E ho'oulu ka 'imi 'ike, me ka na'auao i ke ea o nā Kūpuna.
Kū i ka moku!
The Center for Hawaiian Studies inspires academic excellence,
cultural integrity and political strength rooted in
the Ea of our ancestors.
(KCHS Vision Statement, 2000)
This handbook sets forth the basic policies, requirements and procedures for graduate students pursuing master’s degrees in Hawaiian Studies. It is your responsibility to be familiar with the information provided in this handbook and to be aware of your responsibilities as a graduate student and the resources and services available to you while in this program. If you have any questions about any of the information presented herein, please ask the Graduate Chair or the Graduate Programs Support Assistant. It is essential that you make the Graduate Chair or Graduate Programs Support Assistant aware of any concerns, situations, or problems you may encounter in order to identify the appropriate support and resources available to assist you in being a successful graduate student.

We wish you great success in pursuing your educational goals and hope that this handbook provides you with a good tool in meeting those goals.

For additional information about the program or questions about this handbook contact:

Pi’ilani Ka’aloe
Graduate Chair
Kamakakūokalani 208A
Phone: (808) 956-0588
Email: rochelle@hawaii.edu

or

Ululani Oliva
Graduate Programs Support Assistant
Kamakakūokalani 211A
Phone: (80) 956-0638
Email: carlyo@hawaii.edu

To download an electronic version of this handbook visit
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Chapter 1. General Information

The Master of Arts degree in Hawaiian Studies builds on the BA program’s areas of concentration. It addresses crucial issues such as the sustainability and resource management of the environment that is consistent with the geography and history of Hawai‘i, indigenous pedagogy and epistemology, and a political and governmental infrastructure for a Hawaiian nation. The MA also provides professionals in government, law, criminal justice, education, social work, and various health fields, the specialized knowledge in Hawaiian history and culture needed to adequately serve an array of communities.

Our BA and MA programs consist of five areas of concentration:
- Hālau o Laka: Native Hawaiian Creative Expression
- Kūkulu Aupuni: Envisioning the Nation
- Kumu Kahiki: Comparative Polynesian and Indigenous Studies
- Mālama ‘Āina: Hawaiian Perspectives on Resource Management
- Moʻolelo ʻŌiwi: Native History and Literature

Program Objectives

- Offer an interdisciplinary curriculum addressing colonization, self-determination and governance for Hawai‘i and all Pacific island nations as seen from a Native perspective. Examine sustainability, economic development, and land and resource management in Hawai‘i. Explore visual culture, both contemporary and traditional. Analyze Indigenous education, methodologies, and epistemologies.
- Increase Hawaiian participation in scholarship, publications, and the activities of the academy and broader community. Facilitate connections with national, international, and Indigenous scholars worldwide.
- Promote a model of education advocating all aspects of Hawaiian traditional and customary practices, language, and perspectives in order to provide a Hawaiian sense of place for students, faculty, and all members of the broader community.
- Promote experiences for leadership development to enlarge the numbers of future leaders in the field of Hawaiian Studies to assume positions within the public and private sector, government, higher education, and increase contributions in the broader community.
Chapter 2. Program Overview

This program features an interdisciplinary curriculum that draws from faculty strengths in indigenous knowledge as well as other academic fields. Some examples of faculty expertise in Native customary practices include oli, music, fiber arts, voyaging, and navigation. Our faculty members’ expertise also covers a wide spectrum of other academic fields that include planning, poetry, educational technology, political science, history, geography, Hawaiian visual culture, education, and natural sciences.

Master’s Program Student Learning Outcomes

Upon completion of the Hawaiian Studies master’s program students should be able to:

- Demonstrate knowledge of Indigenous research methodologies and develop a native Hawaiian epistemology from sources in comparative indigenous thought.
- Demonstrate understanding of Hawaiian archival research and familiarity with the rich historical primary sources existent in various archives.
- Demonstrate critical analysis of Hawaiian literature and an understanding of the significance of secondary sources in Hawaiian topics.
- Demonstrate critical thoughts and synthesis through the development of a research proposal and the completion of their thesis or practicum project (Plan A or Plan B).
- With high scholarly ability, contribute to Hawaiian research and knowledge through publications, presentations, and/or community service.
Chapter 3. Expectations

We expect that all master’s students will:

- Make satisfactory progress towards completion of their Hawaiian Studies master’s degree each semester
- Respond to all official email in a timely manner
- Meet with the Graduate Chair (in person or online) once a semester
- Adhere to all established deadlines and submit required paperwork in a timely manner
- Communicate any academic concerns and/or problems to the Graduate Chair in a timely manner

Conditional Status

Any student who is granted admission into the MA program but has not completed the prerequisite courses will be considered conditional until such time as they complete them. Students on conditional status will not be allowed to take graduate level Hawaiian Studies courses unless granted permission by the Graduate Chair. All conditional students are required to meet with the Graduate Chair before registering for classes.

Steps to Completing a Master’s Degree

The following are the steps that master’s students will need to complete to earn a degree:

- Application and admission to the program
- Complete 33 credits of coursework with a focus in two areas of concentration
- Selection of Plan A or B
- Completion of research proposal prior to formation of committee
- Selection of project chair and committee
- Submit completed Form II or Form IIb to Grad Chair
- Obtain required approvals to conduct research (e.g., Committee on Human Subjects) as appropriate
- Private Oral Defense of Research Project with committee (Form III or IIIb*)
- Public Oral Presentation of Research Project
- Plan A: Submission of Thesis to Graduate Division (Form IV*) and Hawaiian Studies Librarian
- or
- Plan B: Submission of Project Artifact (actual project or documentation), and Paper to Hawaiian Studies Librarian

*See Forms section for more information
### Suggested Timeline

This is a rigorous and challenging program that requires a significant level of commitment and hard work. The following timeline is an ideal schedule for the timely completion of the Master’s Degree program requirements based on scope and sequence designed by the graduate faculty. While this schedule can be flexible, students may find it difficult to make timely progress in the program should they modify the suggested timeline.

#### Suggested 2 year completion timeline for full-time students (33 credits):

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>18 credits</th>
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<tbody>
<tr>
<td>Fall</td>
<td>9 credits</td>
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<td>HWST 601</td>
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<td>3 credits</td>
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<td>Elective Course/AOC</td>
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<td>Spring</td>
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<td>HWST 700/695</td>
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<td>6 credits</td>
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#### Suggested 3 year completion timeline for part-time students (33 credits):

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<td>3 credits</td>
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<td>Elective Course/AOC</td>
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<td>Spring</td>
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<td>HWST 603</td>
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<td>3 credits</td>
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<td>Elective Course/AOC</td>
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<td>Fall</td>
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<td>HWST 602</td>
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<td>Elective Course</td>
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<td>3 credits</td>
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<td>Spring</td>
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<tr>
<td></td>
<td>HWST 700/695</td>
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<td>6 credits</td>
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<td>Submit Plan A Thesis or Plan B non-Thesis</td>
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AOC: Area of Concentration
Chapter 4. Degree Requirements

Prerequisites

The following 15 credits of prerequisite coursework are required for applicants who are not Hawaiian Studies BA degree recipients of UH-Mānoa. These courses represent educational foundations of our field and are required prerequisite courses to enroll in upper division undergraduate and graduate level courses. Although, students taking these prerequisites may enroll concurrently in graduate level Hawaiian Studies courses, enrollment is only allowed by the consent of the instructor.

- HWST 107 Hawai‘i: Center of the Pacific
- HWST 270 Hawaiian Mythology
- HWST 341 Hawaiian Genealogies
- HWST 342 Chiefs of Post-Contact Hawai‘i
- HWST 343 Myths of Hawaiian History or HWST 390 Issues in Modern Hawai‘i or HWST 490 Senior Seminar in Hawaiian Studies
- HAW 302 Third-level Hawaiian

Applicants to the MA program must have satisfactorily completed HAW 302 or the equivalent at the time of entry. Any remaining coursework that was not completed prior to admission must be completed within the first year. Courses in directed research/reading (e.g. HWST 499/699) are not to be used to make up any prerequisite courses.
MA Degree Requirements

Students must complete a total of 33 credits (not to include prerequisites) of which 18 credits must be at the 600 level or higher and have completed HAW 402 or equivalent. Students are required to complete, within the program, four HWST core courses (12 credits), two HWST area of concentration courses (6 credits), and a HWST thesis research or practicum research course (6 credits). The remaining credits (9 credits) may be made up of elective coursework.

Major Required Courses  

There are four core classes that all MA students are required to complete. They form the foundation of the MA program.

HWST 601 Indigenous Research Methodologies  
HWST 602 Hawaiian Archival Research  
HWST 603 Review of Hawaiian Literature  
HWST 604 Writing a Hawaiian Thesis

Total 12 credits

Areas of Concentration (AOC)

Hawaiian Studies MA candidates will choose two of the five areas of concentration to focus their research. Candidates will be required to integrate the two areas of concentration in a single thesis (Plan A) or non-thesis project (Plan B).

Hālau o Laka: Native Hawaiian Creative Expression  
HWST 620 ‘Ike Pono-Visual/Cultural Knowledge  
HWST 621 ‘Ike Maka-Visual/Cultural Knowledge

Kūkulu Aupuni: Envisioning the Nation  
HWST 690 Kūkulu Aupuni: Envisioning the Nation  
HWST 691 Kūkulu Aupuni: Sovereign Hawaiian State, Domestic Kingdom Law, Governance and Politics

Kumu Kahiki: Comparative Polynesian and Indigenous Studies  
HWST 670 Kumu Kahiki: Comparative Hawaiian and Tahitian Cosmogonies  
HWST 671 Kumu Kahiki: Life Narratives in Mixed Media & Literature

Mālama ‘Āina: Hawaiian Perspectives on Resource Management  
HWST 650 Hawaiian Geography and Resource Management  
HWST 675 Huaka‘i Hele Heiau Hawai‘inui‘iakea: Study Abroad on Polynesian Temples

Mo‘olelo ‘Ōiwi: Native History and Literature  
HWST 640 Mo‘olelo ‘Ōiwi: Historical Perspectives

Total 6 credits (from 2 areas)

Elective Courses  

Total 9 credits
Master’s Plan A Thesis or Plan B non-Thesis

HWST 700 Thesis Research (Plan A)*
HWST 695 Practicum Research Plan B*

*Should be taken with MA Committee Chair

Plan A Thesis

Plan A candidates take 6 credits of HWST 700 Thesis Research from their Plan A Committee Chair as they write their master’s thesis and complete the following requirements for graduation:

• Submit a completed master’s thesis (a substantial piece of original research that is a scholarly contribution to the field of Hawaiian studies) to committee
• Successfully defend thesis in a private thesis defense with thesis committee
• Public presentation of thesis research
• Submit final approved thesis paper to the Office of Graduate Education and Hawaiian Studies program

Please refer to the Graduation and Forms sections for more explanation about the required process and appropriate forms.

Plan B non-Thesis

Plan B candidates take 6 credits of HWST 695 Practicum Research Plan B from their Plan B Committee Chair as they work on their original project-driven research with accompanying documentation/artifact and complete the following requirements for graduation:

• Submit research documentation/artifact to committee
• Successfully defend project in a private defense to committee
• Public presentation on project
• Submit project documentation/artifact to Hawaiian Studies program

Please refer to the Graduation and Forms sections for more explanation about the required process and appropriate forms.

Dual Master’s Degree in Library and Information Science

Students may pursue a Master’s in Hawaiian Studies and a second master’s concurrently in Library and Information Science. Students enrolled in either program may apply for admission in the other degree program. The dual master’s option allows sharing of many elective courses. For more information, contact the HWST graduate chair or an LIS advisor.
Chapter 5. Forming a Committee and Selecting a Chair

A student who has completed all required coursework up to HWST 700 or 695 is responsible for forming a Plan A or Plan B committee utilizing Form II (Plan A) or Form IIb (Plan B). All committees are comprised of a minimum of 3 committee members, one of whom will serve as Committee Chair. The committee chair must be a graduate faculty member from Hawaiian Studies. Additionally, the majority of the committee must be comprised of graduate faculty from within Hawaiian Studies, however, exceptions are possible. Emeriti faculty may serve on a committee at the request of the student and the graduate program. Non-graduate faculty may serve on a committee under special circumstances. If choosing a non-graduate faculty to serve on the committee, attach justification and the faculty’s current CV to Form II or IIb. Graduate chairs have the privilege of being ex-officio members of all committees in their program.

Conflicts of Interest

Students may not have a relative serve as chair or member of their committee. In accordance with University of Hawai‘i policy the term “relative” includes husband-wife, parent-child, sibling, and any other familial relationship, including domestic partners.

Committee Chair

The chair is responsible for directing and guiding the student’s research and writing activities. He or she should possess expertise in the student’s chosen research topic. It is the responsibility of the student to select an appropriate topic and to ensure that a faculty member with expertise in the topic is available and willing to serve as chair.

University Representative

Students have the option to have a university representative as a member of their thesis committee. He or she should possess sufficient familiarity with the student’s research topic to be able to review and comment on the manuscript, but this is not required.

The university representative fulfills the following functions:

1. Represents the Office of Graduate Education on the committee, ensuring administration of proper procedures and fair treatment of the student;

2. Ensures that the level of research and integrity of the work is indeed appropriate to the student’s degree objective; and

3. Provides disciplinary expertise and an academic perspective that may or may not be possessed by the other committee members.

For more information visit http://manoa.hawaii.edu/graduate/content/committee-composition-potential-members
UH Mānoa confers degrees three times annually — in December, May, and August. Students who have completed all of their degree requirements at any time during the semester may, upon written request, receive certification from the Graduate Division that the degree will be conferred at the end of the appropriate term, provided their records are clear of all discrepancies.

**Filing for Graduation**

Students who plan to graduate must file a Graduate Application for Degree with the Office of Graduate Student Services, by the deadline specified in the Calendar.

Note fees listed below:
- $30 graduation and diploma fee
- $21 binding fee for the thesis (master’s Plan A students only)
- ProQuest publication fee as applicable (see Office of Graduate Education website for more information)

**Postponing Graduation**

Students who wish to postpone graduation until the next semester may do so only with sound academic reasons, which must be verified by the graduate chair. During the additional semester (Fall, Spring, Summer) prior to graduation, all students must be enrolled in at least one credit (i.e: Thesis 700). They are generally not eligible for achievement scholarships or graduate assistantships during this time period.

**Degree Check**

Upon receiving a student’s Graduate Application for Degree, the graduate program shall conduct a degree check using STAR and the program’s own records for the student. The graduate chair shall certify that the student has met all degree requirements on a Certification for Degree Award form.

The Graduate Division
automatically deletes from the graduation list the name of any student whose final grade for any required course contains either a grade of I (incomplete) or a missing grade (unless certification is received beforehand from the graduate chair that the course in question is not required for the degree), or whose records show any other discrepancies. Students who are unable to complete all degree requirements by the specified deadlines should notify the Office of Graduate Student Services as soon as possible.

For more information visit manoa.hawaii.edu/graduate/content/graduation

**Commencement**

Candidates for graduate degrees who file for graduation and who wish to participate in commencement must register on-line at the commencement site. Visit the site for complete information on registration instructions, proper regalia, graduation announcement, and ceremony protocol.

For more information visit manoa.hawaii.edu/commencement/

### Graduation Process (Student Responsibilities)

<table>
<thead>
<tr>
<th>Plan A</th>
<th>Plan B</th>
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<tbody>
<tr>
<td>1 Enroll in at least 1 credit during the semester in which you intend to graduate.</td>
<td></td>
</tr>
<tr>
<td>2 Complete Graduate Application for Degree and submit to Graduate Records no later than two weeks after instruction begins during the semester of graduation.</td>
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</tr>
<tr>
<td>3 Successfully defend Plan A thesis with committee.</td>
<td>Successfully defend Plan B project with committee.</td>
</tr>
<tr>
<td>4 Student to schedule public presentation (confirm date, time, and place).</td>
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</tr>
<tr>
<td>5 Send research abstract, date, time, and place to graduate programs support assistant at least 3 weeks prior to the presentation. The graduate programs support assistant will create a flyer and advertise presentation with the program, School and University.</td>
<td></td>
</tr>
<tr>
<td>7 Complete the Office of Graduate Education Form III (see Forms section) with committee and submit to Hawaiian Studies graduate chair.</td>
<td>Complete HSHK Form IIIb (see Forms section) with committee and submit to Hawaiian Studies graduate chair.</td>
</tr>
<tr>
<td>8 Submit final approved thesis paper to the Office of Graduate Education with Form IV (see Forms section). Submit a copy of final approved thesis paper to Hawaiian Studies Librarian.</td>
<td>Submit project documentation/artifact along with accompanying paper to Hawaiian Studies Librarian.</td>
</tr>
</tbody>
</table>
Chapter 7. UH Mānoa Policies

Leave of Absence

Unless a leave of absence has been approved in advance, a student who fails to maintain continuous enrollment (excluding summer session) is considered withdrawn from the university. Students on approved leave do not pay tuition or fees. Students who will be consulting university faculty or using university facilities or staff services should not request leave.

Each student is allowed up to one year of leave. Time on approved leave is not counted against time allowed for the completion of graduate programs. Time to degree completion is an important part of the integrity and quality of graduate programs. In general, graduate students at UHM must complete all degree requirements within seven years after admission to their programs. An approved leave of absence of up to two semesters is not counted in the seven years. Returning UHM graduate students who are readmitted to the same graduate program for the same degree objective are subject to degree requirements at the time of readmission. Rules for time allowed for degree completion were changed, effective Fall

To apply for leave, a student must
1. be enrolled currently,
2. be in good academic standing, and
3. have completed at least a semester of course work relevant to degree objective.

How to Apply

Students who wish to petition for leave need to file a Petition for Leave of Absence with the Graduate Student Services Office. Students who must maintain full-time enrollment due to their status as international students, guaranteed loan recipients, East-West Center grantees, or veterans need to obtain approval from the respective offices before petitioning for leave.

Return from Leave

Students who do not return from leave on the specified date will need to apply for readmission.

Students who wish to return sooner from an approved leave should contact the Office of Graduate Student Services by the deadlines indicated below.

For more information visit manoa.hawaii.edu/graduate/content/leave-absence

Time Allowed

Time to degree completion is an important part of the integrity and quality of graduate programs. In general, graduate students at UHM must complete all degree requirements within seven years after admission to their programs. An approved leave of absence of up to two semesters is not counted in the seven years. Returning UHM graduate students who are readmitted to the same graduate program for the same degree objective are subject to degree requirements at the time of readmission. Rules for time allowed for degree completion were changed, effective Fall
2011. Students who enrolled prior to Spring 2011, should contact Graduate Student Services.

Time to completion is typically two years with full-time enrollment. Effective Fall 2011, failure to complete the master’s degree after five years will result in the student being placed on probation, i.e., at the beginning of the sixth year the student automatically will be placed on probation. The probation notice will be rescinded if the student completes the degree within seven years. Students who do not complete the degree within seven years are subject to dismissal. Approved leaves of absence do not count toward these time limits.

By this new policy, if at the end of year seven more time is needed for completion of the Master’s degree due to circumstances beyond the student’s control, and the student has completed all of the degree requirements except the thesis or capstone experience, an extension may be requested. To request an extension, the student’s graduate chair submits a petition to the Office of Graduate Student Services. If the program does not support the extension, the student will be dismissed.

The extension request should provide a timeline for completion that includes the expected graduation date and the reason(s) necessitating the extension.

For more information visit manoa.hawaii.edu/graduate/content/time-allowed-completion-degree

**Ethical Research Standards**

As required by federal, state and university regulations, UHM employees and students who intend to conduct research that involves the use of human or non-human subjects must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

**Committee on Human Studies**

The Committee on Human Studies (CHS) functions as the federally mandated Institutional Review Board (IRB) for the UH system. All research proposals involving the use of human subjects or the university’s non-public information to identify or contact research subjects need to be reviewed and approved by the CHS. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions.

**Environmental, Health and Safety Office**

Environmental, Health and Safety Office (EHSO) ensures safe
campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials (Radiation Safety Program) or compressed gas (SCUBA) diving (Diving Safety Program) need to be reviewed and approved prior to start of work. Other EHSO programs deal with areas such as Environmental Compliance, Fire Safety, Laboratory Safety, Hazardous Materials Management and Waste Disposal. These do not require prior review or approval, but may have training requirements (check EHSO website for specific requirements).

Institutional Animal Care and Use Committee

Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight and evaluation of animal care and use at the university. Research proposals involving vertebrate animals need to be reviewed and approved by the IACUC.

Laboratory Animal Service

Laboratory Animal Service (LAS) is charged with administering the system-wide program of animal care and use involving all vertebrate animals used for research, training, testing, and related activities by the university. LAS provides instruction to investigators, staff, students, and visiting researchers on the humane care and use of animals.

For more information visit: manoa.hawaii.edu/graduate/content/compliance-ethical-standards
Chapter 8. Financial Aid

Hawai‘inui‘akea provides a number of financial aid options for students in our majors. For information on other options contact UH Financial Aid Services in the Queen Lili‘uokalani Center for Student Services. For information on scholarships for native Hawaiians please visit the Native Hawaiian Student Services website.

**Graduate Assistantships**

A graduate assistantship is a nonrenewable, part-time academic appointment. In addition to carrying out their assignments in their unit of hire, graduate assistants (GAs) also have roles as professionals, albeit of an apprentice nature, in the university community. Thus, GAs need to be familiar with the academic regulations of the university as well as the professional standards of their field.

While “Graduate Assistant” (GA) is the official designation used in all university documents and publications, GAs with teaching duties are often referred to as “Teaching Assistants” and GAs with research duties as “Research Assistants.”

**Teaching Assistants**

Teaching assistants (TAs) usually have a 9-month appointment that corresponds
with the academic year. The specific duties of a TA vary depending on the needs of the department and on the qualifications and experiences of the TA. All TAs serve under the direction and supervision of a regularly appointed member of the faculty. They may teach a section of a multi-section course or a laboratory section of a course. In addition, they may assist a faculty member in grading assignments or exams, advising students, or performing course-related administrative duties. All new TAs are required to attend a training session offered by the Office of Faculty Development and Academic Support - Center for Teaching Excellence.

It is the policy of Hawaiian Studies that any first year masters’ students hired as a graduate teaching assistant will not be permitted to teach, only assist a Hawaiian Studies faculty member.

Research Assistants

Research assistants (RAs) usually have an 11-month appointment. In general, an RA supports the research activities of a faculty who is the principal investigator of a funded project. The specific duties of an RA vary depending on the needs of the project and on the qualifications and experiences of the RA. The duties may be directly or tangentially related to the RA’s program of study, while results from the research project may be incorporated into a thesis or dissertation as relevant. Some RAs exercise a great degree of independence while performing their duties; others carry out specific tasks that leave little room for independent judgment. RAs should be knowledgeable about official university policies on research and publication.

All graduate assistants working for Kamakakūokalani fall under the Office of Graduate Education rules and regulations, the Hawai‘inuiākea Graduate Assistant Policy, and the KCHS Graduate Assistant Policy.

The Hawai‘inuiākea and KCHS policy can be obtained at the main offices of the school and the center or from the graduate programs support assistant.

For the Office of Graduate Education rules and regulations visit their website: manoa.hawaii.edu/graduate/content/graduate-assistants
Scholarships

In addition to graduate assistant positions, Hawai‘inuiākea also offers several scholarships for which graduate students may qualify. Below is a list of applicable scholarships:

- Center for Hawaiian Studies Scholarship Fund
- Emalani V. Searfoss Memorial Scholarship Fund
- Gladys Ainoa Brandt Scholarship Endowment Fund
- John Dominis Holt Scholarship Endowment in Hawaiian Studies
- Na Lei Oiwi Scholarship
- Pacific Islands Institute Hawaiian Studies Scholarship Fund
- Pua Hopkins Student Support Fund
- Hawai‘inuiākea also maintains a student aid fund designed to provide financial support to students enrolled in any program at the Hawai‘inuiākea School of Hawaiian Knowledge at the University of Hawai‘i at Mānoa.

To enter the University of Hawai‘i Student Scholarship System and apply:
1. Connect to www.star.hawaii.edu
2. Log in with your username/id number and password
3. Select scholarship tab
4. Search for scholarships
5. Follow the directions to apply for each scholarship.

For more information about these scholarships, visit the NHSS website: manoa.hawaii.edu/nhss/

Financial Support

Various forms of merit-based financial support are available to graduate students at UHM, including Graduate Division Achievement Scholarships, intramural graduate fellowships, extramural funding, and graduate assistantships. Questions on need-based financial aid should be addressed to the Financial Aid Services.

For more information visit the Office of Graduate Education website: manoa.hawaii.edu/graduate/content/financial-support
Chapter 9. Student Conduct and Conflict Resolution

UHM Student Conduct Code

The University is committed to a safe learning environment for all students, faculty, and staff. Choosing to join the University community as a student obligates you to abide by the student conduct code which can be found in its entirety at

www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/

UH E2.210 Use and Management of Information Technology Resources

Use of UH Username and University Information Technology resources indicates your acceptance of and agreement to this complete policy which can be found at

www.hawaii.edu/infotech/policies/itpolicy.html

UHM Academic Grievance Procedure

All UH faculty and students are provided by policy consistent and equitable treatment in resolving disputes arising from the academic relationship between faculty and student(s). For all grievances involving course grades, refer to the UH academic grievance policy and procedures which can be found at

studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

Office of Graduate Education Academic Grievance

Grievances involving professional practice within a specific graduate program are handled by the department, with final authority resting with the Dean of the School. The policies and procedures contained in this section apply to unique graduate student situations such as:

- specific graduate program requirements (including adequate academic progress),
- qualifying and comprehensive exams,
- formation and composition of the thesis or dissertation committee,
- final defense of the thesis or dissertation,
- infringement of intellectual property.

A complete listing of policies and procedures can be located at

manoa.hawaii.edu/graduate/content/academic-grievance

Graduate Faculty Responsibilities

It is the responsibility of the graduate faculty to adhere to the standards set by the Graduate Assembly. A listing of the standards, teaching and mentoring responsibilities can be found at

http://manoa.hawaii.edu/graduate/content/standards-responsibilities
Chapter 10. Forms

These are some of the most commonly used forms for the Office of Graduate Education and Kamakakūokalani as well as an explanation of when to use them. Most of these forms can be found on the Office of Graduate Education website:

manoa.hawaii.edu/graduate/content/forms

Admissions Related

- **Graduate Admissions Application Instructions and Form for Readmissions, Post-Baccalaureate Unclassified Student, and Visiting Student**
  Use this form when returning to the master's program after an absence in which you did not submit a Petition for Leave of Absence

- **Petition to Apply for Concurrent Degree Status**
  Use this form to request permission to apply for admission to an additional graduate degree program.

Enrollment Related

- **Petition for Leave of Absence**
  Use this form if you will not be enrolled in courses during a semester. Students may take up to two semesters of leave. Students wishing to extend their leave beyond the two semesters must obtain approval.

- **Petition to Transfer Credits**
  Use this form to transfer credits earned for post-bachelor courses at another institution or while enrolled at UHM as a post-bachelor unclassified student.

- **Petition to Substitute or Waive Courses**
  Use this form to request a waiver or substitution of a required course.

- **Petition to Submit Undergraduate Excess Credits toward a Master’s Degree**
Use this form to apply excess credits earned as an undergraduate student.

- **Petition to Enroll in Grad 700F**
  Use this form to enroll in 700F after completing 6 credits of 700. This form allows students needing more time to complete thesis research to remain full-time students while taking only 1 credit.

- **Petition to Revise Thesis or Dissertation Committee**
  Use this form to revise thesis committee

- **Petition for Remote Committee Participation**
  When a member of your committee is unable to be present for your defense, this form can be used to petition for a committee member to have remote participation by teleconferencing.

- **Graduate Application for Degree**
  Complete this form at the beginning of the semester in which you intend to graduate.

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**Plan A**

- **Form I – Pre-Candidacy Progress**
  Use this form to report date of preliminary conference, transfer credits, or remedy of undergraduate deficiencies.

- **Form II – Advance to Candidacy**
  Use this form to report appointment of thesis committee and approval of research topic.

- **Form III – Thesis Evaluation**
  Submit this form immediately after results of the final exam become available or no later than three weeks prior to the thesis/dissertation due date.

- **Form IV – Thesis Submission**
  This form needs to be signed by the chair and the committee. Submit this form along with the final digital or printed copy of the manuscript, by the due date indicated in the current semester “Graduate Records Deadlines & Events at a Glance” Calendar. Do NOT physically attach the form to the manuscript.
• **eTD Style & Policy Guide**
  This document provides Graduate Division’s guidelines on the physical format of thesis and dissertation manuscripts.

**Plan B**

All Plan B forms are only to be used within Hawai‘inui‘akea. Do not submit them to the Office of Graduate Education. These forms are available online at:

http://manoa.hawaii.edu/nhss/academicadvising/student-forms/

• **Form IIb**
  Use this form to report appointment of thesis committee and approval of research topic. Submit this form to the graduate chair.

• **Form IIIb**
  Submit this form immediately after results of the final exam become available or no later than three weeks prior to the thesis/dissertation due date. Submit this form to the graduate chair.

**Graduate Assistants**

• **Graduate Assistant Tuition Exemption Request Form**
  All Graduate Assistants (Teaching & Research) must complete this form each semester to receive their tuition waiver.

• **Graduate Assistant Petition to Enroll in More than 9 Credits**
  If a Graduate Assistant wishes to enroll in more than 9 credits s/he must fill out this form and obtain approval from the department.

• **Graduate Assistant Petition to Work More than 20 Hours**
  If a Graduate Assistant wishes to work more than 20 hours a week s/he must fill out this form and have the request approved by their department.
Chapter 11. Graduate Faculty

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Research interests include Native Hawaiian visual culture, customary practices and contemporary arts, museum studies.

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Research interests include Hawaiian mythology, literature, nation building.

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Jonathan Osorio
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Research interests include politics of identity in the Hawaiian kingdom, colonization in the Pacific, Hawaiian music.

Wendell Kekailoa Perry
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Shanye Kauwela Valeho-Novikoff
Librarian II
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Research interests include digitizing collections, Hawaiian librarianship, Hawaiian organization and knowledge systems, advocating for Hawaiian information services, land research.
Chapter 12. University Resources

For more information on the Office of Graduate Education policies and procedures please visit their website listed below or contact them directly.

**Office of Graduate Education Links**

*Student Services*
- Spalding 354
- 2540 Maile Way, Honolulu, HI 96822
- Tel: (808) 956-8544 Voice/Text: (808) 956-4257
- Fax: (808) 956-4261
- Office Hours: Monday – Friday 7:45am to 4:30 pm
- Counter Service: Monday – Friday 8:00 am to 4:00 pm
- Email: graduate.education@hawaii.edu
- Website: [manoa.hawaii.edu/graduate/](http://manoa.hawaii.edu/graduate/)

*eTD Style & Policy Guide, Graduate Division Style Policy Guide*
- [manoa.hawaii.edu/graduate/content/style-policy](http://manoa.hawaii.edu/graduate/content/style-policy)

**Graduate Faculty Responsibilities**
- [manoa.hawaii.edu/graduate/content/standards-responsibilities](http://manoa.hawaii.edu/graduate/content/standards-responsibilities)

**General UH Mānoa Links**

*UHM Graduate Student Organization*
- [gso.hawaii.edu](http://gso.hawaii.edu)

*UHM Library*
- [library.manoa.hawaii.edu](http://library.manoa.hawaii.edu)

*UHM Bookstore*
- [www.bookstore.hawaii.edu/manoa](http://www.bookstore.hawaii.edu/manoa)

*Information Technology Services*
- [www.hawaii.edu/its](http://www.hawaii.edu/its)

*UHM Student Conduct Code*
- [www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/](http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

*UHM Academic Grievance Procedure*
- [www.studentaffairs.manoa.hawaii.edu/policies/academic_grievance/](http://www.studentaffairs.manoa.hawaii.edu/policies/academic_grievance/)

**Hawai‘inuiākea School of Hawaiian Knowledge Links**

*Hawai‘inuikea School of Hawaiian Knowledge*
- [manoa.hawaii.edu/hshk/](http://manoa.hawaii.edu/hshk/)

*Native Hawaiian Student Services*
- [manoa.hawaii.edu/nhss/](http://manoa.hawaii.edu/nhss/)

**Hawaiian Studies Links**

*Kamakakūokalani Center for Hawaiian Studies*
- [manoa.hawaii.edu/hshk/kamakakuokalani/](http://manoa.hawaii.edu/hshk/kamakakuokalani/)

*Hawaiian Studies Course Descriptions*
- [http://www.catalog.hawaii.edu/courses/departments/hwst.htm](http://www.catalog.hawaii.edu/courses/departments/hwst.htm)