

GRADUATE STUDENT HANDBOOK



Department of History
University of Hawai'i at Mānoa

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. Chair of the Department, has general oversight of the graduate program. The Graduate Chair administers the graduate program. You should consult the Graduate Chair about program requirements and about Graduate Division and Department of History regulations. 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

**DEPARTMENT OF HISTORY
GRADUATE HANDBOOK**

Table of Contents

| | |
|-------------------------------------------------------------------|---------------|
| I. General Information | 1 |
| <i>Administrative Structure.....</i> | <i>1</i> |
| <i>Application for Admission.....</i> | <i>2</i> |
| <i>After You Have Admitted</i> | <i>3</i> |
| <i>General Policies: Enrollment, Courses, and Grades.....</i> | <i>3</i> |
| <i>Foreign Language Requirements</i> | <i>7</i> |
| <i>Academic Advisers</i> | <i>8</i> |
| <i>Satisfactory Progress</i> | <i>8</i> |
| <i>Transfer of Field of Study</i> | <i>9</i> |
| II. THE MASTER'S PROGRAM | 10 |
| <i>M.A. Fields of Study.....</i> | <i>10</i> |
| <i>Sample Plans for Master's Program.....</i> | <i>11</i> |
| <i>M.A. General Course Requirements.....</i> | <i>13</i> |
| <i>M.A. Special Field Requirements</i> | <i>13</i> |
| <i>M.A. Preliminary Conference.....</i> | <i>14</i> |
| <i>M.A. Program or Committee Changes.....</i> | <i>16</i> |
| <i>M.A. Foreign Language Requirement</i> | <i>16</i> |
| <i>M.A. Thesis (Plan A).....</i> | <i>18</i> |
| <i>M.A. Comprehensive Examinations (Plan B).....</i> | <i>20</i> |
| <i>Admission to the Ph.D. Program from the M.A. Program</i> | <i>20</i> |
| III. THE DOCTORAL PROGRAM..... | 22 |
| <i>Ph.D. Fields of Study.....</i> | <i>22</i> |
| <i>Ph.D. Course Requirements</i> | <i>23</i> |
| <i>Sample Plan for Doctoral Program.....</i> | <i>24</i> |
| <i>Ph.D. Preliminary Conference</i> | <i>26</i> |
| <i>Ph.D. Foreign Language Requirements</i> | <i>27</i> |
| <i>Ph.D. Comprehensive Examinations.....</i> | <i>29</i> |
| <i>Ph.D. Dissertation</i> | <i>31</i> |
| IV. RESOURCES AND FORMS | 34 |
| <i>Graduate Division.....</i> | <i>34</i> |
| <i>Financial Aid.....</i> | <i>34</i> |
| <i>Human Subjects Research Protection.....</i> | <i>35</i> |
| <i>Student Files.....</i> | <i>35</i> |
| <i>Thesis/Dissertation Library</i> | <i>35</i> |
| <i>Mailroom and E-mail.....</i> | <i>35</i> |
| <i>Graduate Student Organization.....</i> | <i>36</i> |
| <i>Phi Alpha Theta</i> | <i>36</i> |
| <i>Academic Grievance Procedures.....</i> | <i>36</i> |
| <i>Sexual Harassment and Title IX.....</i> | <i>37</i> |

| | |
|------------------------------------------------------------------|----|
| <i>Family Educational Rights & Privacy Act (FERPA)</i> | 37 |
|------------------------------------------------------------------|----|

I. GENERAL INFORMATION

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 *University of Hawai'i at Manoa General Catalog* (<https://manoa.hawaii.edu/catalog/>) and Graduate Division (<https://manoa.hawaii.edu/graduate/>), 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.

Administrative Structure

The graduate program in History works in conjunction with several other offices within the university.

The **Graduate Division** is the central office for all University of Hawai'i graduate programs. The Graduate Division establishes the general policies that govern all colleges and departmental programs, such as registration, course credits, Master's and Doctoral degree programs, and academic standards. It oversees graduate student admission and sets the amounts of University Fellowships, and Graduate Teaching and Research Assistantships. Further information concerning the Graduate Division at the University of Hawai'i may be found at the Graduate Division page (<https://manoa.hawaii.edu/graduate/>).

The Department of History is housed within the **College of Arts, Languages & Letters (CALL)**, which represents 16 academic departments and schools, 22 Centers and Programs, and more than 290 faculty. (CALL website: <https://manoa.hawaii.edu/call/about/>)

The Department of History supervises the department's graduate programs.

Application for Admission

Information concerning the process of applying for admission to the graduate program in History may be found on the department's and Graduate Division's websites:

<https://manoa.hawaii.edu/history/graduate-program/prospective-grad-student-info/>
<https://manoa.hawaii.edu/graduate/how-to-apply/>

The department requires students to submit all application materials to the university's office of Graduate Division: <https://manoa.hawaii.edu/graduate/documentation-requirements/>

The deadline for receipt of all application materials from prospective students is **December 15**.

No late applications will be accepted, and our department does not re-open the application past the deadline.

Students may enter the graduate program only in the upcoming Fall semester.

Admission Office

The following items should all be submitted electronically to the Graduate Division website:

<https://manoa.hawaii.edu/graduate/submitting-your-application/>

1. A completed UHM Graduate Program admission application along with the application fee.
2. Official transcripts for all previous undergraduate and graduate academic work. This includes transcripts from any study abroad institutions.
3. A **Statement of Objectives** (one to three pages, 300-750 words, double-spaced for M.A. applicants, three to five pages, 750-1250 words, double-spaced for PhD). Your Statement of Objectives should cover 1) why you wish to pursue graduate study in history, 2) why our department and with whom you wish to work, 3) what field and/or topic you wish to study, and 4) how your academic and other qualifications and experiences have prepared for your study.
4. One **Writing Sample**, ideally a research paper completed for a course in History on a topic related to the subject the applicant plans to study in the graduate program. It should demonstrate the applicant's research and writing abilities, such as a B.A. capstone project or M.A. thesis chapter. No specified length, but 25-35 pages is typical.
5. **Two letters of reference for M.A.** and **Three letters of reference for Ph.D.** from referees acquainted with your scholarly ability.

In addition, please complete the Express Information Form:

https://docs.google.com/forms/d/e/1FAIpQLScK0lurnGxb8s5QL7zmCj2OzzNqXEkeYjcfLG1y-jLLnvUjuA/viewform?usp=sf_link

All application materials should be uploaded with your application form at the time of submission. Question about the required supplementary materials may be directed to the Graduate Division: <https://manoa.hawaii.edu/graduate/contact/>, gradss@hawaii.edu

Foreign applicants who are not native speakers of English

Non-US applicants whose native language is not English and who do not have a recent B.A. or M.A. degree from a US college or university must take the TOEFL and have official scores sent to Graduate Division. The minimum score acceptable for admission to the Department of History is 580 (computer score of 237 and/or internet score of 92); the minimum score for appointment to a teaching assistantship is 600 (computer score of 250 and/or internet score of 100).

Grade Point/Major

Applicants must have earned a B.A. or M.A. at an accredited U.S. college or university, or the equivalent degree at a non-US institution. Applicants must also provide evidence of above-average academic performance (grade point average of 3.0 or better).

After You Have Been Admitted

Steps to take following admission: (<https://manoa.hawaii.edu/graduate/admitted-students/>)

1. Formally accept your offer of admission. You must complete and submit the Statement of Intention to Register (SIR) form found on your admission letter to accept the offer of admissions. Email your intent to gradsir@hawaii.edu.
2. Your admission offer is valid only for the program and semester to which you are admitted. If you are unable to enroll for this semester, please email gradss@hawaii.edu or call at (808) 956-8544 for information and instructions on apply for a new term.
3. Consult with your assigned (interim) adviser to discuss your proposed program of study and its requirements. Identify which courses you need to take and when they are available.
4. STAR (<https://www.star.hawaii.edu/studentinterface/>) is the gateway to student registration. You must have a UH Username (<https://www.hawaii.edu/username/>) to register and pay tuition.
5. After arriving on campus, update your local address and telephone number in your MyUH (<https://myuh.hawaii.edu>).
6. During your first year of study, you should define your major field.

General Policies: Enrollment, Courses, and Grades

CLASSIFICATION OF STUDENTS

Regular Status: 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. International students must carry at least 6 credit hours (graduate assistantship) or 8 credit hours in order to maintain their valid student visa status.

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 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.

(<https://manoa.hawaii.edu/graduate/residency-program-requirement/>)

FULL-TIME COURSE LOADS

- 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.
- Classified students must enroll every semester until completing the degree.
- Summer registration is unnecessary to maintain continuous enrollment.

LEAVE OF ABSENCE (<https://manoa.hawaii.edu/graduate/leave-of-absence/>)

- 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.
- Students who fail to return at the specified time must apply for readmission to Graduate Division.
- 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.

COURSES

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.

Please visit Course Descriptions and Schedules on the Department's website:

<https://manoa.hawaii.edu/history/courses/course-descriptions-schedules/>

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 principal portion of every graduate program of study.
- Upper-division undergraduate courses (normally 400-level) 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.
- All students must take for credit at least one graduate reading course in each field of their Comprehensive Examinations.
- 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.
- 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. Petitions to take History 700F are available at Graduate Division website: <https://manoa.hawaii.edu/graduate/forms/>
- 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.
- 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

Required Grades: Graduate Division requires graduate students to maintain a grade point average of B or better in all courses taken as a classified student, including foreign language training courses.

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.

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.

CR (Credit)/ NC (No Credit) Option: According to the *General Catalog*, "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.

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.

FOREIGN LANGUAGE REQUIREMENTS

Competence in one or more foreign language forms an important component of a graduate education in history. For all students, knowledge of a foreign language provides access to a range of international scholarship and primary sources. Foreign language training is required for both M.A. and Ph.D. programs. Please see each program section for details.

No students may advance to candidacy for M.A. (Plan A) or Ph. D. if they have not completed their foreign language requirement(s) stipulated at the Preliminary Conference.

ACADEMIC ADVISERS

- Every graduate student must have an adviser.
- **Interim Adviser:** The Graduate Chair advises students upon matriculation and assigns each student an interim adviser from the faculty in the field of study in which the student was admitted.
- **Adviser / Program Committee Chair:** A student should find a member of the regular Graduate Faculty in the field 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.
- Evidence of satisfactory progress 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.

M.A. Students:

- Completion of the program: Two or three years for full-time M.A. students and five years for part-time students.
- Students should take the required seminar in historiography (HIST 602).
- Students should also complete the foreign language requirement(s).
- 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:

- Completion of the program: Ph.D. students normally require one to three years to prepare for Comprehensive Examinations.
- 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. Graduate Division policy stipulates students should be able to complete the program within 7 years with the possibility of an extension up to total 10 years. (<https://manoa.hawaii.edu/graduate/time-allowed-for-completion-of-degree/>)

TRANSFER OF FIELD OF STUDY

Internal Transfer:

A student may transfer from one field of study to another only upon formal petition to the Graduate Chair and approval of the faculty in the field of study. This is necessary because credentials that qualify a student to study one field may not qualify the student to study another field. When an M.A. student requests transfer to another 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 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. Students applying for transfer obtain forms for doing so from Graduate Division. 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.

II. 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 field, 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.

M.A. FIELDS OF STUDY

The Department admits M.A. students to study one of the specific major fields of history listed in this Handbook. Plan B students select a minor field of study in outside that of the major field. The minor field is narrower than the major field.

| Major Fields | Minor Fields |
|-----------------------------------|-----------------------------------|
| US & the Americas | U.S. and the Americas |
| Hawai'i | Hawai'i |
| Pacific | Pacific |
| Europe | Europe |
| Southeast Asia | Southeast Asia |
| South Asia | South Asia |
| China | China |
| Japan | Japan |
| Korea | Korea |
| World Comparative / Transnational | World Comparative / Transnational |
| Environmental History | Environmental History |
| Race & Indigeneity | Race & Indigeneity |
| Imperialism & Colonialism | Imperialism & Colonialism |
| Gender & Sexuality | Gender & Sexuality |
| | Other |

SAMPLE PLANS FOR MASTER’S PROGRAM (PLAN A)

PLAN A (Thesis)

Year 1 FALL

- Take History 602 (Historiography; required course)
- Take Graduate seminars (3-6 credits) and a language class
- Meet with interim adviser to discuss study plan, professional goals
- Constitute thesis committee
- Schedule Preliminary Conference
- Submit History Preliminary Conference Report and Grad Division Form 1

Year 1 SPRING

- Take Graduate Seminars (6-9 credits) and a language class
- Submit and defend thesis prospectus (submit Grad Division Form 2)
- Meet with adviser
- Submit Progress Report

Year 2 FALL

- Take Graduate Seminars (3-6 credits) and a language class
- Register History 700 (3 credits)
- Meet with Graduate Chair to discuss program progress

Year 2 SPRING

- Register History 700 (3 credits)
- Circulate complete draft of thesis to Committee
- Defend thesis (submit Grad Division Form 3)
- Submit thesis (submit Grad Division Form 4)

SAMPLE PLANS FOR MASTER'S PROGRAM (PLAN B)

PLAN B (Comprehensive Examinations)

Year 1 FALL

- Take History 602 (Historiography; required course)
- Take Graduate seminars (6-9 credits) and language class
- Meet with interim adviser to discuss study plan, professional goals
- Constitute exam committee
- Schedule Preliminary Conference (submit History Preliminary Conference Report and Grad Division Form 1)

Year 1 SPRING

- Take Graduate Seminars (6-9 credits) and language class
- Consult with examination committee regarding exam
- Meet with adviser
- Submit Progress Report

Year 2 FALL

- Take seminars (6 credits) and a language class
- Meet with Graduate chair to discuss program progress
- Schedule M.A. exams for Spring

Year 2 SPRING

- Take seminar (3 credits)
- Submit research papers to Committee and Graduate Chair to be circulated to examiners
- Sit for M.A. exams
- Oral exam and research paper(s) defense

M.A. GENERAL COURSE REQUIREMENTS

Plan A (Thesis)

- 24 semester hours of graduate coursework: At least 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.
- 6 semester hours of thesis research (History 700): 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.
- Language requirement.
- Candidates for the degree must register during the semester or summer session in which they receive the degree.

Plan B (Non-Thesis)

- 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 and minor fields must be selected from the table on page 10 of this *Handbook*.
- Students must complete a research paper and take a comprehensive examination in their major as well as their minor field of study.
- Language requirement.
- 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: Directed Research.

M.A. SPECIAL FIELD REQUIREMENTS

East Asian History:

- Major: 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.***
- Minor: Students who minor in an East Asian field choose one of the doctoral fields in the area (see the table on page 10 of this *Handbook*) and must take two graduate-level courses in the field, including a research seminar.

M.A. PRELIMINARY CONFERENCE

The Preliminary Conference 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 ensure 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.
- 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 first or 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 Chair's office; 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*.

M.A. 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.

M.A. 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.

Language Certification Procedures—M.A. Students: M.A. students may satisfy the foreign language requirement through coursework or by examination.

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.

Examination: 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.

- **Major:** The field 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*.
- **Minor:** Students who minor in an East Asian field choose one of the doctoral fields (see the table on page 10 of this *Handbook*) and must take two graduate-level courses in the field, including a research seminar
- 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.
- 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 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.

M.A. 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 ensure that members of the Committee will be available.

(<https://manoa.hawaii.edu/graduate/final-defense/>)

- Defense drafts of theses must be complete. They must include all elements of the finished thesis, 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.
- Candidates should provide committee members with complete defense draft **at least four weeks** before the scheduled defense.

-
- Defense drafts of theses 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 argument and organize discussion effectively in support of their arguments.
 - Faculty advisers have the primary responsibility for helping candidates prepare theses 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.
 - Defense drafts of theses must be concise. Text and notes of M.A. theses ordinarily run about 100 to 150 pages of 12-point type, not including bibliography. Defense drafts of theses must also conform to all requirements established by Graduate Division.

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 by Graduate Division. 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*(manoa.hawaii.edu/graduate/content/thesis-dissertation/).

Graduate Division requires students to submit their theses in digital format as PDF document along with ***Master's Plan A Form IV - Thesis Submission***, which all Committee members must sign. Please see the forms page on the Graduate Division website for Form IV.

(<https://manoa.hawaii.edu/graduate/forms/>)

The student submits a thesis through ProQuest (<https://manoa.hawaii.edu/graduate/proquest-etd-submission-publication/>) and must also provide a bound hard-copy to the Graduate Chair of History Department for inclusion in the Thesis/Dissertation collection.

M.A. 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 Chair's office according to a schedule announced each semester by the Graduate Chair. Students must also deposit copies of the required research papers with the Graduate Chair's office 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 Chair's office. 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.

III. 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. In addition to these, you can apply your history degree in a variety of workplaces and under a variety job titles, including educator, researcher, writer, editor, information manager, advocate, businessperson. To earn a doctoral degree, the student must:

- Generally students are admitted only if they have a B.A. or M.A. in History or a closely related field, as determined by the Graduate Chair. Applicants without a History degree can be admitted only on a conditional basis and generally only if their undergraduate studies included at least 18 upper-division semester hours in History or related fields with a grade of B or better. Students admitted with pre-program deficiencies must make up the deficiencies, which the Graduate Chair specifies at the time of admission;
- 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 three fields of study (one major field and two minor fields) designated by the Program Committee;
- prepare and defend an acceptable dissertation.

Ph.D. FIELDS OF STUDY

| Major Fields | Minor Fields |
|-----------------------------------|-----------------------------------|
| US & the Americas | U.S. and the Americas |
| Hawai'i | Hawai'i |
| Pacific | Pacific |
| Europe | Europe |
| Southeast Asia | Southeast Asia |
| South Asia | South Asia |
| China | China |
| Japan | Japan |
| Korea | Korea |
| World Comparative / Transnational | World Comparative / Transnational |
| Environmental History | Environmental History |
| Race & Indigeneity | Race & Indigeneity |
| Imperialism & Colonialism | Imperialism & Colonialism |
| Gender & Sexuality | Gender & Sexuality |
| | Other |

The Department admits Ph.D. students to study a specific 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.

Ph.D. 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.

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 **are expected to 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.

SAMPLE PLANS FOR DOCTORAL PROGRAM

Year 1 FALL

- Take History 602 (Historiography; required course)
- Take seminar in major field and a language class
- Onboarding meeting with graduate chair
- Meet with interim adviser to discuss study plan

Year 1 SPRING

- Take field seminar(s) and a language class
- Schedule Preliminary Conference (submit Grad Division Form 1)
- Begin creating reading lists for Comprehensive Exams
- Submit Progress Report

Year 2 FALL

- Take field seminars and a language class
- Meet with adviser to plan prospectus
- Meet with Comprehensive exam committee members to discuss reading lists

Year 2 SPRING

- Take field seminar(s) or electives and a language class
- Meet with adviser to plan dissertation committee
- Meet with comprehensive committee members to discuss reading lists, exam expectations
- Begin drafting prospectus
- Submit Progress Report

Year 3 FALL

- Take field seminar(s) or electives and a language class
- Organize dissertation committee
- Revise prospectus and circulate draft to adviser
- Schedule Comprehensive Exams

Year 3 SPRING

- Take Hist 699 or electives
- Complete language requirements
- Comprehensive Exams and Oral defense
- Defend prospectus (submit Grad Division Form 2)

ABD Year(s)

- Register HIST 800 (one credit)
- Dissertation research, writing, revising
- Meet with adviser to discuss research
- Submit Progress Report (SPRING semester)

Graduation Year

- Register HIST 800 (one credit)
- Dissertation research, writing, revising
- Submit chapter drafts
- Submit dissertation draft by February 1st
- Dissertation defense, held by March 15th (submit Grad Division Form 3)
- Submit Final manuscript to Graduate Division (submit Grad Division Form 4)

Ph.D. 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.**

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 University Representative (UR) is an optional member of the thesis committee and a required member of the dissertation committee. The UR fulfills the following functions:

- The UR serves as a liaison between Graduate Division and the student's committee. S/he is to ensure administration of proper procedures with regard to the comprehensive exam and dissertation, fair treatment of the student throughout this process and that the level of research and integrity are appropriate to the student's degree objective.
- The primary responsibility of the UR is ensuring the integrity of the process and appropriate treatment of and participation by the student.

In consultation with his or her committee chair, the student shall identify a faculty member from a different graduate program to serve as the UR. A level 3 cooperating graduate faculty member from another UH campus may not serve as UR. Committee chairs must ensure that the UR is indeed an individual who is at "arm's length" from themselves and the faculty in the student's graduate program. Partners and spouses or faculty who may be related or were formerly related, may not serve in roles of chair and UR on the same committee.

Requirements to serve as University Representative:

-
- Level 3 member of the graduate faculty on UH Mānoa campus.
 - Experience serving on dissertation committees at UH Mānoa (i.e., completion of service where at least one candidate has graduated).
 - From a different graduate program and at “arm’s length” from the committee chair and faculty in the student’s graduate program.
 - Participation in committee meetings and attendance at the comprehensive exam and dissertation-related presentations (e.g, proposal and defense)
 - Able to clearly communicate issues/concerns to the chair of the committee and work collaboratively to resolve them.
 - If issues and concerns are not resolved with the chair of the committee, the UR should share these issues and concerns with Graduate Division.

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*.

Ph. D. FOREIGN LANGUAGE REQUIREMENTS

The foreign language requirements for Ph.D. students are 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.

Language Certification Procedures—Ph.D. Students:

Ph.D. students must demonstrate proficiency in or command of two foreign languages.

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.

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.*

- **Coursework:** 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. Courses taken CR/NC do not fulfill this requirement.
- **Examinations:** 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. Please consult with the Graduate Chair, for the current list of languages in which the department can offer in-house exams. 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.

As an exception to this policy, Ph. D. students 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. This competency will be assessed by the successful completion (receiving a minimum grade of B or better) of two graduate seminars in a relevant theoretical/methodological area of expertise. The student should determine the appropriate courses and the skills and proficiency to be acquired in consultation with their Committee chair.

Ph.D. COMPREHENSIVE EXAMINATIONS

As noted above, Ph.D. students must pass written and oral Comprehensive Examinations covering the three fields of study designated at the Preliminary Conference. In preparing for the Comprehensive Examinations, the student must develop expertise in three fields of history, including the major field, divided between at least two fields of history as specified in this Handbook.

Special requirements for Comprehensive Examinations:

- **East Asia:** There are special degree requirements for students majoring in East Asian history. Majors in the field may emphasize China, Japan, or Korea, *but their programs of study must include coursework in two of the three countries*. 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 choose to do one of their three comprehensive exams with a faculty member outside of History. A faculty of outside History may also serve student's dissertation committee. In all cases, a majority of the members of the Program Committee must be in the Department of History.

Form of the Examinations: The written examinations will consist of three parts, one for each of the three fields, and the student must complete the three 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. 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.

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.

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 three 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.

Ph.D. DISSERTATION

The most significant 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.

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. A dissertation prospectus typically includes the following:

- **Statement of Thesis:** What is the problem you wish to study and what is its interest or significance in current historical thinking? State clearly and concisely how you presently conceive this problem and how you suppose it can be resolved.
- **Historiographical Context:** What work has, and has not, been done in this field and on this problem? Discuss relevant scholarship critically. It is not necessary to criticize specific failings; but show what is understood to be the merits and limitations of relevant works. How do you propose to develop, challenge, or depart from existing positions or themes in historical literature?
- **Method and Theory:** Outline an approach to the subject. If the conception has theoretical aspects, discuss them critically. Have scholars in other fields developed concepts of potential interest to the topic? Think about method and theory, even if there is a decision not to engage much with external perspectives and theory. The faculty neither encourages nor discourages such engagement, but cautions that original historical work should not simply illustrate other people's ideas.
- **Sources:** Give an account of the sources for the subject. Stress primary sources, the difficulties they present, their location (print, manuscript, or any other form), and their accessibility. Identify the principal libraries and repositories as well as other locations and persons.
- **Schedule:** Draft a tentative chapter outline and schedule of tasks and stage for the writing of the dissertation. Allow time for research, travel to collections, writing, and revision.
- **Bibliography:** List the primary and secondary sources used to develop the prospectus.

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.

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.

- Defense drafts of dissertations must be complete. They must include all elements of the finished thesis, 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.
- Candidates should provide committee members with complete defense draft **at least four weeks** before the scheduled defense.
- Defense drafts of theses 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 argument and organize discussion effectively in support of their arguments.
- Faculty advisers have the primary responsibility for helping candidates prepare theses 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.
- Defense drafts of theses must be concise. Text and notes of Ph.D. dissertations ordinarily run about 300 to 350 pages of 12-point type, not including bibliography. Defense drafts of theses must also conform to all requirements established by Graduate Division.

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 Chair's office at least one month in advance, and announce in the UH Campus Events Calendar two weeks prior to the oral examination. Graduate Division requires that all dissertation defenses be open to the public. Because the defense is public, the room should be large enough to accommodate anyone who seeks to attend. 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.

Suggestions for Successful Remote Participation:

- The technology must be 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.
- The Chair or another member of the committee must agree in advance to serve as a host/manager of the meeting.
- 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.
- Students and Chair strongly advised to test out in advance the system they will be using for the defense.
- 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.
- Please consult the history department Student's and Instructional Support for assistance if it need be.

Final Copy: The candidate is required to format the dissertation according to specifications in Graduate Division's *Thesis & Dissertation Guidelines* (manoa.hawaii.edu/graduate/content/thesis-dissertation).

Graduate Division requires students to submit their theses in digital format as a PDF document along with ***Doctoral Form IV - Dissertation Submission***, which all Committee members must sign. Please see the forms page on the Graduate Division website for Form IV. The student submits the dissertation through ProQuest (<https://manoa.hawaii.edu/graduate/proquest-etd-submission-publication/>) and must also provide a bound hard-copy to the Graduate Chair of History Department for inclusion in the Thesis/Dissertation collection.

IV. RESOURCES AND FORMS

GRADUATE DIVISION

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 Graduate Dean and 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 gradss@hawaii.edu or by telephone, (808) 956-8544.

Please visit Graduate Division's website: <https://manoa.hawaii.edu/graduate/>
Graduate Division's Forms are available at <https://manoa.hawaii.edu/graduate/forms/>

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.**

For University-wide funding opportunities, please see Graduate Division's website: manoa.hawaii.edu/graduate/content/fellowships-scholarships

For fellowships, scholarships, and awards offered by the history department, please visit our website: <https://manoa.hawaii.edu/history/graduate-program/financial-assistance/>

Graduate Assistantships: The Department has a limited number of graduate assistantships, each of which currently carries a stipend as well as a tuition waiver. Graduate assistants serve as teaching assistants chiefly for World History Program, as well as other duties as stipulated. For detailed statement of the duties and responsibilities of graduate assistants, please visit our website: <http://manoa.hawaii.edu/history/wp-content/uploads/2023/09/AY23-24-World-History-Faculty-and-TA-Handbook.pdf>

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.

The Department announces assistantship awards in 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.

Other Financial Aid: Student loans are available to University students through the Financial Aid Office, and opportunities for part-time employment may be explored at the Manoa Career Center (<https://manoa.hawaii.edu/careercenter/students/student-jobs-2/student-jobs/>). 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. Please consult with the Graduate Chair and the Office of Research Compliance UH Manoa IRB coordinator, (808)956-7659 or <https://research.hawaii.edu/orc/human-studies/>

STUDENT FILES

The Graduate Chair's office 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 with department permission. 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.

THESIS/DISSERTATION LIBRARY

History Department maintains a collection of all theses and dissertations written by graduates of the Department. 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.

MAILROOM AND E-MAIL

Each full-time graduate student is assigned a mailbox in the department mail room, which they should check regularly. Students should also be sure to check their hawaii.edu e-mail regularly for important announcements and information from the Graduate Chair.

GRADUATE STUDENT ORGANIZATION (GSO)

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 offers a travel grant, and other forms of graduate student assistance. Please visit their website for further information: <https://uhmgso.wixsite.com/website-1>

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 prizes to meritorious papers. Please see Phi Alpha Theta link on our website: <https://manoa.hawaii.edu/history/undergraduate-program/history-honor-society/>

ACADEMIC GRIEVANCE PROCEDURE

Students and faculty are encouraged to resolve their academic differences and disputes through consultation, mediation, and open communication. When these attempts are unsuccessful, policies and procedures are in place to address the academic concerns and set forth the process toward a resolution of the academic grievance. For other types of grievances please see Graduate Division website: <https://manoa.hawaii.edu/graduate/graduate-student-grievances/>

For *Grievance procedural* matters *within* the History Department. 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 AND THE OFFICE OF TITLE IX

Title IX is a landmark federal civil rights that prohibits sex discrimination in education. Members of the UH Mānoa community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The university believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated and the effects on the victim and community are remedied.

The Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students.

Please visit UHM's Title IX website: <https://manoa.hawaii.edu/titleix/>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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, <https://manoa.hawaii.edu/registrar/student-records/ferpa-for-students/>