



## Answers to Frequently Asked Questions Regarding the Graduate Certificate in Conflict Resolution

### Application Questions

#### *“When is the deadline to apply for the graduate division/MIPCR program?”*

- Graduate Division: <http://manoa.hawaii.edu/graduate/content/conflict-resolution>
  - Fall Deadline – February 15
  - Spring Deadline – September 30
- MIPCR
  - Resident/Out of State Students
    - Fall Deadline – One week before the first day of instruction
    - Spring Deadline – Second Monday of December
    - Summer Deadline – Students not admitted in the Summer
  - International Students
    - Fall Deadline – One month before the first day of instruction
    - Spring Deadline – Two months before the first day of instruction
    - Summer Deadline – Students not admitted in the Summer

#### *“Do I need to apply with the Graduate Division if I am already a graduate student?”*

Yes, new and continuing graduate students must apply for the graduate certificate with the Graduate Division (Spalding 354).

- Continuing graduate students:
  - Complete a concurrent graduate certificate program application: [http://manoa.hawaii.edu/graduate/files/forms/gcert2012\\_13.pdf](http://manoa.hawaii.edu/graduate/files/forms/gcert2012_13.pdf).
  - Hand deliver the completed form to Spalding 354, e-mail the form to [gradadm@hawaii.edu](mailto:gradadm@hawaii.edu), or fax the form to 808-956-4261.
  - The concurrent graduate certificate application requires a \$100 application fee.
- Current graduate students in the William S. Richardson School of Law and the School of Architecture:
  - Submit a graduate admissions application: <http://manoa.hawaii.edu/graduate/content/submitting-your-application>.
  - The graduate admissions application requires a \$100 application fee.

#### *“What are the requirements for applying for the certificate program?”*

- Student Information form
- Minimum 3.0 GPA
- Two letters of recommendation
  - **One professional letter** from an employer, project supervisor, affiliate in an organization, or the like
  - **One academic letter** from a faculty member or department head who is familiar with your record and can credibly comment on your ability and performance as a graduate student.
  - **Student referrals will not be accepted.**
- A one-page statement of interest, including conflict resolution experience and/or



goals for participating in the certificate program.

- Additional Documents for International Students (score and forms should be sent to Graduate Division)
  - TOEFL Scores
  - Confidential Financial Statement Form

### **Registration Questions**

#### ***“When does school start/When can I register?”***

- Links to current academic calendars:
  - <http://www.hawaii.edu/academics/calendar/> (UH System) or
  - <http://www.catalog.hawaii.edu/about-uh/calendar.htm> (UH Manoa)
  - <http://manoa.hawaii.edu/ovcaa/calendar.htm> (2012-2015)
- Link to registration timetable:
  - <http://myuhinfo.hawaii.edu/object/uhmtimetable.html>

#### ***“Do I need approval to register for a course?”***

- No approval is needed to register for courses except for the practicum course, which must be approved by an advisor.
- Certain courses will have prerequisite restrictions that may require the instructor to input an override code for the student.
- Course descriptions along with prerequisites can be found at the following link:
  - <http://www.catalog.hawaii.edu/courses/departments/pace.html>

### **Graduate Certificate in Conflict Resolution Program Questions**

#### ***“What are the requirements for the graduate certificate?”***

- Select a temporary/permanent advisor during your first semester
- Complete at least 15 credits from the approved course list
  - 6 credits of CORE courses
  - 9 credits of ELECTIVE courses
- Complete a **capstone paper** under supervision of your advisor
- Complete a **skills assessment**

#### ***“Can I transfer in credits from an outside institution for the certificate?”***

- Transfer credits are NOT applicable toward the Graduate Certificate in Conflict Resolution.

#### ***“What courses can/should I take next semester?” OR “Will my credits transfer from another program?” OR “What courses can I take at my current institution that will be credited toward the conflict resolution program?”***

- These questions should be directed toward your advisor. Students who do not yet have an advisor should contact the MIPCR office at (808) 956-6433 and they will assign you a temporary advisor.
- A current schedule of courses is always available in our offices or online at <http://www.peaceinstitute.hawaii.edu/our-classes.html>



### **Capstone Paper Questions**

#### ***“What is the capstone paper?”***

- Writing the Capstone involves reflecting on learning experiences associated with the certificate that influenced your perception of and approaches to grievances and disputes. The Capstone also helps identify strengths and weaknesses of the certificate program (courses, experiences) from the students' perspective, so please try to include your assessment of the courses and instructors.

### **Practicum Questions**

#### ***“What are the requirements for the practicum and how do I plan it?”***

- Students must meet with their advisor to plan the practicum.
- The practicum is designed to provide students the opportunity to practice and enhance their skills in facilitation and/or mediation and is assigned a variable number of credits based on the number of hours involved in the project.

### **Skills Assessment Questions**

#### ***“What is the skills assessment?”***

- The skills assessment is organized with MIPCR faculty to demonstrate skills in mediation or other problem solving processes and can be either a simulated or actual mediation process.
- Skills include:
  - Ability to develop and maintain a collaborative atmosphere and approach
  - Ability to use communication skills such as appropriate questions, summarization, active listening, and re-framing where appropriate
  - Ability to clarify, analyze, frame, track, and link appropriate issues
  - Ability to identify and use objective criteria in evaluating dispute resolution proposals
  - Ability to use interest-based negotiation principles effectively
  - Ability to develop and test dispute resolution options using interests and criteria

### **Leave of Absence Questions**

#### ***“Will I still be able to continue the certificate if I don't take any courses from the program next semester?”***

- Students may continue to pursue the certificate if they are continuing classified students and taking courses in their masters or doctorate program. If students do not take any courses from any program, they must file a leave of absence. A leave of absence will allow students to leave and return to the program. If they do not petition for a leave of absence, they will need to reapply through the Graduate Division and certificate program.

#### ***“How do I withdraw or take a leave of absence?”***

- Students can obtain a leave of absence form from the Graduate Records Office



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(Spalding 352) or online <http://manoa.hawaii.edu/graduate/files/forms/leave.pdf>. Students will need to obtain approval signatures from the appropriate departments before receiving approval by the graduate chair and graduate division.

### **Scholarship Questions**

***“How do I apply for the Nobumoto Tanahashi Scholarship/Jacob Peace Memorial Scholarship?”***

- Students may apply for the Nobumoto Tanahashi Scholarship online at the STAR website ([https://www.star.hawaii.edu:10012/Scholarship\\_live/login.jsp](https://www.star.hawaii.edu:10012/Scholarship_live/login.jsp)) or may pick up a scholarship application at our office in Saunders 523.
- The application forms and requirements for the Betty Jacob Peace Fund Award and the Philip Jacob Peace Memorial Award are available in our office and can be found on our website at <http://www.peaceinstitute.hawaii.edu/>.
- Application packets are generated every December.

### **University of Hawai'i Alternative Dispute Resolution Questions**

***“Do you provide mediation services to departments, faculty, and staff?”***

- We offer these services through our internal program called UH Alternative Dispute Resolution.
  - Contact Anne Smoke, Program Manager at (808) 956-6459 for information.
- We ***do not*** do intakes for students wanting to file grievances. For student grievance procedures contact the office of the Chancellor.