Frequently Asked Questions

Graduate Certificate in Conflict Resolution

Application Questions

“When is the deadline to apply for the graduate division/GCCR program?”
To ensure timely processing of application, please submit by following suggested deadline.

- **Graduate Division**: [http://manoa.hawaii.edu/graduate/content/conflict-resolution](http://manoa.hawaii.edu/graduate/content/conflict-resolution)
  - Deadline for fall admission: February 15
  - Deadline for spring admission: September 30
- **Graduate Certificate in Conflict Resolution (GCCR):**
  - **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 GCCR with the Graduate Division.

- **Continuing graduate students:**
  - Complete a concurrent graduate certificate program application: [http://manoa.hawaii.edu/graduate/content/submitting-your-application](http://manoa.hawaii.edu/graduate/content/submitting-your-application)
  - 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://manoa.hawaii.edu/records/calendar/index.html](http://manoa.hawaii.edu/records/calendar/index.html) (UH Mānoa Calendars)
  - [http://manoa.hawaii.edu/ovcaa/calendar.htm](http://manoa.hawaii.edu/ovcaa/calendar.htm) (Academic Calendar)
- Link to registration timetable:
  - [http://myuhinfo.hawaii.edu/object/uhmtimetable.html](http://myuhinfo.hawaii.edu/object/uhmtimetable.html) (Registration Assignments)

“When do I need approval to register for a course?”
- Normally 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](http://www.catalog.hawaii.edu/courses/departments/pace.html)

Graduate Certificate in Conflict Resolution Program Questions

“What are the requirements for the GCCR?”
- Select a temporary/permanent advisor during your first semester
- Complete at least 15 credits from the approved course list
  - 3 credits of Foundational Course
  - 12 credits of Elective courses
- Complete a Culminating Project approved by advisor as part of PACE 699 or PACE 695

“Can I transfer in credits from an outside institution for the certificate?”
- No. Transfer credits are NOT applicable toward the GCCR

“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 GCCR?”
- These questions should be directed toward your advisor. Students who do not have an advisor should contact the Matsunaga Institute at [uhip@hawaii.edu](mailto:uhip@hawaii.edu) for assistance.
- A current schedule of courses is always available online at [http://www.peaceinstitute.hawaii.edu/our-classes.html](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 GCCR (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.

Leave of Absence Questions

“Will I still be able to continue the GCCR if I don’t take any courses from the program next semester?”
- Students may continue to pursue the GCCR 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 students do not petition for a leave of absence, they will need to reapply through the Graduate Division and GCCR program within 5 years of the last class taken at the University.

“How do I withdraw or take a leave of absence?”
- Students can obtain a leave of absence form from Graduate Division (http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/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) or the Matsunaga Institute website (http://www.peaceinstitute.hawaii.edu/academic-programs/scholarships-awards.html).
- The application forms and requirements for the Philip Jacob Peace Memorial Award are available on the website (http://www.peaceinstitute.hawaii.edu/academic-programs/scholarships-awards.html).
- Application packets are available every December.

University of Hawai‘i Alternative Dispute Resolution Questions

“Do you provide mediation services to departments, faculty, and staff?”
- We do not offer these services, but can provide referrals depending on your situation.