

## **Graduate Programs General Catalog**

### **Introduction: Chaminade University of Honolulu**

Come and see what we've got to offer at Chaminade University. We'll give you a unique personalized education that'll help make your dreams a possibility. We offer 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 as well as Hawaii, 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 the

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 Hawaii 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 a 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 Hawaii 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 multi-cultural 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. 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**

Our purpose at Chaminade is to give our students opportunities, confidence and competence to meet their goals. We offer a collaborative learning environment guided by Catholic, Marionist educational traditions in the liberal arts. We prepare students for life, work and service by nurturing moral development and personal ability. Committed to building a just and peaceful society, the University is an active in civic and church communities of the Pacific region.

### **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 individuals
- Graduates recognized for learning, professional preparation, facility in information and technology, and service leadership. They also take with them a life-long interest in learning, appreciation of diversity, and a sense of ethical responsibility.
- Curricula 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 Hawaii communities, Pacific Island neighbors, the church and other Marianist-sponsored groups
- Critical exploration of faith and culture that involves students in building public policy
- Multi-cultural learning environment draws on unique Pacific Island location
- Mentors and role models support goals of personal integrity

### **Graduate Degrees**

MBA	Master of Business Administration
MSCP	Master of Science in Counseling Psychology
MSCJA	Master of Science in Criminal Justice Administration
MEd	Master of Education
MSFS	Master of Science in Forensic Sciences
MAPL	Master of Arts in Pastoral Leadership
MPT	Master of Pastoral Theology

### **Professional Certificate Programs**

Advanced Professional Certificate in Business Administration

Professional Certificate in Homeland Security Leadership Development

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. A few courses are offered at satellite locations on Oahu and many are available online.

## **Master's Degrees**

### **Master of Business Administration**

808.739.4612

[mba@chaminade.edu](mailto:mba@chaminade.edu)

[www.chaminade.edu/grad/mba](http://www.chaminade.edu/grad/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 gives graduates tools to make effective business

decisions and to manage people, projects and systems for organizational success.

- Public Sector MBA – 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**

808.735.4751

[mscp@chaminade.edu](mailto:mscp@chaminade.edu)

[www.chaminade.edu/grad/mscp](http://www.chaminade.edu/grad/mscp)

The MSCP degree develops counselors skilled in helping children, youth and adults adjust to life's challenges and realize their individual potential. The program is aimed at those wanting to enter practice as school counselors, community counselors or marriage and family counselors.

### **Master of Science in Criminal Justice Administration**

808.735.4703

[mscja@chaminade.edu](mailto:mscja@chaminade.edu)

[www.chaminade.edu/grad/mscja](http://www.chaminade.edu/grad/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 Education**

808.739.4652

med@chaminade.edu

[www.chaminade.edu/grad/med](http://www.chaminade.edu/grad/med)

Our MEd program prepares students to be leaders in the education field. The program combines the best current research and educational theory with practical field applications.

- Graduates meet state licensure requirements in elementary, secondary, and special education
- Graduates can earn Montessori certification in early childhood and elementary education

This program is specifically designed for working teachers who want to further their training and expertise. Most courses are offered as once a week evening classes. Contact the Education Office directly for admissions information.

### **Master of Science in Forensic Sciences**

808.440-4204

[msfs@chaminade.edu](mailto:msfs@chaminade.edu)

[www.chaminade.edu/grad/msfs](http://www.chaminade.edu/grad/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. The MSFS program serves working professionals in the field as well as recent graduates from baccalaureate programs. It features rigorous graduate course work combined with independent research and fieldwork to provide the student with experience in an area of specialization within the scope of the various subdisciplines included in the forensic sciences.

### **Master of Arts in Pastoral Leadership**

808.739.8536

[mpt@chaminade.edu](mailto:mpt@chaminade.edu)

[www.chaminade.edu/grad/mpt](http://www.chaminade.edu/grad/mpt)

This interdisciplinary program provides professional preparation and pastoral leadership training. Program includes:

- Balance of theoretical knowledge and practical skills needed for responsible and creative leadership
- Theological foundations for active life in churches, temples and faith communities
- Moral and ethical bases of leadership and community building
- Leadership modes and management philosophy oriented to service leadership

Ecumenical setting encouraging dialogue, common practice, and spiritual development

### **Master of Pastoral Theology**

808.739.8536

[mpt@chaminade.edu](mailto:mpt@chaminade.edu)

[www.chaminade.edu/grad/mpt](http://www.chaminade.edu/grad/mpt)

This program prepares students for service ministries in education or related fields.

Through study, theological reflection, and participation in a learning community, the program also nurtures individual faith journeys. Chaminade's theological education reflects Catholic and Marianist traditions. The program takes place within an ecumenical and inter-religious environment that reflects the wider Hawaii/Asia-Pacific community.

Program elements cover:

- Catholic theology and historical development and its place within the broader Christian context

- Biblical, historical and Vatican II framework for integrating theology of revelation, anthropology and Christology into one's life
- Theological reflection and its application within church and other communities
- Spiritual quests and individual action
- Marianist traditions of education for service, with an emphasis on dialogue between faith and reason and promotion of peace and justice
- Finding culturally appropriate ways to communicate belief in the communities of Hawaii, Asia and the Pacific
- The value of a life of faith within and for the community, and group action for peace and justice
- Theological positions and values within the Christian community and other religious traditions

### **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 center, located in Henry Hall, gives media support to classroom instructors as well as for student activities, special, cultural and evening events on campus. The center also provides films, slides, records and videotapes.

### **Computer Center**

The computer lab on the first floor of Henry Hall is available for classes requiring computer use and for general use by students, staff and faculty. IBM-compatible computers are equipped with Microsoft Office and its suite of applications; Internet access and email accounts are available.

### **Sullivan Family Library**

Open in April 2008, the new library holds over 74,000 volumes and 849 periodicals and includes several special collections. Library staff provide reference help, computerized searching and library use instruction. The library has study and conference areas as well as photocopying, fax and interlibrary loan services.

### **Admissions**

Each program has specific admissions requirements. Check your program's graduate application or contact your program director.

### **Request applications from Graduate Services**

808.739.4663

[www.chaminade.edu/admissions/grad](http://www.chaminade.edu/admissions/grad)

Deadlines for applications vary by program. In general, completed applications and supporting documents must be received at least one month before the term begins but applicants should confirm that with their program's director. Applications should be submitted 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.

### **Transfer Credit**

At the discretion of the Graduate Program Director, students may transfer up to six credit hours of other graduate work toward a Chaminade degree.

### **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 whose accreditation is not recognized by CHEA may enter the university as provisional graduate students. Upon successful completion of 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 be approved by the Chaminade University Records Office.

### **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](http://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**

All students complete a Confidential Health form. The State of Hawaii requires:

- Proof of at least one Measles, Mumps and Rubella (MMR) vaccination and a second MMR or Measles vaccination (applicants born after 1957 only)
- Negative tuberculin test taken within one year of application
- Negative chest x-ray (international students only)

### **Financial Aid**

Graduate students may apply for **Federal Stafford Loans** up to \$18,500 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 \$10,000 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](http://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. Everyone 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 Waiialae Avenue, Honolulu, HI 96816-1578; send email to [finaid@chaminade.edu](mailto:finaid@chaminade.edu).

### **Registration and Records**

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). Pre-approval of courses is required; a stamp or signature from the program director lets students register.

Registration can be done in person or by mail. Tuition is due at the time of registration. Call the Records Office at (808) 735-4722 for other information.

Registration changes, including add/drop, can be made before and during the first week of classes; students may withdraw until the withdrawal deadline. All changes require program director's approval and must be submitted to the Records Office.

### **Graduate course codes**

ED	Master of Education
PL or RE	Master of Arts in Pastoral Leadership
MBA	Master of Business Administration
CJA	Master of Science in Criminal Justice Administration
PSY	Psychology
RE	Master of 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

### **Tuition and Fees**

Tuition for the current academic year is posted on the Expenses insert included in the Graduate Application packet and on the Graduate Programs website. 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 Freitas Hall, in the Graduate Services Office in Kieffer Hall One, or online at the time of registration. 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. Students can check their balance with the Business Office in Freitas Hall, (808) 735-4713. Not receiving a paper bill does not exempt a student from failing to pay by the published deadline. **Payment Methods:** Chaminade University currently accepts cash, checks, and major credit cards.

## **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 [i.e., with at least a passing grade] a majority of the work of the course and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. The issuance of an "I" grade is not automatic.

The completion of the work, evaluation, and reporting of the final grade is due within 90

days after the end of the semester or term. This limit may not be extended. Email notification will be provided to the student and instructor within the final 30 days by using student and instructor Chaminade University email addresses. The faculty member will award the student an alternate letter grade, including the possibility of an "F." An "I" grade that is not replaced by a letter grade after the 90-day deadline will automatically become an F.

#### **AU Audit**

#### **Probation**

Students whose grade point average falls below 3.0 will be placed on academic probation and are given 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. In repeating a course, the student will receive the higher grade. Students are allowed to repeat a course only once. A student may repeat only two courses. A third "C" may result in dismissal from the program

#### **Grade reports**

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

## **Transcripts**

Transcripts are the official record 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**

This is the first step in the graduation process, given by the student's advisor. Students should request clearance at least three terms prior to their intended graduation date (during summer term for May graduation, or during spring term for December graduation). Clearance requires a minimum 3.0 GPA; other requirements are set by individual programs.

## **Petition for Graduation**

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.

## **Veterans Affairs**

Student eligibility for veterans educational benefits is certified by the Registrar. Benefits are defined under Chapters 30 31, 32 and 35 of Title 38, U.S. C. and Chapter 1606 of Title 10, U.S.C.

## **Campus Life**

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](mailto:staffair@chaminade.edu).

## **Career Services Office – (808) 735-4787**

Here's where students can find information on career planning, trends in the job market, career choices, and specific job opportunities. They also provide individual career counseling.

## **Personal/Group Counseling – (808) 735-4845**

Any Chaminade student can see a professional counselor for help with personal issues or interpersonal relations. Confidential and professional counseling is available on an individual or group basis. Also on offer are human potential workshops, special programs and referral sources.

## **Medical Insurance – (808) 735-4710**

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

**Residential Life** – (808) 735-4721

Housing for graduate students is not available on campus. The Office of Residential Life provides listings of local rentals.

**Intercollegiate Athletics** – (808) 735-4790

Chaminade competes in the NCAA Division II. Intercollegiate sports include men's basketball, women's volleyball, women's softball, men's water polo, men's and women's tennis, and cross-country. The University hosts the Chaminade Maui Invitational Basketball Tournament each November on Maui.

**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 Hawaii'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 Report* for faculty and staff, *Chaminade Quarterly*, and the *Annual Report*. The annual *Chaminade Literary Review* publishes poetry, fiction, literary criticism, photography and artwork from Hawaii, 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 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-semester full-time can become a member of AACUH.

## **Honor Societies**

**Delta Mu Delta** is a national honor society in Business Administration. To be eligible for membership, students must have completed 18 credit hours with a cumulative GPA of 3.25 or higher and be of good moral character. Delta Mu Delta grants lifetime recognition and is the highest national honor a business student can earn.

**Iota Gamma Chapter** of Alpha Phi Sigma is a national honor society for criminal justice. Students who have completed 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 have successfully completed 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.

## **Chaminade's Symbols**

The school's seal is a flaming sword symbolizing the Word of God -- the life of the soul -  
- and the word of man -- the life of the mind. The sword also represents Chaminade's  
dual purpose of guiding students toward truth, faith and the aesthetic, cultural, and  
scientific truths of humanity; and providing students a sense of their rich cultural  
heritage. *Vita in Verbo* – Life in the Word – accompanies the sword.

Chaminade also uses the rare silversword plant as a symbol. Indigenous to Hawaii and  
found on Haleakala, Maui's dormant volcano, the flowers of this plant resemble the  
Cross, symbol of Christian faith. Chaminade's athletic teams are called the Silverswords.

The school's logo features the Chapel of the Mystical Rose, a central part of campus life.  
The University's colors are blue and white.

### **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 Chaminade Bookstore, and graduate program offices -- outlines student rights and responsibilities.

## **Family Educational Rights and Privacy Act (1974)**

FERPA guides Chaminade's policy on educational records of students. 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 will make arrangements for 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. You can 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.

### **Student Responsibility**

All students are responsible for knowing the information in this catalog, course schedules, and the *Student Handbook* and observing all regulations and procedures relating to their program. Pleading ignorance does not exempt you from the rules.

### **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.

### **Maintaining Student Status / 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 can request a leave of absence from their program director. Maximum leave is one calendar year.

### **Financial Obligations**

Students who have unpaid tuition bills, traffic and parking fines, library fines, laboratory breakage charges, etc. cannot register, graduate, or obtain records transcripts.

### **Student Course Load**

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.

## **Repeating a Course**

Students must repeat a course if they earn a “C” or below. Both grades will remain on the record but only the highest will be used in computing GPA. Credit is earned only once; a core course may only be repeated once.

## **Attendance**

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

## **Withdrawals**

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

- Prior to first day of instruction – 100%
- During first week of instruction – 75%
- During second week of instruction – 25%
- During third week of instruction or later – None

Students who don't attend classes they're enrolled for may be dropped from the roster after two weeks. Drops are only eligible for a refund if they're 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.

## **Academic Standing**

Graduate students must maintain a 3.0 GPA or higher. Falling below that level places the student on probation. 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.

## **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.

## **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.

## **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*.

## **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 are appropriate to their purpose and audience
- Clear, complete, and effective communication
- Careful analysis and synthesis of material and ideas borrowed from sources. Sources are correctly acknowledged.

## **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 792 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 (off or on 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.