student’s program, the Program Committee and the student should take care to follow prescribed procedures at the Conference.

Establishment of the Program Committee: When a student enters the program, the Graduate Chair assigns her or him an interim adviser, who must be a member of the regular Graduate Faculty in the field of study to which the student was admitted. Normally, the interim adviser will be a faculty member who agreed to serve as the student's adviser during the departmental review of the student's admission application. The student must confer with, and ideally take courses from, the interim adviser in the first semester of residency. In most cases, the interim adviser will become the permanent adviser and chair of the student's Program Committee. It is the joint responsibility of the interim adviser and the student to decide that matter, and to agree on two additional members of the student's Program Committee. They should do this as soon as possible, but in no case later than the beginning of the second semester of the student's residency.

The student or the interim adviser will inform the Graduate Chair, who is ex-officio a member of all program committees, of the composition of the proposed Program Committee. The Graduate Chair will insure that the Committee is an appropriate one in that its members meet the following Graduate Division requirements concerning the composition of program committees:

- The chair of the Committee must be a full or associate member of the regular Graduate Faculty in the student's major field of study. Graduate Division permits no exceptions to this rule.

- Plan B committees must have one member from the Graduate Faculty in the minor field.

- Other members of the committee may be members or associate members of the regular Graduate Faculty. Non-Graduate Faculty may serve on program committees only in special circumstances and with approval of Graduate Division.

- Faculty from outside the Department may serve on program committees, but a majority of the committee members must be from the Department.

When a student and an adviser are unable to agree on an appropriate committee, the Graduate Chair will attempt to form a committee on behalf of the student. However, all members, exercising their judgment as to the student's abilities and interests, must agree to serve on the committee. If the Graduate Chair is unable to constitute an appropriate committee, the Graduate Chair will recommend that Graduate Division dismiss the student from the program.
Final authority for approval of all program committees rests with Graduate Division. When it is necessary or desirable to name to a committee a faculty member who is not a member of the Graduate Faculty, the Graduate Chair will petition Graduate Division for permission to do so, and the Department must receive approval of the petition prior to the Preliminary Conference.

**Scheduling the Conference:** The Conference should meet late enough to permit Committee members time to evaluate the student's work and academic promise, and soon enough to allow the student time to complete the program of study expeditiously. Normally, this will be during the second semester of residency for full-time students, and no later than the semester in which part-time students enroll in the 15th credit hour applicable to the program of study. The Graduate Chair will notify the student and the Program Committee chair to convene the Conference at the proper time. The student should coordinate the scheduling of the Conference with Committee members and the Graduate Secretary; and the Graduate Chair will inform the student and the Committee members in writing of the time and place of the Conference. The student and all Committee members must attend the conference.

**Evaluating the Student:** At the Conference, the Committee will examine the student's file, including grade reports and written evaluations of faculty members with whom the student has taken graduate courses, in order to determine that the student's progress to date has been satisfactory and to render the best possible academic advice to the student. If the Committee judges the student's progress unsatisfactory, the chair will terminate the Conference and recommend the student for dismissal from the program. In that event, the Graduate Chair will inform the student in writing of the reasons for the recommendation for dismissal.

**Conduct of the Conference:** The purpose of the Conference is to provide an opportunity for the student and the Program Committee to discuss the student's work; to determine that the student's progress toward the degree is satisfactory; and to construct a program of study appropriate to the student's needs and interests and to the requirements of the degree being sought. The Committee will pay special attention to evaluating the student's past work and probable future success and formulate the program of study in light of the student's academic purposes and professional aspirations. The Committee and the student will agree at the Conference whether Plan A or Plan B is the proper option for the student, and constitute the program of study accordingly. They will also specify the foreign language requirement the student must meet and how the student will meet it.

**Transfer Credits:** At the Preliminary Conference the Program Committee will accept transfer credits for appropriate coursework taken by the student prior to formal admission to the graduate program (either elsewhere, or at the University as an unclassified graduate student, or as a student from a previous or concurrent graduate program). The Committee may accept for transfer a maximum of 12 semester credit hours (or a maximum of 9 credits from an immediately previous or concurrent graduate program within the University), provided the credit hours are relevant to the program of study. The student must petition for acceptance of transfer credits at the Conference. The Department will accept no later petitions for transfer credits.

**Conference Records:** At the Preliminary Conference the Committee will complete two departmental forms: the *M.A. Preliminary Conference Report* and the *Checklist for M.A.-A* or the *Checklist for M.A.-B*, depending on the degree plan the student and Committee agree. The
Department submits no forms to Graduate Division for Plan B students until the student passes the Comprehensive Examinations. At the Preliminary Conference, the student must sign the *M.A. Preliminary Conference Report*, acknowledging thereby the requirements that constitute the program of study. The Graduate Chair will review the report of the Preliminary Conference and notify the chair of the Committee of any irregularities that require rectification. The Graduate Chair will then forward to Graduate Division *Master’s Plan A Form I – Pre-Candidacy Progress*.

**PROGRAM OR COMMITTEE CHANGES**

Once the Graduate Chair approves the report of the Preliminary Conference for all Master’s students, the courses, seminars, and foreign language requirement listed therein become the program of study required of the student for the degree. If it later becomes desirable or necessary to change any aspect of the program, including the composition of the Program Committee, all members of the Committee as well as the Graduate Chair must approve the change(s). Students in either Plan A or B must request approval of change(s) *when they decide upon the change(s), and not at a later point in time*. The only valid reasons for changing a program of study are to further the academic goals of the student or to make a substitution for a course or seminar the student cannot take because the Department does not offer the course or seminar as anticipated. Students, who make changes but fail to petition in a timely manner for approval of those changes in the program of study, risk being denied certification for the degree. The Graduate Chair may deny petitions for changes in a program of study made after the fact.

**FOREIGN LANGUAGE REQUIREMENT**

M.A. students must develop proficiency in an appropriate foreign language. Plan A students cannot register for Thesis Research and Plan B students cannot take the Comprehensive Examinations until they complete the foreign language requirement specified in their respective programs of study. *Master’s Plan A Form II – Advance to Candidacy* will be forwarded to Graduate Division after the foreign language requirement is satisfied.

**THESIS (PLAN A)**

**Selection of Thesis Topic:** A student who opts for Plan A should begin the search for a thesis topic as soon as possible, discussing possible topics with the interim adviser and selecting the Program Committee Chair to direct the thesis. When the student and the chair have agreed on a topic, the student should prepare a thesis prospectus in consultation with the chair and other members of the Program Committee. The chair shall convene the Committee to discuss the prospectus. *This meeting may coincide with the Preliminary Conference if the student has previously prepared and circulated the prospectus.*

When the Committee has approved the topic, the chair will report the approval to the Graduate Chair, who will forward to Graduate Division *Master’s Plan A Form II - Advance to Candidacy*. No student may register for Thesis Research (History 700) until Graduate Division has approved this form.
The student must register for a minimum of 6 credits in History 700, though students who fail to complete the thesis while registered for those six credits may register in subsequent semesters for History 700F. There is no maximum number of credits for History 700F, but students must complete the degree program within the time limits specified earlier in this Handbook.

**Preparing the Thesis:** In researching and writing the thesis, the student should take care to secure the close supervision of the thesis chair. The student should also take care to keep other Committee members apprised of progress on the thesis, taking advantage of the expertise and advice of all committee members. As the thesis chair and other members of the Committee desire and request, the student should submit to them preliminary drafts of chapters for critique and evaluation. When this process of drafting and critiquing, and re-drafting and re-critiquing, which may be repeated as many times as necessary, has culminated in a draft thesis that the chair and other Committee members agree is defensible, the chair shall convene the Program Committee for the student’s defense of the thesis. Students who fail to follow this pattern of close consultation during thesis writing risk having the thesis rejected or failing the defense.

**Thesis Defense:** The defense of the thesis should occur far enough in advance of Graduate Division deadlines to permit the student sufficient time to accomplish whatever final revisions the Committee recommends and to submit the completed thesis to Graduate Division in time for graduation. At the defense, the student must pass an oral examination on the thesis. Since all Committee members must attend the defense, the student should schedule it when faculty members are normally in residence. Students who schedule a defense during the summer should be careful to insure that members of the Committee will be available. The *Graduate Division Manual* specifies that all members of the Graduate Faculty may attend any thesis defense in their field; the Graduate Chair therefore gives due notice of every thesis defense to the faculty.

**Evaluation:** Immediately after the defense, the Committee, in private session, will grade the defense "pass" or "fail." A majority of the Committee, including the chair, must grade the defense a "pass"; otherwise, the student fails. If the student passes, Committee members must sign *Master's Plan A Form III - Thesis Evaluation* and submit it to Graduate Division. A committee member who does not agree with the majority evaluation of the defense may request a review according to procedures specified in the *Graduate Division Manual*. Students who fail the defense may repeat it once at the Committee’s discretion. The Committee must submit a written evaluation indicating whether or not the student may repeat the defense. The Graduate Chair will recommend any candidate who fails the defense twice for dismissal from the program.

After judging the defense, the committee will, if the student passes, evaluate the admissibility of the student to the doctoral program, whether or not the student has immediate plans to apply to the program. The committee will inform the student of its decision on the thesis defense and of its recommendation concerning the student’s admissibility to the doctoral program. The recommendation is advisory only; it neither guarantees nor precludes admission to the doctoral program.

**Final Copy:** The student is encouraged to prepare the final draft and is required to prepare the final copy of the thesis according to specifications in Graduate Division’s *Thesis & Dissertation Guidelines*. Copies of the *Guidelines*, which concern typing and formatting issues, are available in Graduate Division Records Office or online at [manoa.hawaii.edu/graduate/content/thesis-](http://manoa.hawaii.edu/graduate/content/thesis-).
dissertation. According to the Guidelines, students using word processors to produce the thesis must not use dot-matrix printers, should limit the use of hyphenations, and must avoid widow lines and floating sub heads. Graduate Division requires students to submit their theses in digital format as PDF document saved on a CD along with Master’s Plan A Form IV - Thesis Submission, which all Committee members must sign, and a printed copy of the title page. The student may also submit another CD for publication through ProQuest or an alternative publisher. In some cases where digital submission is not feasible, an unbound printed copy of thesis will be permitted. The Department also requires a velo-bound copy for inclusion in the Thesis/Dissertation collection in the office of the Graduate Chair.

COMPREHENSIVE EXAMINATIONS (PLAN B)

Students opting for Plan B must pass Comprehensive Examinations in the major and minor fields designated at the Preliminary Conference. The Department administers the examinations to qualified students twice each academic year, once in November and once in April. The Graduate Chair specifies the exact dates of the Examinations after reviewing Graduate Division deadlines for degree completion and announces the schedule at the beginning of each semester.

To be eligible to take the Examinations, a student must have no incomplete grades in courses constituting the program of study, must have fulfilled the foreign language requirement, and must have completed the required research papers in the major and minor fields. Students taking the Examinations must register with the Graduate Secretary according to a schedule announced each semester by the Graduate Chair. Students must also deposit copies of the required research papers with the Graduate Secretary for distribution to the chair of the Program Committee.

At the beginning of each academic year, the Graduate Chair will designate a Comprehensive Examinations coordinator for each of the major areas of study in the Department (Asia, Pacific/Hawaii, Europe, U.S. and the Americas, and World), and announce their names for the information of students taking the Examinations. This responsibility will rotate among faculty members in each area. Students contemplating taking the Examinations should consult the area coordinators as well as their Program Chair to ensure proper preparation for the Examinations. The student should keep clearly in mind that the Examinations are comprehensive of the field of study and not simply of the student’s course and seminar work.

Composition of the Written Examinations: The Graduate Chair will inform faculty members of the names of students planning to take Comprehensive Examinations in their fields of study. The coordinators will prepare the written Examinations for the major and minor fields in their designated areas. In doing so, they will request questions for the examination from all faculty in the field, and use the questions they submit in composing the examination. The Examinations must be a minimum of three hours duration for major fields and two hours for minor fields, but may be longer as the coordinators specify. The Examinations should represent a comprehensive test of significant areas of the field of study as well as a test of the individual student’s preparation. Students may view copies of prior Examinations by contacting the Graduate Secretary. Some professors may also have reading lists available.

Evaluation of the Written Examinations: The Graduate Chair will circulate the completed examination papers to faculty in the appropriate fields who agree to read and to evaluate them in
writing. The Graduate Chair will then convey the examination papers and the written evaluations, as well as copies of the student's research papers, to the chair of the student's Program Committee for circulation among and evaluation by the Committee members. If the members of the committee judge the written examination to be too poor to permit the student to pass, the student will fail the examination. Otherwise, the chair will convene the Program Committee and the student for the oral part of the examination.

**Oral Examination:** The oral examination will consist of questioning the student on responses in the written examination, as well as the student's defense of the research seminar papers submitted to fulfill the writing requirement for the Plan B degree. Graduate Division requires that the oral examination be open to all members of the Graduate Faculty in the student's fields of study, so the Graduate Chair will give notice of the examination to the appropriate faculty.

**Evaluation of the Comprehensive Examination:** At the completion of the oral examination, the Program Committee will deliberate privately to evaluate the student's performance on the examination as a whole, and render a judgment of "pass" or "fail" on all or any part of the examination. The Committee has final authority in judging the student's performance, though the members must consider the advice of other faculty members who evaluate the written examination. A vote to pass requires the approval of a majority of the committee, including the chair. A Committee member who disagrees with the evaluation of the majority may request a review according to procedures specified in the Graduate Division Manual. The Committee will evaluate the admissibility of the student into the doctoral program, whether or not the student has immediate plans to apply for admission to the program. The Committee will then inform the student of its decision on the examination and of its recommendation concerning admissibility into the doctoral program. This recommendation is advisory only; it does not guarantee admission into the doctoral program nor does it preclude the student from applying for admission to the program.

**Re-examinations:** The Committee may fail the student on all or any part of the Examinations, and require re-examination on all or any part. The student who fails all or a part of the Examinations may retake the Examinations or the failed part once. The student who fails and desires to retake all or part of the Examinations should consult closely with the Committee to learn the reasons for failure and to understand what must be done to rectify the failure. The student must also arrange to retake the Examinations. At the student's request, the Committee will provide the student with copies of all written evaluations of the Examinations. The re-examination must occur within one calendar year of the failure. Failure upon re-examination or failure to re-take the examination within one calendar year will deny the student further consideration for candidacy. In that event, the Graduate Chair will recommend that Graduate Division dismiss the student from the program.

**Examination Records:** The chair of the Program Committee will report the results of the Comprehensive Examination on the Department's Degree Completion Checklist, M.A. Plan B which all members of the Committee must sign. The chair will return the completed form to the Graduate Chair, who will review it and then notify Graduate Division of the student’s successful completion of all M.A. Plan B requirements. All copies of the Comprehensive Examination should be returned to the Graduate Chair’s office, the examination will be placed in the graduate student’s file in the Graduate Chair’s office.
ADMISSION to the PH.D. PROGRAM from the M.A. PROGRAM

Currently enrolled students completing an M.A. degree at the end of the semester may apply for admission to the Ph.D. program in the same way as other applicants. Since there is no spring semester admission into the Department of History’s graduate programs, all incoming graduate students will begin their studies in the fall semester. Students who have an M.A. degree from another program or institution, but were admitted to the M.A. rather than the Ph.D. program because of perceived deficiencies, may apply for admission into the Ph.D. program after one year of satisfactory work in the Department.
THE DOCTORAL PROGRAM

The doctoral degree is the highest degree awarded in the discipline of history. Although students enter doctoral degree programs for many reasons, the principal reason—and the one around which the Department organizes its programs of study—is the student's desire to secure the educational experience and disciplinary expertise required for a career as a professional historian teaching at the college or university level. To earn a doctoral degree, the student must:

- have an M.A. degree in history or the equivalent in a related discipline;
- organize an appropriate Program Committee and accomplish an appropriate program of study;
- satisfy foreign language and other requirements as the Program Committee specifies;
- pass Comprehensive Examinations in four fields of study designated by the Program Committee;
- prepare and defend an acceptable dissertation.

FIELDS OF STUDY

The Department admits Ph.D. students to study a specific area and field of history. The student's major field is the field that includes the subject of the dissertation. The student's interim adviser, whom the Graduate Chair appoints, and the chair of the student's Program Committee, whom the student selects, must be from the regular Graduate Faculty in the major field of study. In preparing for the Comprehensive Examinations, the student must develop expertise in four fields of history, including the major field, divided between at least two areas of history as specified in the table on page 25 of this Handbook. Within the areas of U.S. & the Americas, Asian, European, World, and Pacific history, the Department offers specialization in a number of topical and chronological fields.

World History: Ph.D. students may develop a field of cross-cultural and comparative studies in World History. Those who select World History as a field for the Comprehensive Examinations must take History 609 (Seminar in World History), a historiographical introduction to global history, and History 610 (Topics in World History), a research seminar in which the student does intensive research on a topic important for understanding history from a global point of view. Students whose major field is World History must take the two seminars just mentioned and prepare three other fields from two areas of study outlined in the table on page 25.
East Asia: In choosing fields of study for the Comprehensive Examinations in this area, students may select no more than two fields in Chinese history. Students who develop the two fields in Japanese history may also elect to pursue a field in Chinese history or in Korean history. East Asian majors may choose a non-major field or fields from any other area offered by the Department or develop an appropriate field outside the Department.

Fields Outside History: With the consent of the Program Committee and the Graduate Chair, students may develop a program of three fields in history divided between two areas and a fourth field in a related area of study outside of the discipline of history. Under exceptional circumstances and after consultation with the Program Committee and the Graduate Chair, a student may create a program of study that includes two fields outside of the Department, provided the two fields are in different departments. In all cases, a majority of the members of the Program Committee must be in the Department of History.

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<td>China-Classical</td>
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COURSE REQUIREMENTS

There are no specific course requirements for the Ph.D. degree except History 602 (Historiography) for students who did not take an equivalent course at the M.A. level. Nonetheless, all students must complete at least one graduate reading course in each field of their Comprehensive Examinations. In addition, they must take whatever additional course and seminar work the Program Committee designates at the Preliminary Conference as necessary preparation for the Comprehensive Examinations. The courses, seminars, and other requirements specified by the Program Committees at the Preliminary Conference constitute the student's program of study.

PRELIMINARY CONFERENCE

Regulations concerning the Preliminary Conference for Ph.D. students are similar to those outlined above for M.A. students, except in the size and composition of the Program Committee. The students and faculty adviser should constitute and convene a Program Committee promptly, and formulate a program of study at a Preliminary Conference held no later than the second semester of residency. In doing so, they should take care to adhere to prescribed guidelines.

Timing: Each Ph.D. student is responsible for finding a qualified faculty member who agrees to serve as chair of her or his Program Committee and, in consultation with that faculty member, for arranging membership of the Program Committee and scheduling the Preliminary Conference. It is essential that the Preliminary Conference be held promptly, lest the student's progress toward the degree be delayed.

Committee: Generally, Ph.D. program committees consist of five members, the minimum number permitted by Graduate Division. The members are the chair, who is the student's adviser, dissertation director, and examiner in the major field of study; an appropriate representative for each of the other three fields in which the student takes a comprehensive examination; and a member from outside the History Department who represents the University and ensures that Program Committee practices are fair and appropriate. It is the responsibility of the student and the Program Committee Chair to find a University Representative who is willing to serve on the committee, and to make sure this “outside” member meets qualifications set by the University and Graduate Division. When necessary or desirable, the Graduate Chair will assist the student and Committee chair in forming an appropriate committee, but in all cases faculty members must agree to serve on the committee. If an appropriate committee cannot be constituted, the Graduate Chair will recommend that Graduate Division dismiss the student from the program, in which case the Graduate Chair will specify to the student in writing the reasons for the dismissal. The Graduate Chair is ex-officio a member of all program committees and is responsible for verifying and reporting to Graduate Division that every program committee is an appropriate one. Final authority for approval of program committees rests with Graduate Division.

University Representative: The “outside” member of the Program Committee must be a member of the regular Graduate Faculty who has served on a dissertation committee that approved the content of a dissertation as well and the student’s ability to defend it. This member’s role on the Committee is to ensure that proper procedures are followed and that no
unwarranted shortcuts are taken. If problems involving students and other committee members emerge, the University Representative can provide Graduate Division with a unique and valuable perspective. Associate or Affiliate members of the Graduate Faculty and East-West Center scholars may not serve as the university representative of a Program Committee. The reason for this restriction is that the university representative serves as the representative of Graduate Division on the Committee. Typically, however, the university representative has academic interests related to the student's dissertation field.

The Conference: At the Preliminary Conference, members of the Program Committee examine the student's academic file, including grade reports and written evaluations of the student's work by faculty with whom the student has taken graduate courses, to enable Committee members to render the best possible advice to the student.

The Graduate Chair will provide the Committee chair with instructions for the conduct of the Preliminary Conference. The purposes of the conference are to provide an opportunity for the student and the Committee to discuss and evaluate the student's work, and to formulate a program of study, including the foreign language and other requirements the student must meet before taking the Comprehensive Examinations. The committee will take special care in evaluating the student's past work and probable future success, and in reviewing the student's plans, including long-range professional aspirations, and possible dissertation topics. The Committee will advise the student that progress to date has been satisfactory and will make specific recommendations to the student concerning the direction of the student's studies. If the Committee judges the student's progress to date unsatisfactory, the Committee chair will terminate the conference and recommend the student to the Graduate Chair for dismissal from the program.

Conference Records: At the Preliminary Conference the committee will complete two departmental forms: the Ph.D. Preliminary Conference Report and the Checklist for the Ph.D. The student must sign the Ph.D. Preliminary Conference Report, acknowledging thereby the contents of the program of study and other requirements for the degree. At this time, the Graduate Chair will also review and sign Doctoral Form I - Pre-Candidacy Progress.

FOREIGN LANGUAGE REQUIREMENTS

The foreign language requirements for Ph.D. students are detailed above on pages 6-9 in this Handbook. The basic requirement is research proficiency in two languages appropriate to the major field of study, or in some cases proficiency in one language plus mastery of an appropriate theoretical approach and/or methodological skill.

COMPREHENSIVE EXAMINATIONS

As noted above, Ph.D. students must pass written and oral Comprehensive Examinations covering the four fields of study designated at the Preliminary Conference. The regulations governing these examinations follow.

Form of the Examinations: The written examinations will consist of four parts, one for each of the four fields, and the student must complete the four parts within a period of ten calendar days.
The written examinations will each be a minimum of four hours in length and may be longer at the discretion of individual examiners. The member of the Program Committee responsible for a given field is also responsible for preparing the examination in that field. However, the member may consult other faculty in the field in preparing the examination. The oral examination follows the written, normally within three to five calendar days of the last written examination. The Program Committee conducts the oral examination, but the examination is open to the Graduate Faculty. The Graduate Secretary will arrange the scheduling and administering of the examinations.

**Timing:** The student may take the Comprehensive Examinations only after fulfilling the foreign language and other requirements specified at the Preliminary Conference, completing the program of study developed at the Preliminary Conference, and meeting the residency requirement set by Graduate Division. The timing of the Examinations will be at the convenience of both the student and the Committee members. All members of the Committee must attend the oral examination.

**Evaluation of the Examinations:** Each Committee member will evaluate the examination he or she prepared, and may consult other faculty members in the field in doing so. If the committee judges the student's performance on the written examinations to be so inadequate as to preclude passing the examination as a whole, the committee will fail the student and cancel the oral examination. Otherwise, the oral examination will proceed according to the schedule noted above. At the oral examination, members of the Committee may question the student about subjects covered in the written examination or about other subjects in the examination fields. The examination, in other words, is in fact comprehensive.

Immediately following the oral examination the Committee will meet privately to evaluate the student's performance. In doing so, the Committee will have the final authority, but in exercising that authority may consider the advice of other faculty members who read the written examinations. The committee will render a grade of “pass” or “fail” for each of the four fields. Committee members will be asked to sign a Departmental form indicating that the student has passed her or his comprehensive examinations. This form will be held on file and will be used to help certify the student’s “All But Dissertation” (ABD) status.

**Re-examination:** Students who fail one field within the Examinations may re-take the examination in that field only. Those who fail more than one field must retake the entire examination. The re-examination shall not be scheduled until the academic semester following the failure and must be held within one calendar year of the failure. Failure on any part of the re-examination or failure to hold the re-examination within one calendar year will lead to dismissal of the student from the program.

**Disposition of Examinations:** All copies of the Comprehensive Examinations should be returned promptly to the Graduate Chair’s office. The examinations will become part of the graduate student’s official record and will be placed in the student’s file in the Graduate Chair’s office.
The final stage in every Ph.D. program of study is preparation and defense of a dissertation that represents an original, significant contribution to knowledge in its field. This stage involves the following:

**Approval of Dissertation Topic:** The Program Committee formally approves a dissertation topic only after the student passes the Comprehensive Examinations. The student, however, should secure the Committee's informal approval as soon as possible. The student cannot register for History 800 (Dissertation Research) until the Committee has signed and until Graduate Division has accepted *Doctoral Form II - Advance to Candidacy*. Acceptance by Graduate Division of this form constitutes the student's formal admission to candidacy for the Ph.D. degree (and thus the attainment of “ABD” status). It is in the student's best interest to combine, if possible, the preparation of a dissertation prospectus with preparation for the Comprehensive Examinations and to attain approval of that prospectus at the time of the oral examination.

The student should submit to the Committee a dissertation prospectus detailed enough to ensure that the Committee and the student understand the student's plans and purposes for the dissertation, that they understand those plans and purposes in the same way, and that members of the Committee agree on the feasibility of the student's proposed study. The Committee Chair will call a special conference of the Committee to discuss the student's proposal, or may, as discussed above, use the oral examination portion of the Comprehensive Examinations for this purpose also. If the Committee does not approve the topic, the conference must be repeated.

**Preliminary Drafts:** In researching and especially in writing the dissertation, the candidate should work closely with members of the Committee, especially the Committee chair, who is the dissertation director, and the other primary readers. The candidate should submit preliminary drafts of chapters for critique and should follow the readers' advice in revising the drafts. Failure to consult closely and regularly with the dissertation director and the primary readers, or failure to submit early drafts for evaluation, may result in rejection or undue delay in acceptance of the dissertation. *The Graduate Division Manual stipulates that completed dissertation drafts should be submitted to committee members at least four weeks prior to the scheduled date of the dissertation defense.*

At least three members of the Committee, including the chair, must read the dissertation. The Committee may also select, at its discretion, an outside reader, an authority in the field not connected with the University. The outside reader's opinion will be advisory, but the Committee may require revision of the dissertation based upon it. The Committee chair will forward the written evaluation of the outside reader to the Graduate Chair for inclusion in the student's file.

**Dissertation Defense:** The candidate's defense of the dissertation will occur only after the Committee chair and the other primary readers have agreed that a revised draft is defensible. The defense will take the form of an oral examination on the dissertation, which the candidate must schedule through the Graduate Secretary at least one month in advance, since notice of the defense must appear in *news@uh* two weeks prior to the oral examination. Graduate Division requires that all dissertation defenses be open to the public. All members of the Program
Committee must be present at the defense, and it is they who examine the candidate during the defense. If any member of the committee cannot attend, the candidate should reschedule the defense, reconstitute the committee, or make in advance other arrangements acceptable to Graduate Division.

Following the defense, the Committee, in private session, will render a grade of "pass" or "fail" for the defense. A majority of the Committee, including the chair, must vote "pass," or the candidate fails. A member not voting with the majority may request a review of the evaluation following procedures specified in the Graduate Division Manual. The Committee Chair will report the results of the defense on Graduate Division Doctoral Form III - Dissertation Evaluation. Upon the successful completion of all specified changes and revisions, the Graduate Chair will sign and forward the form to Graduate Division for approval.

Candidates who fail the defense may repeat it once at the Committee's discretion and with the approval of Graduate Division. The Committee must submit a written evaluation indicating whether or not the student may repeat the defense, and this evaluation will be forwarded to Graduate Division. The Graduate Chair will recommend any candidate who fails the defense twice for dismissal from the program.

**Final Copy:** The candidate is required to have the completed dissertation typed according to specifications in Graduate Division's Thesis & Dissertation Guidelines. Copies of the Guidelines are available at the Graduate Records Office or online at manoa.hawaii.edu/graduate/content/thesis-dissertation. Generally speaking, Graduate Division will not accept dissertations printed on a dot-matrix printer or that have excessive hyphenations, widow lines, or floating sub-heads. Graduate Division requires that the candidate submit two CDs in digital format as PDF documents of the completed dissertation, one CD for deposit in the University library, and an additional CD for publication by ProQuest. All committee members must sign Doctoral Form IV - Dissertation Submission and be submitted along with the two CDs and a printed copy of the title page to Graduate Records. In some cases where digital submission is not feasible, unbound copies of dissertation will be permitted. The Department also requires a velo-bound copy for inclusion in the Thesis/Dissertation collection in the office of the Graduate Chair.
GENERAL INFORMATION

GRADUATE DIVISION

Graduate Division is located on the third floor of Spalding Hall. Graduate Division has final authority in matters relating to graduate study at the University. Most matters related to the programs of graduate students in history are referred to Dr. Krystyna Aune, the Graduate Dean, and Dr. Julienne Maeda, the Associate Graduate Dean. They and their staff are responsible for administering a program enrolling some 4,500 graduate students in many departments. Because of the difficulties of administering so large a program, Graduate Division requests that departments attempt to resolve their problems internally before taking them to Graduate Division. To do that, it is important that graduate students take upon themselves the responsibility for understanding and fulfilling the degree requirements of the Department and Graduate Division, particularly the completion and submission of appropriate forms at appropriate times. You may contact them via email at graduate.education@hawaii.edu or by telephone, (808) 956-8544. For further information, their website is manoa.hawaii.edu/graduate/.

FINANCIAL AID

Various fellowships and assistantships are available to graduate students in history at the University of Hawai‘i at Mānoa, especially in the fields of Asian and Pacific studies. Students may apply for fellowships and assistantships simultaneously, but no one may hold both at the same time. There are funding opportunities listed in Graduate Division’s site, manoa.hawaii.edu/graduate/content/fellowships-scholarships, as well as some listed below.

Asian Studies Fellowships: The School of Hawaiian, Asian, and Pacific Studies (SHAPS), through its Centers for Japanese Studies, Chinese Studies, and Korean Studies, funds fellowships for which full-time students majoring in appropriate areas of Asian history may apply. The fellowships carry current stipends of approximately $15,000 and may include tuition waivers from the Department. Interested students should check with the appropriate studies center in Moore Hall or their respective websites. The deadline for applications for these fellowships is normally 1 March for the next academic year.

East-West Center Fellowships: The East-West Center awards fellowships to students from the United States, Asia, and the Pacific. The awards are normally for 12-month periods and are renewable. Field education, when appropriate to research objectives and depending upon availability of funds, allows Americans to study in Asia or the Pacific, and Asian and Pacific students to study in the United States. Interested students may secure application forms and detailed information concerning these fellowships in Jefferson Hall at the East-West Center. The deadline for applying for the fellowships is 15 October for grants beginning the following August.

FLAS Fellowships: The School of Hawaiian, Asian, and Pacific Studies (SHAPS) administers the awarding of Foreign Language Area Studies (FLAS) fellowships for the University in Asian, Southeast Asian and Pacific Islands languages and area studies. These are particularly valuable
for students who must undertake intensive language study. The fellowships are awarded annually and are contingent upon funding from the U.S. Department of Education. Each FLAS fellowship has a stipend of $15,000 for the academic year or $2,500 for the summer, and may include a tuition waiver from the Department. To be eligible students must be U.S. citizens pursuing a full-time graduate program in Asian languages and area studies. For further information consult the Chair of the FLAS Committee at SHAPS in Moore Hall on campus. Deadlines for FLAS applications are normally 1 February for the next academic year and for the upcoming summer.

The Hung Family Endowed Fellowship: The Department normally offers one fellowship a year in the study of Chinese intellectual history funded by an endowment from the Johnson Hung family of Taiwan. Established in the 1980s, this fellowship provides support for graduate students from China or Taiwan who wish to study at the University of Hawai‘i or for graduate students of the University of Hawai‘i who wish to study for an extended period of time in China or Taiwan. The Fellowship carries a minimum stipend of $15,000 payable over two semesters plus a tuition waiver from the Department and is renewable once at the MA level and three times at the Ph.D. level. New applicants must not only demonstrate a record of sustained, superior scholastic achievement but also submit an essay of approximately 500 words in English on “Why Chinese Intellectual History,” and students seeking to renew a fellowship must submit a detailed statement justifying the renewal. Fellows are selected by faculty in Chinese history in cooperation with the Graduate Chair and Graduate Division. The deadline for the application is generally 1 February for a grant that begins the following August.

John F. Kennedy Memorial Fellowship in History: This fellowship is available only to candidates for the Ph.D. degree. It is awarded primarily to finance dissertation research travel, though other uses are occasionally permitted. The amount of the award varies but averages between $1,250 and $2,500. An advisory committee appointed by the Graduate Chair selects the recipient(s). The committee may award the entire amount to a single applicant, divide it among two or more applicants, or reject all applications in a given semester. A student is eligible for only one award from the fund. Information about the fellowship is available from the Graduate Chair.

Daniel W.Y. Kwok Endowed Fund in History: Established in the name of Emeritus Professor Daniel W.Y. Kwok, this fund is meant to help graduate students defray expenses related to the completion of Master’s theses and Ph.D. dissertations. Awards average between $500 and $1,000 and may be used for expenses such as travel to the defense (for student not in residence) or the duplicating and binding of copies of the thesis or dissertation. More information on this fund is available from the Graduate Chair.

Graduate Assistantships: The Department has about 11 graduate assistantships, each of which currently carries a stipend from $14,382 to $18,204 as well as a tuition waiver. Graduate assistants assist members of the faculty, chiefly in the World History Program. The Department's Policy on Graduate Assistants and Assistantships, available on-line, contains a detailed statement of the duties and responsibilities of graduate assistants. The Department calculates the work load of graduate assistants at 20 hours per week, and thus limits assistants to a course load of no more than 9 semester hours, except by permission of the Graduate Chair. Applications are
due 15 December for appointments in the subsequent academic year, and 1 October for the subsequent spring semester.

The Department announces assistantship awards in February-March for the following academic year and makes new appointments in the spring semester to fill vacancies or new positions only. The awards are for the academic year, and assistants must apply annually for reappointment. Assistantships are renewable to a total of two years at the M.A. level, three years at the Ph.D. level. In all cases, however, renewals are contingent on assistants maintaining satisfactory progress toward their degrees. A student who is accepted into the Ph.D. program but arrives without the M.A. degree in hand and must therefore be placed temporarily in the M.A. program will not have her or his eligibility extended beyond the normal three-year limit for Ph.D. students. Moreover, if the student has not received the M.A. degree prior to the effective date of the reappointment for a second year, the appointment shall be terminated. The Department may shorten the time of eligibility if the student can complete the degree program in less than the time of remaining eligibility. Complete information about the assistantships is available from the Graduate Chair.

**Graduate Student Research and Travel Fellowship:** Annual donations to the Department of History’s Student Aid Fund allow the Department to help MA or PhD students present papers at professional conferences or travel to explore research collections. One or more of these awards is typically offered annually, each of which averages about $1,250.00. An advisory committee appointed by the Department Chair or Graduate Chair selects the recipients based on merit, and the committee may select candidates who have previously received the award. Advanced PhD students (ABD) are also eligible for the JFK Awards and Idus Newby Fund Awards, which support graduate student travel and research.

**Graduate Student Tuition Scholarship for Advanced Ph.D. Candidate:** Annual donations to the Department of History’s Student Aid Fund allow the Department to award tuition waivers to doctoral students who recently passed their comprehensive written and oral examinations and attained “ABD” status. One or more of these awards is typically offered annually, each of which averages about $2,000 for the year, and is used to register for History 800 (Dissertation Research) and cover related student fees. An advisory committee appointed by the Department Chair or Graduate Chair selects the recipients based on merit, and this committee may select PhD candidates who have previously received the award. Candidates who do not receive this award are eligible for the Mānoa Achievement Tuition Scholarships.

**James M. McCutcheon Memorial Endowed Scholarship for History:** Dr. Elizabeth McCutcheon established this award in memory of her husband, a professor of American history at the University of Hawai‘i at Mānoa. The purpose of the award is to provide financial assistance to first-year M.A. students in the History Department whose primary field of study is American history. The prospective recipient should have a GPA 3.5 or above, and the enrollment status of a full-time student. The amount of the award averages about $2,945.00 per year, or $1,472.50 per semester. An advisory committee appointed by the Department Chair selects the recipient.

**Jerry H. Bentley Endowed Scholarship in World History:** Professor Jerry H. Bentley and his wife Carol Mon Lee established this fund to support graduate students studying world
history at the University of Hawai‘i. Recipients must be full-time graduate students majoring in world history in the History Department and preference is given to doctoral students. The recipients are to be selected by a committee of faculty members established by the Department Chair or Graduate Chair. One award of approximately $2,000 will normally be made each year. Through their research projects, recipients are expected to demonstrate their potential to contribute to scholarship in world history.

**Idus Newby Fund Awards:** Emeritus Professor of American History, Idus A. Newby, established this fund to help advanced PhD students (ABDs) and tenure-track junior faculty present papers at professional conferences and travel to use research collections. Two awards are typically offered each year, each of which averages $1,250.00. An advisory committee appointed by the Department Chair selects the recipients.

**Mānoa Achievement (Tuition) Scholarship Graduate Division:** The Department has a varying number of merit-based tuition waivers, currently equaling $27,500.00 per semester in value, for which graduate students are eligible. Recipients must be full-time classified students enroll in 1 credit or more of degree-related courses, and maintain a grade point average of 3.5 or better. The Graduate Chair automatically considers unsuccessful applicants for graduate assistantships for tuition waivers. Other students may apply for a waiver through the Graduate Chair.

**Minoru Shinoda Scholarship:** The family of Dr. Minoru Shinoda, a former University of Hawaii history professor, established this scholarship to help our full-time graduate students pay for costs associated with attending the university (such as the cost of tuition, books, and registration fees). An advisory committee appointed by the Department Chair in consultation with the Graduate chair selects the recipient. This committee gives preference to students in the field of Japanese history who have academic merit as demonstrated by a minimum GPA of 3.5. The committee determines the number and amount of awards based on the availability of funds. In recent academic years, the scholarship has amounted to a total of $3,000.

**Robert K. Sakai Award for East Asian History:** This award, named for Emeritus Professor of Japanese History Robert K. Sakai, funds travel grants, usually totaling no more than $750, for advanced graduate students in Chinese, Japanese, or Korean history to attend a professional meeting to present a scholarly paper or to interview for an academic position. Those eligible may submit a written request for money from the fund at any time to the Graduate Chair, who will present the request to an advisory committee representing each of the East Asian fields. Decisions of the committee are final and no recipient is eligible for more than one award in each category.

**Department Prizes:** The Department awards several prizes each year to recognize outstanding performances by graduate students in the Department of History. A faculty Awards Committee, appointed by the Graduate Chair, selects the recipients of the Donald Johnson and Taraknath Das prizes, and the Graduate Assistant Selection Committee selects the Outstanding Teaching Assistant for the academic year. The prizes, which the Department Chair announces at a special awards ceremony at the end of the spring semester, are currently as follows (prize amounts may vary):
• Daniel W.Y. Kwok Award for Outstanding Teaching Assistant ($200.00)
• Donald Johnson Award for Outstanding M.A. Thesis ($200.00)
• Donald Johnson Award for Outstanding Research Paper produced in a graduate seminar in the Department ($100.00)
  • Runner-up ($50.00)
  • Second runner-up (honorable mention)
• Taraknath Das Prize for the best paper in Asian history by a graduate student in the Department ($200.00)
• Barbara B. Peterson Award for Excellence in American History ($500.00)

Other Financial Aid: Student loans are available to University students through the Financial Aids Office, and opportunities for part-time employment may be explored at the Student Employment Office, both located on campus. Interested students should contact these offices directly.

HUMAN SUBJECTS RESEARCH PROTECTION

Students whose Master’s or doctoral investigations include fieldwork and oral history interviews should be aware of the federal laws and regulations that provide for the protection of human subjects in biomedical, behavioral and social science research. Even though oral history interviewing projects have been exempted from such regulation, students must still apply for an exemption. The exemption form can be downloaded at www.hawaii.edu/researchcompliance/human-studies, and questions may be sent to the UH Committee on Human Studies (CHS) at ORC@hawaii.edu or call the Human Studies Program office at 956-5007.

JOB PLACEMENT

The Department maintains a placement service to assist graduates seeking academic employment. The Graduate Chair is also the Department Placement Officer. Students nearing completion of a graduate degree and interested in seeking academic employment should contact the Graduate Secretary for purposes of establishing a job placement file. The file should include a current curriculum vitae, at least three letters of recommendation (including one from the student's Program Committee chair), and perhaps, a one-page thesis or dissertation abstract. Other material, such as teaching evaluations, may also be included even though employment committees will likely prefer an assessment of raw teaching evaluations by a colleague or supervising professor. University of Hawai‘i transcripts are available for a fee through the Office of Admissions and Records. The Graduate Chair will inform qualified students, who register as job applicants of advertised positions, and will submit the student's placement file to prospective employers upon request. The student
should be aware that prospective employers will be more impressed by a guaranteed rather than estimated date of degree completion.

**STUDENT FILES**

The Graduate Chair, with the assistance of the Graduate Secretary, maintains academic files for all graduate students in the Department and is the custodian of those files. The files contain copies of all records that relate to the student's academic career in the Department. The student's file is open to the student for inspection within the Department office. Otherwise, the files are confidential and open only to appropriate faculty and staff under conditions specified by Graduate Division. History faculty members may examine student files on a need-to-know basis for purposes of academic counseling. They may remove files from the Department office only for official purposes, including the holding of conferences or examinations, and then only for as long as those purposes require.

**UNIVERSITY LIBRARIES**

Three major libraries, with holdings of more than 2.8 million volumes, serve the students, faculty, and staff of the Mānoa campus. Hamilton Library, the largest, houses the Hawaii and Pacific collection, the Asia collection, the government documents collection, and the general collection in all fields except law and music. Sinclair Library houses the music collection, the reserve book collections, the audio visual collection, and older bound periodicals. The School of Law Library houses the law collection. During the academic year Hamilton and Sinclair libraries are normally open from 7:30 a.m. to 11:00 p.m., with restricted hours on weekends and holidays as well as during non-instructional interim breaks between semesters. The hours of service vary, however, for the special collections. Schedules of library hours are available at the information desks in the libraries. Students should familiarize themselves with the special collections relevant to their academic work. The government documents collection, which has been an official repository since 1909, is of special value for students of U.S. history. The Asia collection includes more than half a million volumes, about half of them in Chinese, Japanese, or Korean, as well as nearly 27,000 reels of microfilm. This collection has been a depository for Public Law 480 materials for South Asia since 1961 and for Indonesia since 1964. The collection of Hawaii and Pacific materials is especially outstanding. Together with the Archives of the State of Hawaii, the holdings of the Bernice P. Bishop Museum, and the combined collections of the Mission Children's Society and the Hawaii Historical Society, all located in Honolulu, the collection forms part of the richest holdings in the world for historical research on Hawaii and the Pacific Islands.

Graduate students have extended borrowing privileges from Hamilton Library, normally one semester, though certain materials may not circulate outside the library or may circulate for short periods of time, and the library may recall any book before the due date. To obtain the extended borrowing privileges the student should have his or her University ID card embossed with a "G" (for graduate) at the library.

Virtually all University Library holdings are now accessible via an on-line public access catalogue (OPAC). OPAC terminals are located throughout the libraries, and the system can also be accessed by computer from home or office. On-line catalogues of many other libraries within
and outside the State of Hawaii are also accessible via OPAC. Guides to the holdings, services, facilities, on-line computer catalogue, and floor plans of the library are available at the information desk.

THESIS/DISSERTATION FILE

The Graduate Chair maintains a collection of all theses and dissertations written by graduates of the Department, now amounting to more than 350 manuscripts. The collection is available to graduate students and faculty. Students may check out the manuscripts at any time; all checked out manuscripts are returnable at the end of the semester. Students who complete theses or dissertations must deposit a copy of the completed manuscript in collection, typed and formatted according to Graduate Division specifications. This is in addition to the copy (or copies) required by Graduate Division.

BULLETIN BOARDS AND MAIL

To facilitate the dissemination of information to students, the Department maintains bulletin boards in the hallways outside the Department office, one for announcements of general interest, another for announcements relating to the graduate program, and a third for matters of concern to graduate assistants. Students should consult these regularly for information relating to program changes, Graduate Division deadlines, scholarship and fellowship announcements, and available academic positions. The Department also disseminates information to students through mail boxes in the Department office as well as by e-mail. The Graduate Secretary assigns each full-time graduate student a mail box, which students should check regularly for information of both a general and specific nature. Mail boxes are NOT to be used for personal mail. Students should be sure to check their hawaii.edu e-mail accounts regularly for important announcements and information from the Graduate Chair and should keep their current e-mail addresses on file with the Graduate Secretary.

GRADUATE STUDENT ORGANIZATION

All graduate students at the University are members of the Graduate Student Organization (GSO), which encourages the participation of graduate students in academic and community endeavors. The GSO sponsors programs of professional development, and provides students with academic, financial, and social assistance. Of special note is the Travel Fund, sponsored jointly by the GSO, the Vice-President for Research and Graduate Education, and the University Foundation, which provides up to 65% of a successful applicant's air fare for participation in a scholarly conference. The GSO also sponsors an orientation convocation for new graduate students at the beginning of each semester at the Campus Center Ballroom. Students should check the Bulletin Board in the Campus Center for the date and time of this and other GSO activities. The GSO office is in Hemenway Hall, Room 212, and their office telephone is 956-8776.

PHI ALPHA THETA

The Alpha Beta Epsilon chapter of Phi Alpha Theta, the national honor society for history students, brings students and faculty together to share their interests in history. Each year the
society hosts a regional conference at which members present papers. This conference showcases the accomplishments of graduate students, and awards the Donald Johnson Prize ($100.00) for the best paper and presentation at the conference; the Walter F. Vella Prize ($50.00) for the paper that demonstrates the best and most imaginative use of primary sources; the Sara Sohmer Prize for the best paper in Pacific history; and the Idus A. Newby Prize for the best paper of an historiographical nature. Professor Peter Hoffenberg and Professor Karen Jolly are the faculty advisers to the chapter, and interested students should consult them about membership.

GRIEVANCE PROCEDURES

The rules and regulations governing graduate study in history represent a sort of statistical norm. Based on experience, they are what seem most appropriate. There is always the possibility, however, that a given rule or regulation may work to the detriment of an individual student in individual circumstances. For that reason, students and/or their interim advisers or Program Chairs may appeal all rules and regulations. Most appeals for an exception to a rule will involve a petition to the Graduate Chair for forwarding to Graduate Division.

For procedural matters within the Department, however, the Department has established the following process for resolving grievances of students against faculty members:

- An aggrieved student (or the student's adviser or Program Chair on the student's behalf) shall first attempt to resolve the grievance informally, through discussion with the professor involved and/or, as appropriate, the Graduate Chair and the Department Chair.

- If informal discussions do not resolve the grievance, the student shall petition the Department Chair to convene a Hearing Committee. The Hearing Committee shall consist of three persons from within the Department mutually agreeable to the aggrieved student and the faculty member against whom the grievance is made. When the grievance is against the Department Chair or against a procedure for which the Chair is directly responsible, the Graduate Chair shall act as convener of the Hearing Committee.

- In establishing the Hearing Committee, the Department Chair shall call together the aggrieved student and the faculty member against whom the grievance is made and present to them a panel of names, preferably of faculty and students in the Department. The first three names on the panel mutually agreeable to the two parties shall constitute the Hearing Committee. If no three names are mutually agreeable, the Chair shall suggest other names and ask the two parties to suggest names of their own until a mutually agreeable Committee is found. If this procedure fails to produce a mutually agreeable Committee, the Chair will ask the Dean of the College of Arts and Humanities to assist in finding a satisfactory Committee. Once selected, the Committee shall elect its own chair.

- The Committee will hear complaints on matters of procedure only. It will not hear complaints on matters of professional judgment or grades. These must be appealed
outside the Department through University grievance procedures. In cases of doubt, the Committee will first decide whether the grievance is within its purview.

- The purpose of the Committee is the expeditious, informal, and just settlement of the grievance, and the Committee will first try to work out a compromise acceptable to both parties. In doing so the Committee may hear whatever testimony and seek whatever evidence it believes necessary to a proper settlement. If a mutually agreeable compromise is impossible, the Committee shall make a judgment on the grievance. Because the nature of all grievances cannot be foreseen, the Committee shall have complete discretion in recommending steps to implement its judgment. The Committee's decision is final as far as the Department is concerned. A dissatisfied party has the right to appeal the grievance outside the Department, through University grievance procedures or through extra University civil procedures.

- The Committee will retain records of its proceedings, findings, and judgment, which the Department shall retain as part of a Hearing Committee file (and not part of the file of any individual) for five years, or until the students involved are no longer enrolled in the Department, whichever is longer.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination prohibited by state and federal law. It can be verbal, visual, or physical, and applies to males as well as females. Sexual harassment rarely assumes the overt form of a professor offering to exchange grades for sexual favors. It more often appears in such subtle or indirect forms as lewd comments, flirtations, verbal or physical displays of sexual attraction, or suggestions of dating. Any such act, which attempts to turn a professional relationship into a sexual one, is equally as harmful to the academic environment as the most overt form of harassment. Sexual harassment occurs outside as well as inside the classroom, and the prohibitions against it apply equally to teaching assistants and to professors. It is coercive and threatening; it creates an atmosphere that is harmful to teaching and learning; and it is intolerable. Students subjected to sexual harassment should report it promptly to an appropriate authority in the Department or the University. Students may seek advice from the Title IX Coordinator, Dr. Julienne Maeda, Graduate Division, at 808-956-7541 or email, julienne@hawaii.edu, and/or EEO/AA Office, http://www.hawaii.edu/eeo. The Department and the University will take seriously every complaint of sexual harassment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1976 ensure the rights of students in matters pertaining to their academic records. The Act gives students the right to review their academic file, except as prohibited by Section X of the Act; to challenge the accuracy of any item in the file; to request correction of inaccuracies; and to complain in writing to the FERPA Review Board in the federal Department of Education if they believe inaccuracies in their records stand uncorrected. Students have the right to waive their rights under this Act, but the Department
may not require them to do so. Students with questions concerning the Act and their rights under it may consult the Act itself. For further information regarding FERPA at this University, please refer to the following site, manoa.hawaii.edu/records/policies.html.