

**University of Hawaii at Manoa
Psychology Department**

**Graduate Program Handbook
(As of Spring 2009)**

For further information, please visit the Psychology Department website:
<http://www.psychology.hawaii.edu>.

This handbook is intended primarily for current graduate students.

Extensive information about the admissions process is available on the department website, <http://www.psychology.hawaii.edu>. Further questions about admissions should be directed to: gradpsy@hawaii.edu.

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IMPORTANT NOTE: The information presented in this brochure is intended as a guide, and may be updated or changed at any time without notice. Consult with your advisor or the Graduate Chair in case of any query.

Welcome to the Psychology Department

Our Address: 2430 Campus Road Gartley Hall 110 Honolulu HI 96822
Department Office Telephone: (808) 956-8414
Department Office Fax: (808) 956-4700

Department Chair

Dr. Ashley Maynard, Gartley Hall 110, 956-7343, amaynard@hawaii.edu.

Chair of Graduate Studies

Dr. Catherine Sophian, Gartley Hall 105B, 956-2554, csophian@hawaii.edu

Educational Specialist

Ms. Enid Takazono, 956-8414, etakazon@hawaii.edu

Department Secretary

Ms. Judy Naumu, 956-8414, jnaumu@hawaii.edu

Clinical Studies

Ms. Vicky Keough, 956-7644, vkeough@hawaii.edu

Student Help

Undergraduate student assistants also work in the department office and help with department-related questions.

Admission to the Graduate Programs of the Department

This information is now maintained entirely on the Department's website, see www.psychology.hawaii.edu

Getting Started at UH Manoa

The University of Hawaii is a large school and getting started can be difficult. Feel free to ask the office staff for assistance and take advantage of the on-line resources available to you at the university's website: www.hawaii.edu. A mailbox is provided for you in Gartley Hall room 104, but most department announcements are made to your hawaii.edu email address. Please ensure that you check this email frequently and/or forward mail to your preferred account.

Orientation/Pre-semester Workshops

Students who enter the graduate program are expected to be on campus for orientation procedures before the beginning of classes. Orientation procedures are necessary to provide time for the assignment of an advisor, as well as advising and preliminary conference with the graduate faculty. Early arrival on campus also facilitates locating acceptable housing. An interim advisor will be appointed to help you decide what academic work should be undertaken during the initial semester of study.

Students who have been awarded Teaching Assistantships (TA) are required to attend a Teaching Assistant Orientation workshop, organized by the Graduate Division, during the month of August. TA's will be notified of the date and time through the mail a few

months prior to the workshop. Teaching assistants have the same "on duty" period as faculty and are expected to be on campus with the faculty typically one week prior to the start of instruction for the Fall semester.

Changes of Address and Personal Information

If you change your address, name, or any other personal information, please ensure that you notify the psychology office staff immediately. You must also notify the Graduate Division Records Office (Spalding Hall, 352).

Office Space and Student Lounge

Teaching assistants are assigned office space based upon availability. Check your email for office and key assignments.

The student lounge is located in Gartley 104, and open to all students. The lounge is a comfortable place to relax and is equipped with a microwave oven and mini refrigerator.

E-mail and Registration

To register for classes and receive email information, log on to the MyUH portal, mvuhportal.hawaii.edu/cp/home/loginf. Get your UH username and log in to the university's on-line registration and email services. Your UH username will also give you access to the library's on-line services including access to full-text journals and research databases.

You may have received a mailing from University Health Services requiring TB clearance and a medical history. These items are necessary for registration. You can visit the University Health Services (1710 East-West Road, 956-8965) to update your information and take a TB test (fee payable).

Student ID

Pick up your student ID at the Campus Center after you pay your tuition and dues. Your student ID is required for borrowing library materials and student prices at athletic events. You can also use your student ID as a meal card, visit the relevant window at the Campus Center for more information.

The Bookstore

The University of Hawaii bookstore is located in the campus center. Most textbooks are available through the bookstore. The bookstore also offers school supplies, UH logo apparel, popular reading material, and other items.

Parking and Transportation

Students who choose to drive to campus can park in the campus lots by paying a daily fee. On-campus parking is very limited and the parking structures are often filled to capacity. A limited number of parking passes are available through the Parking Office (The Queen Liliuokalani Center for Student Services Room 14, 956-8899). Parking passes are also required for parking mopeds and motorcycles on campus. Students who live close to campus may choose to walk or ride a bicycle. Visit the University Parking and Transportation Services website www.hawaii.edu/parking/index.htm for more information.

Financial Information

Several teaching assistantships, research assistantships, and tuition waivers are ordinarily available to qualified graduate students. There is no separate application for these Departmental awards - students are automatically considered each year via the concentrations within which they are studying. In addition, some concentrations offer stipends for practica and/or research work. Finally, students who hold an MA may apply to the department for lectureships through the Outreach College. Openings for these positions are generally announced by email.

Departmental Assistantships

All applicants for graduate admission are automatically considered, along with continuing students for department-funded teaching assistantships - no additional forms are necessary. Recipients are assigned to specific roles assisting faculty and staff members with duties related to their teaching responsibilities. Typically, Departmental Graduate Assistantships are for 20 hours of work per week and include a full tuition waiver. Further information about administrative policies pertaining to Graduate Assistantships is given on the Graduate Division webpage, <http://www.hawaii.edu/graduate/sitemap.htm>.

Research Assistantships

A few research assistantships are available from faculty holding research grants. Research assistants render assistance to staff and faculty members engaged in research projects. Special skills such as knowledge of a specific area of research, computer programming, data analysis, or knowledge of a foreign language are often required.

Tuition Waivers

The department is able to provide tuition waivers for some students. All students accepted as regular graduate students are automatically considered for tuition waivers.

East-West Fellowships

East-West Scholarships are available for students who are accepted into the East-West Center program. Applications for these awards are submitted to the East-West Center.

Extramural Fellowships

We encourage and support students who seek extramural funding such as fellowships. There are a number of fellowship opportunities from private and public sources. For further information on fellowships as well as on other sources of financial assistance for graduate students in psychology, you may go to www.hawaii.edu/graduate or visit the:

Office of Fellowships and Scholarships, Graduate Division
University of Hawai'i at Manoa
2540 Maile Way
Spalding Hall 354D
Honolulu, HI 96822

For information on or applications for general financial aid (National Student Loans, etc.), please go to <http://www.hawaii.edu/fas/> or visit:

Financial Aid Services
University of Hawaii at Manoa
Queen Liliuokalani Center for Student Services 112
2600 Campus Road

Honolulu, HI 96822

Master of Arts Degree (MA) in Psychology

The Master of Arts degree in Psychology includes research and academic requirements. Although the minimum residence requirement for the MA is two full-time semesters it typically takes four to five semesters to complete the MA degree requirements. There is no foreign language requirement. A thesis (plan A) is required of all MA candidates.

MA Credit-Hour Requirements

A minimum of 30 credits is required by the Graduate Division, including at least 24 credits of course work. In addition to these 24 coursework credits, psychology students are required to have a minimum of 6 credits of thesis research. The exact academic curriculum (coursework, research and field work) varies according to the concentration. A minimum of 12 credits, exclusive of research courses and thesis research (pSY700), must be earned in courses numbered 600-798. At least one graduate seminar in psychology or in a related field must be taken. The maximum number of PSY699 and PSY700 credits that may be taken is 12. A grade of "B" or higher is required for all core graduate courses required by the Department.

Departmental Curriculum for MA Degree

Research Methodology/ Statistics: (6 credits)

Psy 600 - Methodological Foundations (3 credits)

AND one of the following:

Psy 610 - Intro to Quantitative Methods (3 credits)

Psy 611 - Analysis of Variance (3 credits)

Foundation Courses: (6 credits)— Two courses from two different foundation areas are required for the MA.

- 1) **Experimental:** 621, 622, 626
- 2) **Psychobiology:** 634
- 3) **Comparative:** 631,633
- 4) **Developmental:** 640
- 5) **Social:** 650
- 6) **Personality:** 660
- 7) **Clinical:** 670, 773, 774, 776
- 8) **Community and Cultural Psychology:** 680

The courses listed above are 3 credits each.

Research Courses: (12 credits)

Psy 7x9 — Research (in concentration); 3 credits per semester (6 credits required)

Psy 700 — Thesis; variable credit (6 credits required; students must be registered in at least one credit of Psy 700 during the semester in which the thesis is defended and the MA degree awarded.)

Psy 699 can also be used to take variable research credits in excess to those taken via 7x9 and 700. It is NOT recommended as the primary avenue for enrolling for research credits.

OTHER COURSES: (6 credit hours)

Psy XXX - Advanced graduate seminar (3 credits)

Psy XXX - Course in concentration area (3 credits)

Thesis Requirement

The thesis committee normally consists of three members of the graduate faculty. All three may be faculty members with the Department of Psychology, but it is also possible

to have a maximum of one member from a field of study other than psychology but appropriately related to the candidate's program of study. At least ONE committee member must be a member of the core psychology faculty (non-emeritus faculty who hold tenure-track or tenured faculty positions at UH-Manoa and whose primary departmental affiliation is with the Department of Psychology). All members of the student's thesis committee must hold graduate faculty status unless special permission is granted by the Graduate Division. (Please consult Graduate Division's webpage, <http://www.hawaii.edu/graduate/sitemap.htm> , for a listing (by department) of all faculty who hold graduate faculty status and hence are eligible to serve on thesis committees.)

Students prepare a written thesis proposal in close consultation with their faculty advisor. When the proposal has been approved by the thesis committee, **Student Progress Form II: Advancement to Thesis Stage** (this and other Graduate Division forms are available online at <http://www.hawaii.edu/graduate/download/list.htm>) should be completed and submitted to the Graduate Chair, who signs it and then transmits it to Graduate Division. This must, if applicable, be accompanied by a letter from the University of Hawai'i Committee on Human Subjects approving your research project. Note that this approval may take several months to obtain, depending on the nature of your research. You may subsequently register for the thesis research course (Psy 700) at the beginning of the next academic term.

The deadline for the thesis itself varies slightly each semester, and is given in the academic calendar of the University. Note that it is closer to the middle of the semester than to the end, so plan accordingly! The completed thesis is subject to the approval of the student's thesis committee. The final step in the completion of the MA degree is an oral defense of the thesis and completion of **Student Progress Form III: Final Examination and Approval of Thesis**.

MA Degree Timeline

Procedures, Suggested Timelines and Notes

I. First Year

Preliminary Conference and Admission to Candidacy

1. Appointment of interim advisor.
2. Discussion of pre-program deficiencies (if any) with advisor.
3. Formulation of degree plan with advisor.
4. Student submits **Master's Plan A Student Progress Form (SPF) I** to the Chair of Graduate Studies prior to the end of the first semester, accompanied by a petition for waivers or substations of course requirements if applicable.
5. Qualifying and First Language exams not required.
6. General exam not required; candidacy is based on one or more semester's performance.

II. Second Year

Advancement to Thesis Stage

1. Thesis topic and committee formed.
2. Thesis committee consists of at least 3 members of the graduate faculty, all of whom hold graduate faculty status and at least 1 of whom is a member of the core psychology faculty.

3. Second Language and Comprehensive Exams not required
4. Obtain approval or exemption from University of Hawai'i Committee on Human Subjects.
5. Written proposal submitted to committee members.
6. Student submits **Master's Plan A SPF II** to the Chair of Graduate Studies, together with approval letter (if required) from the University of Hawai'i Committee on Human Subjects

** Thesis proposal must be approved and SPF II submitted prior to semester in which student plans to register for Psy 700 (Thesis research)**

III. Completion of Thesis

1. Enrollment in Psy 700 (6 credits required)
2. Submission of completed draft of thesis to thesis committee.
3. Oral examination administered.
4. Upon completion of thesis revisions, student submits **Master's Plan A SPF III** Final Examination and Approval of Thesis to the Graduate Chair

** Graduate Division requirements for Graduation include application for diploma, fees, and submission of final copies of thesis to Graduate Division**

Petitioning for Admission to the Ph.D. Program

Admission to the PhD program from the MA program is not automatic, however, it is expected that the majority of graduate students will continue with their doctoral course of studies upon successful and timely completion of their masters degree course of studies. Petitions for admission from the MA to the PhD program should be completed in the semester the student will be graduating from the MA program, to ensure that there is not an interruption in the student's status as a full-time student (which could have adverse consequences for financial aid, visas, and other matters). Students seeking admission to the PhD must first petition the faculty of the concentration in which they are studying. If the concentration approves, the concentration coordinator brings (a) a letter of application from the student, which summarizes his or her accomplishments within the MA program and plans for the PhD program, and (b) a copy of the student's curriculum vitae to the faculty as a whole (via the Graduate Chair), who then vote on the student's admission to the PhD program. If approved, the student submits the Graduate Division form, **Petition for Admission to a Doctorate**, to the Graduate Chair, who will sign it and transmit it to Graduate Division.

Doctor of Philosophy Degree (PhD) in Psychology

The degree of Doctor of Philosophy is the highest degree awarded by the University. The quality of a candidate's work is judged by a variety of means culminating in a set of comprehensive examinations and the presentation of a dissertation and its defense. The dissertation is based on original research and must be a significant contribution to knowledge in psychology.

The PhD is a research degree that is conferred only for distinguished scholarly attainment. The candidate for the degree must therefore be trained in research methods, perform original research, understand research findings, and be able to teach such findings to others. In addition, the candidate must acquire a broad and comprehensive knowledge of the subject matter of psychology, recognize that this knowledge is evolving, and that true scholarship requires continuous acquisition of new knowledge and revision of the old in light of the new. Only after thorough training in research methods, comprehensive grounding in subject matter, and acquisition of scholarly habits is the PhD awarded.

General Requirements for Ph.D. degree

As with the MA, graduate students who wish to study for the PhD must conform to the general requirements prescribed in the University of Hawaii at Manoa Catalog. Beyond these requirements, you must complete work recommended by the Psychology Graduate Faculty, the program of specialization, and the doctoral committee. There is no foreign language requirement for the PhD degree.

Residency

At least three semesters of full-time work or the equivalent in credits (8 semester hours per semester) must be spent in residence at the University of Hawai'i. Typically, it takes between 2 and 4 years past the MA degree to complete the PhD. For clinical psychology students, an additional year is necessary for completion of the internship requirement.

Core Curriculum for Doctoral Candidates

- A. Foundation Courses: Two courses from two different Foundation areas are required for the MA. One additional course from an additional Foundation area is required for the PhD.
 - 1) **Experimental:** 621,622,626
 - 2) **Psychobiology:** 634
 - 3) **Comparative:** 631,633
 - 4) **Developmental:** 640
 - 5) **Social:** 650
 - 6) **Personality:** 660
 - 7) **Clinical:** 670, 773, 774, 776
 - 9) **Community and Cultural Psychology:** 680
- B. Statistics, Psychometrics, Research Methods: One additional three (3) credit course in statistics, psychometrics, or research methods.
- C. Research Courses (7x9, 699): Students are expected to enroll in research courses each semester throughout their graduate training. 7x9 is the preferred vehicle for research credits.
- D. Additional Concentration requirements.

E. Dissertation (Psy 800): Students must enroll in a minimum of 1-credit hour of dissertation credit during the semester they defend and submit their dissertation.

The Doctoral Comprehensive Examination in Psychology

Once students have sufficient preparation in the field of study, they may arrange to complete the comprehensive examination. The specifics of the comprehensive examination process vary by concentration, so students should consult with the faculty members in their concentration for specific instructions.

The Doctoral Dissertation

Upon completion of the comprehensive examination, the student may begin work on the doctoral dissertation. This work results in the presentation of a scholarly document (to the doctoral committee, the Graduate Faculty of Psychology, and the Graduate Division), which is an original contribution to knowledge resulting from original and independent research. The doctoral dissertation is conducted under the auspices of the doctoral committee with the student's major advisor as chair. The student, in consultation with his/her advisor, recommends four additional members of the Graduate Faculty to serve on the doctoral committee. (For listings of eligible faculty, consult the Graduate Division webpage, <http://www.hawaii.edu/graduate/sitemap.htm>.) At least two committee members (including the chair or a co-chair) must be members of the core psychology faculty (non-emeritus faculty who hold tenure-track or tenured faculty positions at UH-Manoa and whose primary departmental affiliation is with the Department of Psychology). At least one committee member—the “outside” member—must be on the graduate faculty in a discipline other than psychology. In special circumstances, a written petition may be submitted for permission to include individuals as “inside” committee members who are not members of the Graduate Faculty; however, petitions for exceptions to the policy for OUTSIDE members are unlikely to be approved.

Working in close consultation with the committee chair, the student may begin preparation of the dissertation proposal. Once the proposal is completed, the student will take an exam during which the student will present and defend the proposal. Once the examination is passed, the student may begin the dissertation research. Collection of data (other than pilot data) for the final dissertation is not permitted until after the student has successfully defended his or her dissertation proposal.

When the dissertation topic and proposal has been approved by the doctoral committee, the Chair of Graduate Studies will inform the Graduate Division by filing **Doctorate SPF II: Advancement to Dissertation Stage** (which the student completes and returns to the Chair of Graduate Studies). This form, if appropriate, should be accompanied by a letter of approval from the University of Hawai‘i Committee on Human subjects. Students are subsequently notified that they may register for dissertation research (Psy 800).

The candidate should look to the chair of his or her committee for primary direction concerning use of research methods, analysis of results and the writing of the dissertation. It is the joint responsibility of the student and the chair of the doctoral committee to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and the dissertation. It is the student's responsibility to keep all committee members informed of their progress and to obtain formal approval of the research endeavor. Upon completion of the dissertation, the student will take a final examination that is an oral defense of the dissertation. Given the approval of the doctoral

committee and submission of **Doctorate SPF III**, the Graduate Chair will forward to the Graduate Division, the recommendation that the degree of Doctor of Philosophy be conferred.

Time Allowed

Candidates for doctoral degrees will be expected to complete all requirements within seven years after admission into the doctoral program. Candidates who fail to complete all requirements in the specified time are automatically dropped from the university program. Reinstatement for a limited period of time is only possible upon favorable recommendation of the Graduate Faculty of Psychology with the concurrence of the Dean of the Graduate Division.

Ph.D. Degree Timeline

Procedures, Suggested Timeline, and Notes

I. First Semester

Preliminary Conference

1. Appointment of an advisor by program or concentration coordinator.
2. Discussion of pre-program deficiencies with advisor and Chair of Graduate Studies.
3. Formulation of degree plan with advisor; specifies required courses (including dissertation credit).
4. The student submits **Doctorate Student Progress Form (SPF) I** to the Graduate Chair, who signs it and transmits it to Graduate Division.

II. Third or Fourth Semester

Comprehensive Exams

Procedures for comprehensive exams vary by concentration. Therefore, students are urged to work closely with their advisors, and to consult with other members of the concentration, as needed, to complete the comprehensive examination process.

III. Third, Fourth or Fifth Semester

Appointment of Doctoral Committee and Approval of Dissertation Topic

1. The doctoral (dissertation) committee consists of at least 5 members, at least two of whom are members of the core psychology faculty (non-emeritus faculty who hold tenure-track or tenured faculty positions at UH-Manoa and whose primary departmental affiliation is with the Department of Psychology), and one of whom is a member of the Graduate Faculty from a department other than Psychology.
2. The student submits a written proposal to doctoral committee members. An oral defense of the dissertation proposal is subsequently held.
3. The student submits **Doctorate Student Progress Form II**: Advancement to Candidacy (signed by the members of the dissertation committee) to the Graduate Chair, who signs it and transmits it to Graduate Division.
4. The dissertation proposal must be approved and SPF II submitted prior to the semester in which the student plans to register for Psy 800 (dissertation).

IV. Final Semester

Completion of Final Oral Examination

1. The final oral examination must be announced two weeks in advance in the

University Bulletin and scheduled in a room that will accommodate any faculty, students, and guests who wish to attend.

2. The student submits completed draft of dissertation.
3. The final oral examination is administered (defense of dissertation).
4. The student submits **Doctorate Student Progress Form III: Final Examination** to the Graduate Chair, who signs it and transmits it to Graduate Division.

** Graduate Division requirements include application for diploma, fees, and submission of final copies of dissertation to Graduate Division. * *

PERFORMANCE STANDARDS AND STUDENT EVALUATIONS

Performance Standards for Graduate Students in Psychology

The academic performance of each student will be evaluated yearly in order to provide feedback concerning progress through the graduate program. Although the evaluation of students varies among the different specialization areas, the student's progress is typically assessed against four criteria:

1. Course Work
2. Research Productivity
3. Continued Progress Toward the Degree Goal
4. Professional Development

See also Appendix 1, p.18, which gives the formal student learning outcomes for the psychology graduate program.

Continuation in this program requires students to perform at the level of the standards described below.

Course Work

The requirements regarding course work are specified above and in the General and Graduate Information Catalog. All students must maintain a "B" average (GPA=3.00). (Note: no course for which a grade less than a "B" was obtained can be counted towards an advanced degree.)

Research Productivity

Students should show continual activity in research throughout the term of their graduate studies. The quality and quantity of this research is evaluated regularly by the faculty members supervising your research activity.

Continued Progress Toward the Degree Goal

The graduate program consists of a prescribed curriculum, a student's comprehensive examination, and the thesis and dissertation research. One requirement for continued progress toward the degree goal calls for the student to complete the various elements of the Program within specified time limits with due attention given to extenuating circumstances. The time limits are outlined below:

- a. The thesis should be completed by the second year.
- b. The comprehensive examination should be completed by the third year.
- c. The curriculum should be completed by the fourth year.
- d. The dissertation should be completed by the fifth year.

For those students who have entered the Program with a Master's degree from another institution, the time limits are:

- a. The comprehensive examination should be completed by the second year.
- b. The curriculum should be completed by the third year.
- c. The dissertation should be completed by the fourth year.

An additional expectation is that, throughout their studies, students demonstrate scholarly engagement and productivity via activities such as developing research plans and papers, independent reading, regular consultation with the faculty advisor, participation in research team meetings, and attendance at Departmental colloquia.

Professional Development

The essential requirements for adequate performance in professional endeavors are that the student demonstrate good judgment, a sense of responsibility, ethical behavior, seriousness in dealing with peers, supervisors and liaison persons in the community, responsiveness to the authorized supervision of his/her academic work and research and the exhibition of tact, sensitivity and poise in professional interactions.

Student Evaluations

Student evaluations are conducted annually. Course work, research, continued progress toward the degree goal, and professional development are examined in these evaluations. As a basis for the evaluation, students annually submit information about their progress and accomplishments to the concentration faculty, following procedures established by the concentration. On the basis of this material, a written evaluation of the student's performance will be prepared and given to the student. This written review will include an overall assessment of the student's performance as either unsatisfactory, satisfactory, or excellent and will identify specific areas of concern, if there are any. Such areas of concern may exist, and if so will be noted, even when the student's overall performance is satisfactory or excellent.

A copy of both the material submitted for review by the student and the written evaluation will be submitted to the Graduate Chair for placement in the student's file.

A satisfactory evaluation will be given to those students who meet the Performance Standards in all areas. An excellent evaluation will be given to students performing beyond the level of the Performance Standards described above (e.g., "A" average in coursework, superior progress toward the degree goal such as thesis proposal completed in the first semester and/or well developed research plans or involvement in research and outstanding performance in professional development).

Students who do not adequately meet the standards prescribed above will receive an unsatisfactory evaluation. In such cases the student will be placed on departmental probation and will receive from the Concentration Director a written description of his or her probation and will receive from the Concentration Director a written description of his or her specific deficiencies and remedial requirements. For probationary students, continuation in the program will be contingent on satisfactory completion of their remedial requirements. In those situations in which remedial requirements are not satisfactorily completed within the time specified, the faculty may recommend that the student be placed on probation at the level of the Graduate Division. In that event, a hearing will be scheduled by the faculty of the student's concentration for the specific purpose of considering a recommendation to the Graduate Division for termination. When a student evaluation is conducted for the purpose of considering a recommendation to the Graduate Division for termination, the student may be present to hear and participate in the discussion. The decision to recommend termination will be based on written statements supported by material produced at the evaluation. Students terminated from any program within the Department of Psychology are considered terminated from the entire Department of Psychology.

OTHER MATTERS

Leave of Absence

Students having achieved candidacy status may be granted leave from their studies upon recommendation from the Graduate Faculty, approval by the Chair of Graduate Studies, and approval by the Dean of the Graduate Division. Official leaves of absence do not count in computing the time the student has been working toward a degree, but are limited to a total of one academic year during any degree program. The date for return from leave must be set at the time the leave is requested. Upon return, students should contact the Graduate Division Records Office, Spalding 352, so that registration materials can be prepared. Students who do not return within a year will be automatically terminated from the Department of Psychology and required to apply for readmission should they wish to return as a graduate student.

A Leave of Absence is granted only in exceptional circumstances. It is the student's responsibility to insure that he/she has obtained all necessary approvals prior to taking a leave of absence. All requests must be in writing, submitted initially to the student's major professor/advisor, approved by the student's program committee, approved by the graduate chair, and approved by the Dean of the Graduate Division.

Changing Concentrations

Students who wish to change area of concentration follow the following procedures:

- 1) Submit a petition to the new concentration faculty for approval;
- 2) If approved, submit a petition to the Chair of Graduate Studies, who will bring it to the Department faculty for approval/disapproval.

Under exceptional circumstances in which students seek to pursue a program of study that does not fit any of the existing concentrations within the department, the student may, in consultation with a faculty advisor and a committee selected in consultation with that advisor, propose an individualized concentration. The student then submits a petition for approval of the proposed concentration to the Chair of Graduate Studies, who will bring it to the Department faculty for approval/disapproval.

Changing Advisor and Thesis or Dissertation Chair

To change to a different advisor within a student's concentration, the student should first consult with the faculty member with whom he or she wishes to work, and then, if that person agrees, notify the concentration coordinator.

To change to an advisor who is outside of the student's area of concentration, the student must petition the concentration faculty. If the petition is denied, the student may propose to change concentrations.

Quick Guide to Important Forms that Must Be Submitted during your Graduate Student Career

Note the following carefully:

- It is your responsibility to complete these forms, have them signed by appropriate people, and attach any necessary supporting documents.
- The forms should be obtained online from <http://www.hawaii.edu/graduate/download/list.htm>
- They all require the signature of the Graduate Chair, so please drop them off in his or her mailbox in Gartley 110. Copies will be retained in your file, but it is sensible for you to keep a personal copy of these forms also.

Masters SPF I

Submit this in your first semester at UH. Approval is more-or-less automatic. If you need to transfer credits in from another institution, also include the Petition to Transfer Credits (MUST be done in first semester)

Masters SPF II

Submit this once your thesis committee has approved your thesis topic and plan. Original signatures from your committee members are required. If you are using human subjects, this form must be accompanied by a letter of approval/exemption from the UH Committee on Human Subjects.

Masters SPF III: Final Examination and Approval of Thesis

Submit this after you have defended your thesis in front of your committee. Original signatures from your committee members are required.

Petition for Admission to Doctorate in the Same Discipline

Submit this in the final semester of your MA studies, otherwise you may run into trouble with registration, student loans, and other bureaucratic issues. Include a CV. This form and the CV should be given first to your concentration coordinator/program director, who then passes it on to the Graduate Chair.

Doctoral SPF I

Submit this in consultation with your advisor. As a general rule, it should be done in the first year of doctoral studies. Include a CV and statement of purpose. The entire faculty will review these documents and vote on your advancement.

Doctoral SPF II: Advancement to Candidacy

Submit this after your comprehensive examinations are completed, and after your dissertation committee has approved your dissertation topic and plan of research. Original signatures from your committee members are required. If you are using human subjects, this form must be accompanied by a letter of approval/exemption from the UH Committee on Human Subjects.

Doctoral SPF III: Final Examination and Approval of Dissertation

Submit this after you have defended your dissertation in front of your committee. Original signatures from your committee members are required.

Useful Hints and Tips on Bureaucratic Issues

1. It's very important to maintain continuous registration in the regular (fall and spring) semesters. This can sometimes be for only one credit, if necessary, but if you do not keep yourself registered you risk being automatically terminated by the Graduate Division. There is no requirement for registration in the summer sessions.
2. It's sometimes hard to know who is eligible to be a member of your thesis and dissertation committees. The graduate division now has a searchable database, which makes life much easier. See: <http://www.hawaii.edu/graduate/wa/selectmember.php> As a general rule, if the person you want on your committee does not appear on this list, either (a) find someone else, or (b) consult with the Graduate Chair BEFORE approaching that person.
3. It's a great idea to keep an eye on the university calendar for deadlines each semester. If you are planning to defend and graduate, you will need to meet the deadlines for filing degree applications (usually early in the semester), for your final examination/defense, and for turning in your completed thesis/dissertation to the graduate division. The calendar is available online, and important dates are also posted on the Department's website.
4. You must turn in the appropriate SPFII with supporting documents before you can register for PSY700 or PSY800 the following semester.
5. If you are unsure about what to write on a form, or the correct procedures to be followed, please consult with the Graduate Chair.

Please notify the Graduate Chair if you have any other hints or tips you would like to see included in this section of the brochure.

Appendix 1. Student Learning Outcomes (SLOs) for the Psychology Graduate Program

These SLOs represent the formal statement of the expected outcomes of graduate-level education in psychology in this Department. They are used as part of the University's accreditation and assessment process.

- 1.1 General. A student who has successfully completed the graduate degree program in psychology should be able to:
 - 1.1.1 Demonstrate mastery of appropriate literature, methodology, and techniques
 - 1.1.2 Communicate both orally and in writing at a high level of proficiency in the professional and academic fields of psychology
 - 1.1.3 Conduct independent research to a high standard
 - 1.1.4 Function as a professional in psychology
- 1.2 Specific to MA training. The SLOs for the MA component of the graduate program in psychology include but are not limited to the following:
 - 1.2.1 Acquisition of a common core of empirical and analytic methods currently in use in psychological research
 - 1.2.2. Acquisition of specialist techniques, knowledge, and (as appropriate) clinical skill according to the concentration in which the student is working
 - 1.2.3. Completion of a significant piece of empirical work, under the supervision of faculty member and guided by other members of the student's MA committee, culminating in the MA thesis
 - 1.2.4. The development of transferable skills in computing, statistics, oral and written presentation, professional and academic standards, and personal interaction.
- 1.3. Specific to PhD training. The SLOs for the PhD component of the graduate program in psychology include but are not limited to the following:
 - 1.3.1. Acquisition of in-depth knowledge of the theory, empirical findings, statistical and/or other analytic techniques, controversies and debates in a specific area of research, and if necessary in one or more related areas. Demonstration of this knowledge through the comprehensive examination.
 - 1.3.2. Proposal of a major piece of independently-motivated empirical work (the PhD dissertation proposal), including articulation of the details of rationale, method, ethical issues, statistical outcomes, and likely outcome and significance. Successful oral defense of the PhD proposal in front of a five-member committee of faculty from inside and outside the Department of Psychology.
 - 1.3.3. Timely completion of the proposed empirical research
 - 1.3.4. Publication of findings from that research and/or dissemination of results at academic and professional conferences
 - 1.3.5. Completion of the PhD dissertation according to the regulations of the University of Hawaii. Successful public oral defense of the PhD dissertation in front of the five-member committee of faculty.