E hoʻoulu ka ʻimi ʻike, me ka naʻauao 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.

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

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To download an electronic version of this handbook visit

manoa.hawaii.edu/nhss/academicadvising/student-handbooks/

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Chapter 1. General Information

The master’s of art degree builds on the BA program by addressing 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 ʻĀina: 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.
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 2. 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

Once a student is granted admission into the MA program, any remaining prerequisite coursework that was not completed prior to admission must be completed within the first year of enrollment. Although, students taking these prerequisites may enroll concurrently in graduate level Hawaiian studies courses, enrollment is only allowed by the consent of the instructor. Courses in directed research/reading (e.g. HWST 499/699) are not to be used to make up any prerequisite courses.

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>Year</th>
<th>18 credits</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>9 credits</td>
<td>Spring</td>
</tr>
<tr>
<td>HWST 601</td>
<td>3 credits</td>
<td>HWST 603</td>
</tr>
<tr>
<td>HWST 602</td>
<td>3 credits</td>
<td>HWST 604</td>
</tr>
<tr>
<td>Elective course/AOC</td>
<td>3 credits</td>
<td>Elective course/AOC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td>15 credits</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>9 credits</td>
<td>Spring</td>
</tr>
<tr>
<td>Elective course/AOC</td>
<td>3 credits</td>
<td>HWST 700/695</td>
</tr>
<tr>
<td>Elective course/AOC</td>
<td>3 credits</td>
<td>Submit Plan A Thesis or Plan B non-Thesis</td>
</tr>
<tr>
<td>Elective course/AOC</td>
<td>3 credits</td>
<td></td>
</tr>
</tbody>
</table>

**Suggested 3 year completion timeline for part-time students (33 credits):**

<table>
<thead>
<tr>
<th>Year</th>
<th>12 credits</th>
<th>12 credits</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>6 credits</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>HWST 601</td>
<td>3 credits</td>
<td>HWST 603</td>
<td></td>
</tr>
<tr>
<td>Elective course/AOC</td>
<td>3 credits</td>
<td>Elective course/AOC</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td>12 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>6 credits</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>HWST 602</td>
<td>3 credits</td>
<td>HWST 604</td>
<td></td>
</tr>
<tr>
<td>Elective course/AOC</td>
<td>3 credits</td>
<td>Elective course/AOC</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>THIRD YEAR</strong></td>
<td></td>
<td>9 credits</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>3 credits</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Elective course/AOC</td>
<td>3 credits</td>
<td>HWST 700/695</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submit Plan A Thesis or Plan B non-Thesis</td>
</tr>
</tbody>
</table>

AOC: Area of Concentration
Student Path to Graduation

**Phase 1: Completing Coursework**
- Complete any prerequisite coursework within the first two semesters
- Complete 27 credits of coursework
  - Core (12 credits)
  - Area of concentration (6 credits)
  - Electives (9 credits)
- Complete HAW 402 or equivalency
- Maintain a 3.0 GPA or higher
- Register each semester for at least 1 credit
- Read all program email and respond in a timely fashion
- Communicate (face to face/email/phone) with Graduate Chair at least once a semester
- Develop research idea/project
- Participate in program professional development opportunities, program sponsored events, and graduate student employment opportunities

**Phase 2: Forming Plan A/Plan B Committee**
- Complete your research proposal
- Complete UH Human Studies online training
- Meet with prospective faculty members to assess if they fit your research agenda
- Invite faculty to sit on your committee (2/3 should be HWST graduate faculty)
- Receive UH IRB (eProtocol) approval (exempt/non-exempt)
- Submit Form II or Form IIIB with proper signatures to the graduate chair to approve your committee
- Work with your committee to set your timeline for research and graduation date
- Read all program email and respond in a timely fashion
- Communicate (face to face/email/phone) with Graduate Chair at least once a semester

**Phase 3: Final Project/Graduation**
- Complete 6 credits of Plan A (HWST 700) or Plan B (HWST 695) with your committee chair
  - Must be enrolled in at least 1 credit during the semester you intend to graduate
- Complete Graduate Application for Degree and pay fee
- Private defense with your committee
- Submit Form III or Form IIIB to graduate chair
- Send public presentation abstract to grad programs support assistant
- Public presentation
- Plan A Only: Submit Thesis to Graduate Division with Form IV
- Submit your final approved paper/project to HWST librarian for MA archive
- Read all program email and respond in a timely fashion
- Communicate (face to face/email/phone) with Graduate Chair at least once a semester
Chapter 3. Degree Requirements

Prerequisites

The following 15 credits of prerequisite coursework are required for applicants who are not Hawaiian Studies BA degree recipients from 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
- Either
  - HWST 343 Myths of Hawaiian History or
  - HWST 390 Issues in Modern Hawai‘i or
  - HWST 490 Senior Seminar in Hawaiian Studies

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 or tested out of HAW 402. 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. Students must receive a grade of B- or better in ALL courses counted towards their MA in Hawaiian Studies degree.

### Major Required Courses

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWST 601</td>
<td>Indigenous Research Methodologies</td>
<td>3</td>
</tr>
<tr>
<td>HWST 602</td>
<td>Hawaiian Archival Research</td>
<td>3</td>
</tr>
<tr>
<td>HWST 603</td>
<td>Review of Hawaiian Literature</td>
<td>3</td>
</tr>
<tr>
<td>HWST 604</td>
<td>Writing a Hawaiian Thesis</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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
  - HWST 675 Huaka’i Hele Heiau Hawai’inuiākea: Study Abroad on Polynesian Temples

- **Mālama ‘Āina: Hawaiian Perspectives on Resource Management**
  - HWST 650 Hawaiian Geography and Resource Management
  - HWST 651 ‘Āina Waiwai: Water, Food Sovereignty, and Ancestral Abundance
  - HWST 631 Pono Science: Ethical Implications of Science in Hawai‘i

- **Mo’olelo Ōiwi: Native History and Literature**
  - HWST 640 Mo’olelo Ōiwi: Historical Perspectives

### Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Master’s Plan A Thesis or Plan B non-Thesis</strong></td>
<td><strong>6 credits</strong></td>
</tr>
<tr>
<td>HWST 700</td>
<td>Thesis Research (Plan A)*</td>
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</tr>
<tr>
<td>HWST 695</td>
<td>Practicum Research Plan B*</td>
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</tbody>
</table>

*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

It is the student’s responsibility to edit and prepare a final manuscript that meets the style requirements of both the Office of Graduate Education and his or her graduate program. The Style and Policy Manual for These and Dissertations provides general guidelines on the physical format of the manuscript and can be downloaded at manoa.hawaii.edu/graduate/content/style-policy

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.

Approval for Research Topics

As required by federal, state and university regulations, UHM students who intend to conduct research that involves the use of human subjects must check with the program, the Office of Research Services, and the Human Studies Program for approval and guidance. For more information on Human Studies approval see Chapter 5. Institutional Review Board.
Dual Master's Degree in Library and Information Science

Students may pursue a Master's in Hawaiian Studies and a concurrent second master's in Library and Information Science. Students enrolled in either program may apply for admission in the other degree program after completing at least two semesters. Prior to applying to the second degree program the student must first submit a Petition to Apply for Concurrent Degrees to the Office of Graduate Education. Once approved, the student can apply to the second program by fulfilling all the admissions requirements for that program.

Dual degree students are required to declare which degree (Hawaiian Studies or Library and Information Science) will be the primary and which the secondary once they have been admitted to both programs. Degree requirements of both programs (e.g. culminating projects, oral comprehensive examinations, theses) must also be fulfilled. Only courses that are elective in both programs may be double counted.

**Hawaiian Studies as Primary Degree**

Of the 33 credits required for this MA degree, the Library & Information Science Program accepts 9 credits at the 600 level. Thus only 30 LIS credits for the MLISc are needed instead of 39, for a total of 63 credits for both degrees.

- LIS 619 Preservation Management
- LIS 620 Conservation of Library and Archival Materials
- LIS 652 Introduction to Archival Management
- LIS 653 Seminar in Archival Studies
- LIS 671 Digital Librarianship
- LIS 685 Traditional Literature & Oral Narration
- L 687 Hawaiian Studies Information Resources
- LIS 688 Pacific Islands Information Resources
- LIS 693 Special Topics in Librarianship
- LIS 699 Directed Reading and/or Research

**Library & Information Science as Primary Degree**

Of the 39 credits required for the MLISc, the Hawai‘iuniakea School of Hawaiian Knowledge accepts 9 credits including, but not limited to, the following LIS courses, leaving 24 credits necessary for the Hawaiian Studies MA.

- HWST 621 'Ike Pono-Visual/Cultural Knowledge
- HWST 621 'Ike Maka-Visual/Cultural Knowledge
- HWST 690 Kūkulu Aupuni: Envisioning the Nation
- HWST 691 Kūkulu Aupuni: Sovereign Hawaiian State, Domestic Kingdom Law, Governance and Politics
- HWST 670 Kumu Kahiki: Comparative Hawaiian and Tahitian Cosmogonies
- HWST 671 Kumu Kahiki: Life Narratives in Mixed Media & Literature
- HWST 675 Huaka'i Heiau Hawai‘iuniakea: Study Abroad on Polynesian Temples
- HWST 650 Hawaiian Geography and Resource Management
- HWST 651 ‘Āina Waiwai: Water, Food Sovereignty, and Ancestral Abundance
- HWST 631 Pono Science: Ethical Implications of Science in Hawai‘i
- HWST 640 Mo'olelo 'Ōiwi: Historical Perspectives

<table>
<thead>
<tr>
<th>PRIMARY DEGREE</th>
<th>MA</th>
<th>MLISc</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawaiian Studies</td>
<td>33</td>
<td>30</td>
<td>63</td>
</tr>
<tr>
<td>Library &amp; Information Science</td>
<td>24</td>
<td>39</td>
<td>63</td>
</tr>
<tr>
<td>If Obtained Separately</td>
<td>33</td>
<td>39</td>
<td>72</td>
</tr>
</tbody>
</table>
Chapter 4. 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). Members of the committee must review the student’s research proposal and indicate their approval by signing Form II. The student must keep the committee informed of the scope, plan, and progress of the research and manuscript.

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-gradaute 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.

Conflict 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.

Chair must be a level 2 or 3 regular or cooperating graduate faculty member in Hawaiian Studies. With approval from the Office of Graduate Education, a full affiliate graduate faculty or an emeritus faculty may serve as chair.

It is possible to have co-chairs on a committee. If there are co-chairs, both chairs must attend the final defense and review the manuscript. In order for the student to pass, both co-chairs must indicate their approval on Forms III and IV. On the forms, the word “co-chair” must follow the name of each co-chair. For administrative purposes only, the Office of Graduate Education will treat the first co-chair listed as the chair.

University Representative

The University Representative (UR) is an optional member of the thesis committee.

manoa.hawaii.edu/graduate/content/committee-composition-potential-members

For more information on Hawaiian Studies graduate faculty see Chapter 11. Graduate Faculty.
Chapter 5. Institutional Review Board & Human Studies Program

By UH policy, master’s theses and doctoral dissertations that involve human subjects or use private identifiable information about living humans require Institutional Review Board approval before research activities can be initiated. Graduate Students who are unsure whether their project would be deemed human subjects research may inquire with the Human Studies Program Office for guidance. Documentation of approval by an IRB, or the Human Studies Program office is necessary to fulfill the paperwork required by the Office of Graduate Education to register for the thesis or dissertation courses (700 or 800 series) where the student indicates on Form II that Institutional Review Board approval may be required.

Other graduate-level work and most undergraduate activities performed to meet class requirements typically do not require IRB approval. However, if the research will be published or presented in a public forum, the study will require prior approval. Again, students should contact the Human Studies program if unsure whether the activities would be considered human subjects research.

Compliance & Ethical 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.

Institutional Review Board and Human Studies Program

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.

Ethical Standards

The following university executive policies and attendant procedures provide a consensual
framework within which ethical conduct of research, teaching and scholarly activities can be maintained and assessed at UHM, while complying with federal regulations and requirements.

*Board of Regents Policies Chapter 12 Research*

www.hawaii.edu/policy/index.php?action=home&policySection=rp

*Systemwide Executive Policy Chapter 12 Research*

www.hawaii.edu/policy/index.php?action=viewChapter&policySection=ep&policyChapter=12&menuView=closed

For specific information visit manoa.hawaii.edu/graduate/content/compliance-ethical-standards

**Human Studies Program**

The Human Studies Program (HSP) is the administrative unit of the University of Hawaii System Human Research Protection Program (HRPP). The HSP works together with the UH research community to ensure the health, welfare, rights, and dignity of people who participate in UH research. The HSP, a unit within the Office of Research Compliance (ORC), provides guidance and administrative support to its three UH Institutional Review Boards (IRBs) and the ten UH campuses.
Chapter 6. Graduation

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 Education 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)

Students wishing to receive an ‘ōlelo Hawai‘i diploma must file the Application for Degree/Certificate (Hawaiian Language Version) at the same time that they file the Graduate Application for Degree and pay the applicable fees.

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 (ie: 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 Office of Graduate Education 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 Education Student Services as soon as possible.

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.

Lā Hemo Kula

In addition to the UH Mānoa commencement ceremony, Hawai‘inuiākea holds its own ceremony to honor students who have completed their degrees in Hawaiian Language and Hawaiian Studies. Students who wish to participate should contact the Graduate Programs Support Assistant once they have filed the Graduate Application for Degree.

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 (ie: 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 Office of Graduate Education 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 Education Student Services as soon as possible.

manoa.hawaii.edu/graduate/content/degree-check

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.

manoa.hawaii.edu/commencement/

Lā Hemo Kula

In addition to the UH Mānoa commencement ceremony, Hawai‘inuiākea holds its own ceremony to honor students who have completed their degrees in Hawaiian Language and Hawaiian Studies. Students who wish to participate should contact the Graduate Programs Support Assistant once they have filed the Graduate Application for Degree.

manoa.hawaii.edu/nhss/graduation/
hawaiinuiakea-graduation-ceremonies
## Graduation Process (Student Responsibilities)

<table>
<thead>
<tr>
<th>Plan A</th>
<th>Plan B</th>
</tr>
</thead>
<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 the Office of Graduate Education no later than two weeks after instruction begins during the semester of graduation.</td>
<td></td>
</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>
<td></td>
</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>
Academic Progress

All degree-seeking graduate students are expected to follow a course of study appropriate to their degree program while meeting grade requirements and academic regulations. Students at the thesis or dissertation stage should regularly submit progress reports or chapter drafts to their committees.

Academic Standing

To remain in good academic standing and to meet the requirements for the awarding of a graduate degree or certificate, a student must demonstrate acceptable performance in course work after being admitted to a graduate degree or certificate program. This requires a 3.00 cumulative GPA for upper-division and graduate-level courses (numbered 300-400 and 600-700) completed at UH Mānoa. Please check with your program for additional course grade requirements.

In addition to the expectation of successful completion of course work described in the previous paragraph, good academic standing requires satisfactory progress in the graduate program. The student’s advisor, the graduate program chair or the Dean of Graduate Education may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing. The student’s department and individual advisory committee are responsible for evaluating the student’s performance with respect to programmatic, departmental and/or professional standards. Failure to meet these standards may result in termination of enrollment.

Time Allowed for Completion of Degree

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. Rules for time allowed for degree completion were changed, effective Fall 2011. Students who enrolled prior to Spring 2011, should contact Graduate Student Services.

Effective Spring 2015, for master’s and doctoral students, academic probation will be placed on a student’s record at the end of the 7th year, rather than at the end of the 5th year. However, this does not preclude a graduate program from requesting an academic probation action if they deem appropriate, sooner than year 7. Official correspondence will be sent from Graduate Student Services with further information at the time of the probation action.

Registration for Thesis 700, Dissertation 800 or GRAD 700F

Students may register for Thesis 700 or Dissertation 800 under the following conditions
• approval by the graduate chair,
• approval of thesis/dissertation proposal by the thesis/doctoral committees, and
• acceptance of Form II by the Office of Graduate Student Services.

Registration for 700/800 is not permitted until Form II is accepted by the Office of Graduate Student Services. If a student is unable to submit the form prior to registration, the student should register for 699 or another course first and submit the form at the first opportunity. Provided that the form is submitted during the same semester, the Office of Graduate Student Services will count the 699 as 700/800 for degree check purposes, upon request by the student’s graduate program.

Students may register for GRAD 700F after completing all Plan A requirements including
the required Thesis 700 credits. To register for 700F for the first time, submit to the Office of Graduate Student Services a Petition to Enroll in GRAD 700F. Upon approval of the petition by the Office of Graduate Education, the student will receive a course reference number (CRN) for registration purposes. A student who wishes to register for 700F more than once should contact the Office of Graduate Student Services for instructions.

manoa.hawaii.edu/graduate/content/registration

Length of Leave Allowed
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 degree programs.

Who May Apply
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 must obtain approval from the respective offices before petitioning for leave.

manoa.hawaii.edu/graduate/content/leave-absence
Hawai‘inui‘kea 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.

**Graduate Assistantships**

A graduate assistantship is a renewable, 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.

**Graduate Assistantship Tuition Waivers**

1. Graduate Assistants must be in good academic standing and carry a minimum of 6 credits while employed as a Graduate Assistant unless approved and enrolled in 700F or 800.
2. Graduate Assistants must be employed at least 12 weeks during the semester (not including spring break during the spring semester).
3. Graduate Assistants are responsible for paying their student fees. Failure to do so will result in a Financial Obligation inhibiting their usage of services on campus such as: borrowing of books at any UH System library, gym usage, etc.
4. Graduate Assistants must submit a Graduate Assistant Tuition Exemption Request Form (GATEX) every semester (regardless of whether their appointment continues from a previous semester) to receive a tuition waiver.
5. Graduate Assistant appointments are 0/50 FTE appointments that carry full tuition exemptions, or 0/25 FTE appointments that carry an exemption half the total tuition, excluding any student fees.
   - Appointments at less than 0.50 FTE require semester approval from the Office of Graduate Education. Such appointment are approved only in truly exceptional cases.
6. Graduate assistants who are registering for more than 9 credits or who may want to work more than 20 hours a week must obtain approval from the Office of Graduate Education.
7. Graduate assistants may always check the status of their tuition exemption via the MyUH Portal.

**Types & Duties**

While “Graduate Assistant” (GA) is the official designation used in all university documents and publications, there are actually three different types of GAs. Those with teaching duties are referred to as Graduate Teaching Assistants (GTA) while those with research duties are referred to as Graduate Research Assistants (GRA). The third type is a more general GA where duties and responsibilities are neither teaching nor research, but more administrative, project-related, or may be coordinating events.

**Graduate Teaching Assistants**

Teaching assistants (GTAs) usually have a 9-month appointment that corresponds with the academic year. The specific duties of a GTA vary depending on the needs of the department and on the qualifications and experiences of the GTA. All GTAs 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. Occasionally, an experienced GTA may be assigned as the instructor of a course. In such a case, the TA must meet all the qualifications required of a lecturer for the course, or have completed a relevant training program. All new GTAs are required to attend a training session offered by the Office of Faculty Development and
Academic Support - Center for Teaching Excellence.

University policy stipulates that in a course taught by a GTA, the determination of final grades is the responsibility of the supervising faculty. However, since the GTA plays a significant role in determining grades, the supervising faculty and the GTA should thoroughly discuss course grading policies and procedures. To ensure fairness to all students enrolled in the course, grading policies and procedures should be announced in the beginning of the semester. GTAs should be knowledgeable about official university policies on credits and grades, disciplinary actions, and academic grievance procedure. They should also be aware of the various students services available at the Office of Student Affairs, so that they may refer students to the appropriate resources when necessary.

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 (GRAs) usually have an 11-month appointment. In general, a GRA supports the research activities of a faculty who is the principal investigator of a funded project. The specific duties of a GRA vary depending on the needs of the project and on the qualifications and experiences of the GRA. The duties may be directly or tangentially related to the GRA’s program of study, while results from the research project may be incorporated into a thesis or dissertation as relevant. Some GRAs 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.

Graduate Assistants

Graduate assistants (GAs) may have either a 9 or 11-month appointment. In general, this type of GA may support a range of duties and responsibilities in the UH System or on campus academic and student services types of offices. The specific duties will depend on the needs of the office or project and on the qualifications and experiences of the GA. The duties may be directly or tangentially related to the GA’s program of study.

Hawai‘inuiākea and KCHS Policies

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

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

Scholarships

In addition to graduate assistant positions, there are a number of scholarships available on STAR for which graduate students may qualify. Students can apply for these scholarships on STAR.

To apply for STAR scholarships:
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 for each scholarship.
A few STAR scholarships available for Hawaiian Studies students include the following:

<table>
<thead>
<tr>
<th>SCHOLARSHIP</th>
<th>PURPOSE</th>
<th>MAJOR</th>
<th>LEV</th>
<th>GPA</th>
<th>ENROLLMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Hawaiian Studies Scholarship Fund</td>
<td>The purpose of this fund is to assist students enrolled in a program focusing on Hawaiian Studies at the University of Hawai‘i at Manoa, Hawai‘inui‘akea School of Hawaiian Knowledge.</td>
<td>Any</td>
<td>UG or GR</td>
<td></td>
<td>Full-Time or Part-Time</td>
</tr>
<tr>
<td>Gladys ‘Ainoa Brandt Scholarship Fund in the Center for Hawaiian Studies</td>
<td>The purpose of this fund is to provide scholarships to support students seeking a degree in the area of Hawaiian studies at the Hawai‘inui‘akea School of Hawaiian Knowledge at the University of Hawai‘i at Manoa.</td>
<td>HWST</td>
<td>UG or GR</td>
<td>3.3</td>
<td>Full-Time</td>
</tr>
<tr>
<td>John Dominis Holt Scholarship Fund</td>
<td>The purpose of this fund is to provide scholarship support to students seeking a degree in the area of Hawaiian Studies at the University of Hawai‘i at Manoa.</td>
<td>HWST</td>
<td>UG or GR</td>
<td>3.3</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Nā Lei ‘Ōiwi Scholarship</td>
<td>The purpose of this fund is to assist students who are pursuing a degree in Hawaiian studies or Hawaiian language at the Hawai‘inui‘akea School of Hawaiian Knowledge at the University of Hawai‘i at Manoa.</td>
<td>HWST or HAW</td>
<td>UG or GR</td>
<td>3.2</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Operation Kua‘ana Scholarship Fund</td>
<td>The purpose of this fund is to assist full-time undergraduate or graduate students committed to the promotion of the Hawaiian culture. Priority will be given to students of Hawaiian ancestry.</td>
<td>Any</td>
<td>GR</td>
<td>2.0</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Pacific Islands Institute Hawaiian Studies Graduate Scholarship</td>
<td>The purpose of this fund is to assist deserving graduate students enrolled in the Masters (MA) Program in Hawaiian Studies at the University of Hawai‘i at Manoa Hawai‘inui‘akea School of Hawaiian Knowledge.</td>
<td>HWST</td>
<td>GR</td>
<td>3.5</td>
<td>Full-Time or Part-Time</td>
</tr>
<tr>
<td>Robinson A. McWayne Memorial Scholarship</td>
<td>The purpose of this fund is to assist full-time or part-time, undergraduate or graduate students, enrolled in any field of study at the University of Hawaii at Manoa.</td>
<td>Any</td>
<td>UG or GR</td>
<td></td>
<td>Full-Time or Part-Time</td>
</tr>
<tr>
<td>Zaneta Ho‘oulu Cambra Richards Scholarship Fund</td>
<td>The purpose of this scholarship is to assist students in the Department of Music at the University of Hawai‘i at Manoa, College of Arts &amp; Humanities. May be a sophomore, providing student will be a junior in the year of the award. Preference will be given to a student who is majoring in music or Hawaiian Studies.</td>
<td>Music or HWST</td>
<td>UG or GR</td>
<td>3.0</td>
<td>F</td>
</tr>
</tbody>
</table>

*Scholastic Achievement
For more information about these scholarships, visit the University of Hawai‘i Foundation website [www.uhfoundation.org](http://www.uhfoundation.org)
Chapter 9. Student Conduct and Conflict Resolution

UHM Student Conduct Code

The University of Hawai‘i at Mānoa exists for the pursuit of knowledge through teaching, learning, and research conducted in an atmosphere of physical and intellectual freedom. Members of the academic community are committed to engage in teaching, learning, research, and community service and to assist one another in the creation and maintenance of an environment that supports these activities.

Members of the academic community may not violate the rights of one another nor disrupt the basic activities of the institution. Students who are disruptive are subject to a variety of disciplinary actions that may include reprimand, probation, restitution, suspension or expulsion. Continued enrollment at UHM is contingent on appropriate academic conduct. Some graduate students are professionals or professionals-in-training in their respective fields, and as such, are subject to the ethical and conduct standards of their profession. Students may be dismissed by such fields for behavior which is determined to violate the codes of conduct set by that profession. These codes may be guided by the profession’s accrediting or licensing bodies. Appeals of the dismissal will be heard by the dean of the school or college in which the student’s field of study is housed.

It must be recognized that members of the academic community have the same privileges and responsibilities with respect to the law as do members of the larger society. As a result, members of the UHM campus community must acknowledge that when the interests of the university are violated by a student, the student is accountable to the institution and may also be held responsible to civil authorities. These interests of the university are described in the University of Hawai‘i at Mānoa Student Conduct Code.

UHM Academic Grievance Procedure

It is the policy of the University of Hawai‘i at Mānoa (UHM), that faculty and students of UHM be provided consistent and equitable treatment in resolving disputes arising from the academic relationship between faculty and student(s). The applicability of this policy is limited to those issues directly associated and concomitant with the faculty member’s responsibilities as a teacher and the students’ responsibilities as a learner.

Office of Graduate Education Academic Grievance

Grievances involving professional practice within a specific graduate program are handled by the said program; the final authority over which rests with the dean of the respective school or college. The policies and procedures contained in this section apply to grievance situations unique to graduate students, such as grievances involving:

- 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.
Chapter 10. Forms

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

manoa.hawaii.edu/graduate/content/forms

Admissions

• **Graduate Admissions Application General Information and Instructions**
  To apply for readmission after an absence during which you were not on an approved leave of absence

• **Petition to Apply for Concurrent Degree Status**
  To request permission to apply for admission to an additional graduate degree program.

Enrollment Related

• **Petition for Leave of Absence**
  To request leave for semesters in which you will not be enrolled in courses. 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**
  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**
  To request a waiver or substitution of a required course.

• **Petition for Submission of Undergraduate Excess Credits toward a Master’s Degree**
  To apply excess credits earned as an undergraduate student toward a master’s degree.

• **Master’s Petition to Enroll in GRAD 700F**
  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.

• **Master’s Petition to Revise Thesis Committee**
  To revise thesis committee

• **Master’s 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**
  Submit this form no later than three weeks after instruction begins during the semester of graduation.
Plan A

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

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

- **Master’s Plan A 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.

- **Master’s Plan A 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: manoa.hawaii.edu/nhss/academicadvising/student-forms/

- **Form IIb**
  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

<table>
<thead>
<tr>
<th>FACULTY MEMBER</th>
<th>TITLE AND CONTACT INFORMATION</th>
<th>RESEARCH INTERESTS</th>
<th>LEVEL</th>
<th>ELIGIBLE TO SERVE AS CHAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malia Akutagawa</td>
<td>Assistant Professor Kama 103D <a href="mailto:maliaaku@hawaii.edu">maliaaku@hawaii.edu</a></td>
<td>State and federal laws protecting and preserving cultural and historic sites, community-based resource management efforts along traditional land divisions, integration of Native, Indigenous Hawaiian methodologies, customary law, and governance principles.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>Maile Andrade</td>
<td>Professor Kama 108 <a href="mailto:andrade@hawaii.edu">andrade@hawaii.edu</a></td>
<td>Native Hawaiian visual culture, customary practices and contemporary arts, museum studies.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Brenton Kamana Beamer</td>
<td>Assistant Professor Kama 209D <a href="mailto:beamer@hawaii.edu">beamer@hawaii.edu</a></td>
<td>Indigenous and ‘Ōiwi resource management, land tenure, the Hawaiian Kingdom, cartography, occupation, colonialism, and the theories of place, space, and human agency.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>FACULTY MEMBER</td>
<td>TITLE AND CONTACT INFORMATION</td>
<td>RESEARCH INTERESTS</td>
<td>LEVEL</td>
<td>ELIGIBLE TO SERVE AS CHAIR</td>
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</tr>
<tr>
<td>April A.H. Drexel</td>
<td>Associate Professor Kama 108 <a href="mailto:drexel@hawaii.edu">drexel@hawaii.edu</a></td>
<td>Native Hawaiian visual culture, customary practices and contemporary arts, politics of “imaging,” history, mythology, land tenure, cultural studies.</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Antoinette Konia</td>
<td>Director, Kamakahōkūalani Assistant Specialist Kama 209AC <a href="mailto:antoinet@hawaii.edu">antoinet@hawaii.edu</a></td>
<td>Innovative educational initiatives and support in areas of student services, program development and strategic planning, grant writing, faculty/staff development, assessment and evaluation.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Rochelle Pi'ilani H.</td>
<td>Graduate Chair Assistant Specialist Kama 208A <a href="mailto:rochelle@hawaii.edu">rochelle@hawaii.edu</a></td>
<td>Educational technology, distance education, Indigenous education.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Ka'aloa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACULTY MEMBER</td>
<td>TITLE AND CONTACT INFORMATION</td>
<td>RESEARCH INTERESTS</td>
<td>LEVEL</td>
<td>ELIGIBLE TO SERVE AS CHAIR</td>
</tr>
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</tr>
<tr>
<td>Lilikalā Kame'elehiwa</td>
<td>Professor Kama 103E <a href="mailto:lilikala@hawaii.edu">lilikala@hawaii.edu</a></td>
<td>Hawaiian mythology, history, land tenure, literature, genealogies, traditional navigation.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Lia O'Neill Keawe</td>
<td>Assistant Professor Kama 209F <a href="mailto:lia@hawaii.edu">lia@hawaii.edu</a></td>
<td>Comparative Politics, indigenous studies; political &quot;myths&quot;, rhetorical tropes- and “imaging”, body politics of Kanaka Maoli, identity and culture; educational administration, leadership, and mentorship.</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Scott Kekuewa Kikiloi</td>
<td>Assistant Professor Kama 103D <a href="mailto:kikiloi@hawaii.edu">kikiloi@hawaii.edu</a></td>
<td>Hawaiian resource management, traditional society, genealogies, cultural revitalization and empowerment.</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Keahiahi Long</td>
<td>Librarian II Kama 208C <a href="mailto:keahiahi@hawaii.edu">keahiahi@hawaii.edu</a></td>
<td>Hawaiian librarianship, indigenous librarianship, ‘ike Hawai‘i resources, digital collections.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>FACULTY MEMBER</td>
<td>TITLE AND CONTACT INFORMATION</td>
<td>RESEARCH INTERESTS</td>
<td>LEVEL</td>
<td>ELIGIBLE TO SERVE AS CHAIR</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Jonathan Osorio</td>
<td>Professor Kama 209C <a href="mailto:osorio@hawaii.edu">osorio@hawaii.edu</a></td>
<td>Politics of identity in the Hawaiian kingdom, colonization in the Pacific, Hawaiian music.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Wendell Kekailoa Perry</td>
<td>Associate Professor Kama 209D <a href="mailto:wperry@hawaii.edu">wperry@hawaii.edu</a></td>
<td>Comparative politics, Hawaiian law.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Noelani Puniwai</td>
<td>Assistant Professor Kama 209B <a href="mailto:npuniwai@hawaii.edu">npuniwai@hawaii.edu</a></td>
<td>Indigenous and ocean users’ knowledge to better understand and manage natural resources, seascapes.</td>
<td>3</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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.

Hawaiian Studies
2645 Dole Street
Honolulu, HI 96822
Office Hours:
   Monday - Friday
   8:00 am - 4:00 pm
Building Hours:
   Monday - Friday
   8:00 am - 8:00 pm
   Saturday
   8:00 am - 4:00 pm
Phone: (808) 956-0555
Fax: (808) 973-0988
Email: chsuhm@hawaii.edu
Website: manoa.hawaii.edu/hshk/kamakakuokalani/

Laka me Lono Resource Center
   guides.library.manoa.hawaii.edu/kamakakuokalani

Hawaiian Studies Course Descriptions
   www.catalog.hawaii.edu/courses/departments/hwst.htm

Hawai’inuiākea School of Hawaiian Knowledge
Spalding 454
2540 Maile Way
Honolulu, HI 96822
Office Hours:
   Monday - Friday
   8:00 am - 4:00 pm
Phone: (808) 956-0980
Fax: (808) 956-0411
Email: hshk@hawaii.edu
Website: manoa.hawaii.edu/hshk/

Office of Graduate Education
Graduate Student Services
   Spalding 354
   2540 Maile Way
   Honolulu, HI 96822
   Phone: (808) 956-8544
   Fax: (808) 956-4261
   Counter Service:
      Monday – Friday
      8:00 am - 4:00 pm
   Email: graduate.education@hawaii.edu
   Website: manoa.hawaii.edu/graduate/
eTD Style & Policy Guide, Graduate Division
   Style Policy Guide
      manoa.hawaii.edu/graduate/content/style-policy

Graduate Faculty Responsibilities
   manoa.hawaii.edu/edu/graduate/content/standards-responsibilities

Native Hawaiian Student Services
Resource Centers
   Kama 211
   2645 Dole Street
   Honolulu, HI 96822
   Phone: (808) 956-0587
   and
   QLCSS 104
   2600 Campus Road, Honolulu, HI 96822
   Office Hours:
      Monday - Friday
      9:00 am - 4:00 pm
   Phone: (808) 956-4288
   Email: nhss@hawaii.edu
   Website: manoa.hawaii.edu/nhss/
University of Hawai'i Mānoa
Graduate Student Organization
Hemenway Hall 212
Phone: (808) 956-8776
Email: gso@hawaii.edu
Website: gso.hawaii.edu

campusHELP
Keller Hall 111
Phone: (808) 956-5000
Email: uhmcrsc@hawaii.edu
Website: campushelp.manoa.hawaii.edu

UH Mānoa Library
Phone: (808) 956-7207
Email: library@hawaii.edu
Website: library.manoa.hawaii.edu
Services:
• Hamilton Library Lockers
• Hamilton Library Research Carrels
• Lactation Room
• Group Study Rooms
• Presentation Practice Rooms
• Computers & Computer Labs
Website: library.manoa.hawaii.edu/services.php

Bookstore
2645 Campus Road
Phone: (800) 842-6657
Email: book@hawaii.edu
Website: www.bookstore.hawaii.edu/manoa

Human Studies Program
Sinclair 10
Phone: (808) 956-5007
Fax: (808) 956-8683
Email: uhirb@hawaii.edu
Website: www.hawaii.edu/researchcompliance/human-studies

Financial Aid
QLCSS 112
Phone: (808) 956-7251
Fax: (808) 956-3985
Email: finaid@hawaii.edu
Website: www.hawaii.edu/fas

Information Technology Services
Information Technology Center
Phone: (808) 956-8883
Email: help@hawaii.edu
Website: www.hawaii.edu/its

Student Housing Services
2569 Dole Street
Phone: (808) 956-8177
Fax: (808) 956-5995
Email: uhmsh@hawaii.edu
Website: manoa.hawaii.edu/housing
Communities:
• Graduate Student Housing
• Family Housing
Website: manoa.hawaii.edu/housing/communities

Health Services
1710 East-West Road
Phone: (808) 956-8965
Email: uhs@hawaii.edu
Website: www.hawaii.edu/fas

STAR
www.star.hawaii.edu/studentinterface/

MyUH Services
myuh.hawaii.edu

Work at UH
workatuh.hawaii.edu/

eTD Style & Policy Guide
Graduate Division Style Policy Guide
manoa.hawaii.edu/graduate/files/forms/tdstylepolicy_e.pdf

Student Conduct Code
www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Graduate Faculty Responsibilities
manoa.hawaii.edu/grad/faculty-chairs/standards-responsibilities

Academic Grievance Procedure
www.studentaffairs.manoa.hawaii.edu/policies/academic_grievance/
Requirement Checklist

Required: 33 credits (not including prerequisites), at least 18 credits at the 600 level or higher, and complete or test out of HAW 402.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Year</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWST 601</td>
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<td>3</td>
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<tr>
<td>HWST 602</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HWST 603</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HWST 604</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 18

Areas of Concentration

Area 1: _________________________________
HWST _______ __________________ ____________ _____ 3

Area 2: _________________________________
HWST _______ __________________ ____________ _____ 3

Total Credits: 6

Elective/Hawaiian Language Courses

Elective 1 _____________ __________________ ____________ _____ _____
Elective 2 _____________ __________________ ____________ _____ _____
Elective 3 _____________ __________________ ____________ _____ _____

Total Credits: ______

Plan A/Plan B*

HWST _______ __________________ ____________ _____ _____
HWST _______ __________________ ____________ _____ _____

Committee Chair: ________________________________________________
Committee Members: ________________________________________________

Research Topic:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

*Students completing Plan A should take HWST 700, students completing Plan B should take HWST 695