



Graduate Programs General Catalog **2011 – 2012**



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Accreditation Chaminade University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, the nationally recognized agency for accreditation of post-secondary institutions in this area of the United States. The current accreditation report by the Western Association of Schools and Colleges may be reviewed during business hours in the Sullivan Library and online at www.chaminade.edu/assessment. The report is also available from:

Western Association of Schools and Colleges

Accrediting Commissions for Senior Colleges & Universities
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
Phone: 510.748.9001
Fax: 510.748.9797
E-Mail: wascsr@wascsenior.org
Internet: www.wascweb.org

Memberships

American Association of Higher Education
American College of Education
American Montessori Society
American Assembly of Collegiate Schools of Business
Association of Catholic Colleges and Universities
Association of Governing Boards
Association of Graduate Programs in Ministry
Association of Marianist Universities
Campus Compact
CIC Network for Vocation in Undergraduate Education (NetVUE)
College Entrance Examination Board
Council for Advancement and Support of Education
Council of Independent Colleges
Faculty Resources Network of New York University
International Independent Colleges and Universities
National Collegiate Athletic Association
National Catholic Education Association
Servicemembers Opportunity Colleges
Servicemembers Opportunity Colleges Associate Degree Program
Western Association of Schools and Colleges
Western College Association

Notice of Nondiscriminatory Policy Harassment and discrimination are specifically prohibited by state and federal law and any instance of harassment or discrimination may result in both civil and criminal liability on the part of the individual harasser as well as the University.

Specifically, the University is committed to comply with the Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, the Equal Pay Act of 1963, Executive Order 11246, as amended the Age Discrimination Act of 1975, Titles VII and VIII of the Public Health Services Act, as amended, the Rehabilitation Act of 1973, the Equal Opportunities Employment Act of 1972, the Vietnam Era Veteran's Assistance Act of 1974, the Americans with Disabilities Act of 1990 and Hawaii Revised Statutes, Chapters 76, 78, and 378.

Reservation of the Right to Modify The information contained in this catalog is considered to be descriptive. It does not constitute an irrevocable contract between the student and Chaminade University. The University reserves the right to make any changes in the contents of this catalog or in the documented course of study that it deems necessary or desirable. These changes are made through established procedures and announced by the University in its publications.

Introduction

Chaminade University of Honolulu

Come and see what Chaminade University has to offer. You'll find intelligent educational opportunities for today's world that will make your career goals a possibility. We offer graduate degree programs in business administration, counseling psychology, criminal justice administration, education, forensic sciences, and pastoral theology. Our students and faculty come from all over the world, bringing their talents, traditions and cultures to an intimate campus setting.

CHAMINADE'S UNIQUE HISTORY

Chaminade University is named for Father William Chaminade (1761-1850), a French Catholic priest whose career bridged the French Revolution and the rise and fall of Napoleon. The Revolution was not kind to the Catholic Church. The State seized churches and church lands and many uncooperative clergy were executed. During this period, Father Chaminade ministered in secret, constantly threatened with death by guillotine.

After the Revolution, Father Chaminade founded the Society of Mary (Marianists) in 1817. The Marianists' main purpose—then as now—was to educate leaders for a new age. Having seen the excesses of the Enlightenment and secular religions, Father Chaminade taught that human reason alone is not enough; faith and reason must be combined in order for humans to reach their full potential. Aware that many of the Revolution's attacks on the Church had been justified, he realized Catholicism must become a more positive and egalitarian force for spiritual growth and material well being. The hallmark of Marianist education is development of leaders with strong professional backgrounds, mature faith, and ethical sensibility. Today, 111,000 students study at 106 Marianist schools and universities in 30 countries.

Marianists first came to Hawai'i in 1883. They took over St. Anthony's School in Wailuku, Maui; St. Joseph's School in Hilo; and St. Louis School in Honolulu. In September 1955, Marianists opened St. Louis Junior College on the St. Louis School campus, with a two-year liberal arts program. In 1957 the school expanded to become four-year coeducational

Chaminade College. In 1967 the college welcomed the wider community through an evening program. Ten years later Chaminade College became Chaminade University of Honolulu when it added graduate programs.

Chaminade's campus is in Honolulu's Kaimuki district, on the slopes of Kalaepohaku about two miles from the ocean and Waikiki beach. The spectacular view sweeps from downtown Honolulu to Diamond Head. While students can reach Honolulu's urban center, business and culture events, tourist crowds and world-famous beaches in just minutes, the campus remains a quiet haven for learning and reflection.

At any given time, 2,300-2,500 students are enrolled at Chaminade. Most are residents of Hawai'i or the mainland U.S. We also attract many students from around the Pacific Rim—Japan, Korea, Taiwan, Micronesia, the Philippines, Singapore, Thailand and other countries. This diverse student body gives the campus its multicultural texture.

Chaminade University cooperates closely with two sister universities: the University of Dayton, Ohio's largest private university founded by Marianists in 1850 with approximately 11,000 students today; and St. Mary's University in San Antonio, Texas, founded by Marianists in 1852 with approximately 4,100 current students. Beginning in 1990, the three universities agreed to allow students at any of the schools to take their junior year at any of the others.

OUR MISSION

Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, service and successful careers. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character, personal competencies, and a commitment to build a just and peaceful society. The University offers both the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.

CORE COMMITMENTS

Chaminade's commitments to service and our educational community bring our mission to life:

- Quality academic programs (degree-granting and continuing education),
- Convenient array of classes and programs tailored to the needs of students and communities,
- Graduates recognized for learning, professional preparation, facility in the use of information and technology, service and leadership. They acquire a life-long interest in learning, appreciation of diversity, and a sense of ethical responsibility.
- Curricula that explicitly includes a strong social consciousness,
- Collaborative, multi-disciplinary approach to learning,
- Campus culture that promotes dialogue, inquiry and honest reflection,
- Faculty and staff focus on students' holistic development,
- Institutional partnerships with Hawai'i communities,

Pacific Island neighbors, the church and other Marianist-sponsored groups,

- Critical exploration of faith and culture, engaging students in discussion and process of public learning and policy formation,
- Multi-cultural learning environment drawn from a unique Pacific Island location,
- Mentors and role models supporting goals of personal integrity.

MASTER'S DEGREES

New students can enter the graduate programs at various points during the year, depending on the program. Most graduate terms follow an accelerated ten-week schedule with Chaminade campus classes held on evenings and weekends. Many courses are available online.

Master of Business Administration (MBA)

(808) 739-4612 • mba@chaminade.edu
www.chaminade.edu/mba

Chaminade's MBA program combines management basics with skills in communication technologies and in-depth understanding of the Asia-Pacific business environment. Graduates prepare for work in business, government or non-profit enterprises, learning how organizations function and gaining effective leadership and teamwork strategies. Course work covers professional standards, personal integrity, and ethical issues in the business environment.

Chaminade offers four MBA options:

- **MBA** – traditional coursework in management of business functions combined with leading edge coursework in management practice. This pioneering program helps graduates make effective business decisions and manage people, projects and systems for organizational success.
- **Public Sector MBA** – training in sound management practices for careers in city, state or federal governments
- **Not-for-Profit MBA** – preparation in managerial and leadership positions in not-for-profit organizations working for community good
- **Accounting MBA** – course work for accounting majors to meet requirements for taking the CPA exam while earning their graduate degree

Master of Science in Counseling Psychology (MSCP)

(808) 735-4751 • mscp@chaminade.edu
www.chaminade.edu/mscp

The Master of Science in Counseling Psychology (MSCP) program is designed to prepare graduates for work in the community and schools, assisting children, youth, and adults in adapting to various educational, family, organizational, and societal demands. Students pursuing an MSCP degree have the choice to specialize in one of three areas:

School Counseling, Mental Health Counseling, and Marriage and Family Counseling. The vision of the MSCP program is to develop qualified, effective counselors while strengthening partnerships in the community.

Master of Science in Criminal Justice Administration (MSCJA)

(808) 735-4703 • mscja@chaminade.edu
www.chaminade.edu/mscja

Students in Chaminade's MSCJA program build a solid foundation for work in government or administration, with the option of professional certification in Homeland Security Leadership Development.

- Training for managerial, research or other positions in the criminal justice system, both public and private sectors
- Preparation for entry-level government positions, teaching positions, or further legal training
- Grounding in judicial theory and practice for both civil and criminal arenas, with emphasis on criminal justice

Master of Arts in Teaching (MAT)

(808) 739-4652 • mat@chaminade.edu
www.chaminade.edu/mat

Our Master of Arts in Teaching (MAT) program provides state approved teacher education programs leading to initial licensure for teachers in the state of Hawai'i in three areas: **Elementary, Secondary, or Special Education.** The program combines the best current research and educational theory with practical field applications.

Master of Education (MED)

(808) 739-4652 • med@chaminade.edu
www.chaminade.edu/med

Our Master of Education (MED) program prepares students to be leaders in the education field and is designed for working teachers who want to further their training and expertise.

This program offers emphasis areas in **Child Development, Instructional Leadership, Educational Leadership, Montessori Emphasis or Montessori Credential.** Courses of study are aligned with Hawaii Teachers Standards Board and the specific professional associations appropriate to each program and each field of study.

Master of Science in Forensic Sciences (MSFS)

(808) 440-4204 • msfs@chaminade.edu
www.chaminade.edu/msfs

Chaminade University's Master of Science in Forensic Sciences (MSFS) program provides students with the background required for employment in the forensic sciences or for future graduate study. It serves working professionals in the field as well as recent graduates from baccalaureate programs. The program combines rigorous graduate course work with independent research and fieldwork to give students experience in a specialized area within the various sub-disciplines included in the forensic sciences.

Master of Arts in Pastoral Leadership (MAPL)

(808) 739-8536 • mpt@chaminade.edu

This cohort program is designed for those in service ministries, education or related fields. While Chaminade's theological education reflects Catholic and Marianist traditions, it takes place within an ecumenical and inter-religious environment that reflects the wider Hawaii/Asia-Pacific community.

PROFESSIONAL CERTIFICATE PROGRAMS

Advanced Professional Certificate
in Business Administration

Professional Certificate in Homeland Security
Leadership Development

Certificate in Forensic Sciences

ADMISSIONS

Each program has specific admissions requirements. Refer to the Graduate Programs website, www.chaminade.edu/grad.

Apply online:
www.chaminade.edu/grad

Deadlines for applications vary by program. In general, completed applications and all supporting documents must be received at least one month before the term begins, but applicants should confirm all due dates with the program directors. Submit applications as early as possible to speed processing. After one year of non-enrollment, a student's application is destroyed; re-enrolling at that point requires a new application.

Admissions Status

Accepted applicants fall into three categories:

- **Classified** – Those who meet all admission requirements
- **Provisional** – Those who show promise but do not meet requirements such as GPA or providing specific documents. These students may enroll but must satisfy requirements and earn a B or better within two terms.
- **Unclassified** – Those who meet admission requirements but are not pursuing a degree. After completing 12 semester hours, unclassified students must apply for degree candidacy or cease taking graduate courses.

Classified graduate students must have a bachelor's degree awarded by an institution accredited by one of the regional institutional accrediting bodies recognized by the Council of Higher Education Accreditation (CHEA). Those students who have bachelor's degrees awarded by other institutions may enter the university as provisional graduate students. After successfully completing nine credit hours of study, the student will be admitted with classified status. Undergraduate transcripts for classified students who have the equivalent of a bachelor's degree from an institution outside the United States



must apply for a transcript evaluation to World Education Services, Inc. (WES), www.wes.org. WES is a not-for-profit organization dedicated to providing accurate and reliable evaluations of academic credentials earned outside of the U.S.

INTERNATIONAL STUDENTS

All visa related issues are handled by Student Records Services, (808) 739- 4600. This office issues I-20 Forms, required for obtaining a F-1/J-1 Student Visa in the student's country of citizenship (to be done before arrival in the U.S.). At registration, students must provide a copy of the I-94 form (white card attached to passport) and the I-20 ID form issued at the port of entry. To maintain student visa status while in the U.S., international students must:

- Hold a valid passport
- Attend the school they've been authorized to attend
- Carry a full course load (12 undergraduate credits or six graduate credits)
- Apply for extensions(s) if necessary
- Get authorization before accepting employment
- Report any address change(s) immediately

In addition to regular admission requirements, international students must:

- Score at least 550 on the paper-based Test of English as a Foreign Language (TOEFL), 213 on the computer-based test, or 79 on the internet-based test (not required if student's native language is English). Test information is available from TOEFL/TSE Service, P.O. Box 6151, Princeton, NJ 08541-6151.
- Apply for an evaluation of undergraduate college transcripts to World Education Services, Inc. (WES). WES is a not-for-profit organization dedicated to providing accurate and reliable evaluations of academic credentials earned outside of the U.S. A downloadable version of the WES form may be found at www.wes.org.
- Provide a statement from a banking association of available financial resources to cover tuition, room and board, books and other expenses while attending school .

Health Requirements for International Students

Health insurance which is accepted by U.S. providers is required for international students. Students must submit proof of a clear TB (tuberculin) test or chest x-ray, given and read less than one year prior to the start of the school semester. TB tests or chest x-rays are required by law by the State of Hawaii. International students must submit a chest x-ray. The x-ray may be taken in their country of citizenship.

FINANCIAL AID

Graduate students may apply for Federal Stafford Loans up to \$20,500 per year. \$8,500 of this total is subsidized so that no payments or interest on that amount are due until six months after schooling ends. The remaining \$12,000 amount is unsubsidized; minimum interest payments are due while attending school.

Applicants must file a Free Application Student Aid (FAFSA) form at Chaminade's Financial Aid Office. Online applications are at www.fafsa.ed.gov.

At the Financial Aid Office you can also get information on private alternative loans available from a variety of lenders. These loans require applicants to have a good credit history.

Anyone receiving student financial aid must maintain a minimum GPA of 3.0. Financial aid can be received for a maximum number of semesters and cannot be renewed indefinitely.

Financial aid counselors can help assess your situation and needs. Call (808) 735-4780 or write to the Financial Aid Office, Chaminade University of Honolulu, 3140 Waiālae Avenue, Honolulu, HI 96816-1578; send email to finaid@chaminade.edu.

Veterans Affairs

The VA Certification Specialist is located in Ching Hall, Room 12. The VA Certification Specialist, under the guidance of the Department of Veterans Affairs, certifies all students eligible to receive educational benefits under Chapters 30, 31, 32, and 35 of Title 38, U.S.C. and Chapter 1606 or 1607 of Title 10, U.S.C. VA students need to submit form CUH 29A to request enrollment certification upon each registration, 735-4655.

TUITION AND FEES

Tuition for the current academic year is posted on the Graduate Programs website, www.chaminade.edu/grad. Chaminade University policy requires that tuition and fees for graduate courses must be paid prior to the first day of class. Payments may be made at the Business Office cashier window in Ching Hall between 7:30 a.m. and 4:30 p.m., or on the Chaminade University Portal, <http://portal.chaminade.edu>. Failure to adhere to this policy subjects the student to the cancellation of his/her class registration. Accounts paid by check which are returned uncollected are not considered paid and will be subject to late fees. Chaminade University accepts cash, checks, and major credit cards. Students can check their balance with the Business Office in Ching Hall, (808) 735-4713 or on the Portal. Not receiving a paper bill does not exempt a student from failing to pay by the published deadline.

REGISTRATION AND RECORDS

The graduate academic year consists of four accelerated semesters, each approximately 10 weeks beginning in January, April, July, and October (with the exception of the Master of Science in Forensic Sciences program which consists of two semesters, each approximately 16 weeks; Fall semester begins in August, Spring semester begins in January).

Only students officially admitted to a graduate program may register for classes. Registration begins five weeks before the beginning of each term (see class schedule for specific dates, www.chaminade.edu/grad) and can be done in person or on the Portal. Tuition is due prior to the first day of class.

Registration changes, including add/drop, can be made before and during the first week of classes; students may withdraw until the withdrawal deadline.

Withdrawals

Students may withdraw from any class before the withdrawal deadline without a grade penalty. Refunds depend on withdrawal date:

- Before first day of instruction – 100%
- During first week of instruction – 75%
- During second week of instruction – 25%
- During third week of instruction or later – 0%

Students who don't attend classes may be dropped from the roster after two weeks. Drops are only eligible for a refund if they are initiated by the student. Requests to withdraw after the deadline date must be in writing and offer evidence such as military orders, a doctor's statement, or other documentation of extenuating circumstances. Withdrawal forms are available from program offices.



Grades

Letter grades are given in all courses except those taken on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports, and/or the final examination. They are interpreted as follows:

A	Excellent (4.0)
B	Average (3.0)
C	Below Average (2.0)
F	Failure (0.0)
CR	Credit
NC	No credit
W	Withdrawal before published deadline
IP	In-Progress; primarily used for thesis, internship, or practicum completion
I	At the discretion of the faculty member, a grade of I may be assigned to a student who has successfully completed a majority of the work of the course but who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. Completion of the work, evaluation, and reporting of the final grade is due within 90 days after the end of the term. This limit may not be extended. The faculty member will award the student an alternate letter grade, including a possible F. An I grade unchanged after the 90-day deadline will automatically become an F.
AU	Audit

Final grades are issued at the end of each term. Address specific grade disputes directly with the instructor, preferably within six months. Any grade change must be submitted to the Records Office to become official.

Graduate course codes

EDUC	Education
MBA	Business Administration
CJA	Criminal Justice Administration
PSY	Counseling Psychology
RE	Pastoral Theology
FS	Forensic Sciences

Graduate course numbering

500-800	Post baccalaureate courses
500-599	Courses generally not applicable toward degrees; introductory courses in master's programs
600-699	Master's degree courses taken in first year as core curriculum
700-800	Advanced master's degree courses; electives

Probation

Students whose GPA falls below 3.0 will be placed on academic probation; they have two terms to bring their GPA up to an acceptable 3.0 or higher. Failure to do so may result in dismissal from the program. Students are also placed on probation if they receive a C grade. If the C grade is for a core course, the student must repeat the course; the higher grade will be used in computing GPA. Students can repeat a course

only once. A student may repeat only two courses. A third C may result in dismissal from the program.

Transcripts

Transcripts are official records of a student's work at Chaminade, issued only with a student's written authorization, or a court order or subpoena. They do not reflect credits earned from other schools. Transcripts are official only when they include the Registrar's signature.

Graduation Clearance and Petition for Graduation

This is the first step in the graduation process, given by the student's advisor. Students should request clearance from their advisor during the preceding summer term for May graduation, or the preceding spring term for December graduation. A minimum 3.0 GPA is required; other requirements are set by individual programs. Formal petition for graduation must be filed at the Records Office by September 15 for December graduation or January 15 for May graduation.

Commencement

Graduation ceremonies take place each December and May. To participate, students must have earned—or be in the process of earning—all required credits.

ACADEMIC SUPPORT

Academic Advising

Each program's director or advisor can help students with admissions, course selection and completion, and tailoring the program to meet individual needs. Once admitted, students should discuss with their advisor any exemptions and/or waivers they may be eligible for.

Audio Visual Media Center

The Audio-Visual Center is a resource for special equipment needs including language audiocassettes, films, slides, records, and videotapes. The Center's first priority is to support classroom instructors, but arrangements can be made for the loan of appropriate materials for activities that supports classroom work or other special events.

Computer Center

Computers are available on the main floor of the Sullivan Family Library. The computer lab is open most weekdays until 10:00pm and is also open on the weekends, following the same hours as the library. MS Office 2007 software is installed in the lab and most classrooms.

The computer Help Desk provides support for all concerns regarding the Portal, access to student records, accounts, and other electronic databases. The Help Desk is conveniently located on the main floor of Sullivan Family Library; helpdesk@chaminade.edu, or (808) 735-4855.

Sullivan Family Library

Sullivan Family Library houses a 40-station Computer Lab, the Computer Help Desk, six group study rooms and photocopiers. Wireless network access is available.

Library services include research assistance, class reserves and laptop loans. The library collections comprise books and periodicals, both in print and online, and audiovisual materials, such as DVDs and CDs. Circulating material may be borrowed by Chaminade students, faculty and staff with a current, valid Chaminade University ID card. Outstanding library obligations, such as overdue material or fines, may block borrowing, registration, and the release of diplomas and transcripts.

STUDENT AFFAIRS

The Student Affairs Office can help students in almost any capacity, from job placement to housing to athletics. Reach them at (808) 735-4710 or staffair@chaminade.edu.

Athletics

(808) 735-4790

The intercollegiate athletics program competes at the National Collegiate Athletic Association (NCAA) Division II level and as a member of the Pacific West Conference. The University fields teams in Men's and Women's Basketball, Men's and Women's Cross Country, Men's Golf, Men's and Women's Soccer, Women's Tennis, Women's Softball and Women's Volleyball. For schedules, results and other information regarding Chaminade Athletics visit our website: www.goswords.com.

Career Services Office

(808) 735-4787

Career Services, located in the Student Support Services building, is available to all registered students and alumni at no cost. Services include individual career advising, and a credential file service. Activities each semester include a Career Fair, WOW (World of Work) sessions, as well as seminars on business etiquette, résumé writing, customer service, interview skills and more. An online job and internship board can be found at www.chaminade.edu/careers.

Health Requirements and Insurance

(808) 735-4724

To keep our students healthy, all new Chaminade University students are required by the State of Hawai'i to provide proof of health insurance, immunity from Tuberculosis (TB), as well as Measles, Mumps, and Rubella (MMR) prior to enrollment. In compliance with Hawaii State law, strict confidentiality of health records is maintained. Failure to submit the required documentation will result in a Dean's hold on a student's registration for the following term/semester.

All students are encouraged to carry health insurance for general illness and emergency care. Health insurance is required for international students. Chaminade University

supports State of Hawai'i health requirements and offers discounted health insurance plans through the Hawai'i Medical Service Association (HMSA).

Personal/Group Counseling

(808) 735-4845

The Counseling Center provides free personal counseling for all Chaminade students. Individuals can work on issues relating to relationships, substance abuse, family, self-esteem, and other areas of concern. All counseling services are private and confidential within the limitations of the laws of Hawai'i. The Center is directed by a licensed psychologist who counsels individuals and couples, provided that all participants are students of the university. In addition to counseling services, the Center offers consultation for staff and faculty and is available for presentations on various topics. Appointments can be made by phone, (808) 735-4845.

Residential Life

(808) 735-4721

Limited housing is available for Graduate Students on campus. Contact the Office of Residential Life for availability or for assistance in finding local rental accommodations.

STUDENT RESPONSIBILITY

Each student is responsible for knowing the information in this catalog, policies in the *Student Handbook*, course schedules and observing all regulations and procedures relating to his/her degree program. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures.

A student must satisfy the requirements of the catalog in force at the time of admission and start of course work in a degree program, or the student may, with the consent of the program advisor, graduate under a subsequent catalog provided the student complies with all the requirements of the later catalog.

Academic Honesty

Violations of academic honesty principles are extremely serious and won't be tolerated. Examples of dishonesty are records theft, cheating on examinations, altering grades, and plagiarism. Specific instances of dishonesty are investigated first by the instructor, then the program director. The penalty for dishonesty can range from an F grade to expulsion from the University.

Academic Standing

Graduate students must maintain a 3.0 GPA or higher. Falling below that level places students on probation (see p. 12). If they haven't improved their GPA within two terms, they are removed from their program. Students admitted with "Provisional" status become "Classified" after completing their first six credits with a 3.0 GPA or better.

Adding or Changing Degree Programs

Applicants wishing to apply to more than one program must complete a separate application for each program. Only one set of transcripts is required. Additional requirements, such as letters of recommendation, vary by program, and the applicant is advised to check with the new program of interest.

Current students wishing to change to a different graduate program must complete a new application. The application fee may be waived for the additional program. Transcripts do not need to be submitted a second time, if the original application was within three years. Additional requirements, such as letters of recommendation, vary by program, and the applicant is advised to check with the new program of interest.

Attendance

Students must attend all class meetings. In the case of an emergency, inform your instructor of your absence.

Financial Obligations

Students who have not met their financial obligations (including tuition, traffic and parking fines, library fines, laboratory breakage charges, etc.) may be denied further registration, diplomas, or transcripts of their records.

Grievance Procedures

Questions about course conduct or grading should be addressed to the instructor. For issues that cannot be resolved, follow the grievance guidelines in the Student Handbook.

Leave of Absence

Graduate students must be registered to maintain their student status. If a student must miss two or more consecutive terms, he or she should request a leave of absence in writing from their program director. Maximum leave is one calendar year.

Plagiarism

Plagiarism is offering the work of another as your own. It can be:

- Complete or partial copying directly from a published or unpublished source without properly crediting the author. Minor changes in wording or syntax are not enough to avoid charges of plagiarism.
- Paraphrasing another's work without proper acknowledgment
- Submitting as one's own work an original exam, research paper, manuscript, report, computer file, or other assignment prepared by another individual

Student Course Load

Generally, two courses (six credit hours) each 10-week term is a full course load and is considered the maximum unless the program director has granted a waiver. For financial aid purposes, student teaching and some full-time internships are considered full-time regardless of credit load. Because of the accelerated nature of Chaminade's graduate terms, students need to realize the demanding nature of course work and adjust employment responsibilities accordingly.



Time Limit on Degree Completion

Most degree programs can be completed within two years. Students who take longer than five years must be readmitted to their program (an official leave of absence is not counted in the five year limit). Classes taken more than six years before graduation may need to be repeated.

Writing Standards

All student work should follow these guidelines:

- Correct grammar, spelling, punctuation, and sentence structure of standard written English
- Coherent and concise ideas, themes, and main points
- Modes and styles appropriate to their purpose and audience
- Clear, complete, and effective communication
- Careful analysis and synthesis of material and ideas borrowed from sources; sources correctly acknowledged

SPECIAL PROGRAMS

Campus Ministry

Located on the ground floor of Henry Hall, Campus Ministry promotes a spirit of faith and service in the context of Marianist values. Programs offer opportunities for a full liturgical and sacramental life, prayer, social outreach, community service, retreats, spiritual counseling and a context for delving into the deeper issues facing humanity.

Chaminade Center for Lifelong Learning

Since opening its doors in July 1997, the center has taught seminars in business writing, speaking, and communication skills in some of Hawai'i's largest companies. A wide variety of credit and non-credit courses are offered both on campus and in-house for businesses.

Pre-School

As part of the University's Education program, the L. Robert Allen Montessori Learning Center on campus serves as a laboratory for interns in the Montessori Teacher Education Program.

PUBLICATIONS

University publications include the *Campus News* for faculty, staff and students, *Chaminade Quarterly*, and the *Annual Report*. The annual *Chaminade Literary Review* publishes poetry, fiction, literary criticism, photography and artwork from Hawai'i, the mainland and abroad. Student publications include *Aulama*, a literary and art magazine written, edited, illustrated, and published by students. The *Silversword* is a monthly student online newspaper published by the Communications Department.

ALUMNI ASSOCIATION OF CHAMINADE UNIVERSITY

Organized in 1961, AACUH is run by an elected board of directors and the Alumni Director. The group sponsors alumni activities, contacts alumni through University publications, brings attention to alumni and campus programs, and supports the mission and goals of the University. Any graduate or student who has attended two semesters fulltime can become a member of AACUH.

HONOR SOCIETIES

Iota Gamma Chapter of Alpha Phi Sigma is a national honor society for criminal justice. Students who complete one-third of the MSCJA degree hours, have a cumulative 3.4 GPA, rank in the top 35 percent of their class, and are recommended by a local chapter advisor or faculty member qualify for membership.

Pi Lambda Theta is an international honor society and professional association in education. It provides professional leadership and leadership development for its members, promotes academic excellence, fosters professional growth, and recognizes outstanding educators. It recognizes superior scholastic achievement and high potential for professional leadership and encourages independent critical thinking in addressing educational challenges.



Psi Chi is the national honor society in psychology recognizing scholastic excellence by undergraduate and graduate students. Graduate students must successfully complete 15 semester hours in the MS Counseling Psychology program, have a minimum cumulative GPA of 3.5, and be recommended by the local chapter advisor or faculty member to qualify for membership.

INSTITUTIONAL AND ACADEMIC POLICIES

Freedom of Expression

Chaminade University fully respects the right to free speech guaranteed by the U.S. Constitution. Students may take exception to the views offered in their courses but they are required to know the bodies of knowledge or interpretations or theories set by the professor.

Student Conduct

Students are subject to the University's jurisdiction from the time of admission until their enrollment has formally stopped. The *Student Handbook*—available in the graduate program offices and online (www.chaminade.edu/grad)—outlines student rights and responsibilities.

Family Educational Rights and Privacy Act (1974)

FERPA guides Chaminade's policy on student educational records. Student rights include:

- The right to inspect and review their own educational records within 45 days of the University receiving a written request for access. Address requests to the Records Office which arranges access.
- The right to request amendment or correction of inaccurate or misleading records. Address written requests to the University official responsible for the record, clearly identify the record to be changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record, the student will be notified and advised of his or her right to a hearing on the matter.
- The right to consent to disclosures of personal information (except to the extent that FERPA authorizes disclosure without consent, for instance, disclosure to school officials conducting legitimate educational business).
- The right to file complaints for failure to comply with privacy rules. Address written complaints to the Family Policy Compliance Office, U.S. Department of Education, 500 Independence Avenue, SW, Washington, DC 20202-4605.
- The University classifies the following as publishable directory information that may be disclosed for any purpose:
 1. Name, address, telephone number, dates of attendance, enrollment status, class
 2. Previous institutions attended, major fields of study, awards, honors including Dean's List, degrees conferred
 3. Past and present participation in official sports and activities, physical factors such as height, weight, date, place of birth

Under FERPA as amended, currently enrolled students may stop disclosure of any category of information. Stop disclosure by sending a written request to the Records Office at registration or during the add/drop period. Requests are effective for one academic year. Chaminade assumes lack of a specific request indicates approval for disclosure.

CAMPUS SECURITY AND DRUG POLICY

University security has jurisdiction over the campus. Officers are present 24 hours a day, seven days a week. Contact security by dialing (808) 735-4792 from an outside phone or dial 4792 from any campus phone. Immediately report all crimes and incidents to the Security Office.

Safety and Security

Call (808) 735-4792 for help with:

- Vehicle jump starts
- Personal escorts
- Vehicle unlocking
- Reporting suspicious persons and activities
- Emergency medical assistance
- Reporting road and parking hazards

Campus Building Access

All educational buildings and facilities are accessible during normal business hours, Monday through Friday, and for limited hours on Saturday and Sunday while school is in session. During semester breaks and holidays, most buildings are closed to all but faculty and staff.

Dangerous Chemicals and Devices

Unapproved use, possession, or sale of firearms, explosives (including firecrackers), dangerous chemicals, or other weapons are prohibited on campus.

Intoxicants and Drugs

Possession, consumption, being under the influence or providing alcohol on campus property or at student functions are prohibited, unless allowed under University rules.

Possession, consumption, being under the influence or providing narcotic or dangerous drugs are prohibited, unless prescribed by a medical doctor or dentist. Students must notify the Dean of Students in writing within five days if they earn a criminal drug statute conviction or finding of guilt.

Disciplinary Action

When a student violates local, state, or federal laws as well as the University's Student Code of Conduct (on or off campus), Chaminade reserves the right to initiate disciplinary action, whether or not legal charges are filed.

Reservation of the Right to Modify The information contained in this catalog is considered to be descriptive. It does not constitute an irrevocable contract between the student and Chaminade University. The University reserves the right to make any changes in the contents of this catalog or in the documented course of study that it deems necessary or desirable. These changes are made through established procedures and announced by the University in its publications.



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