



# **Master's Program 2018 Summer Term**

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### DISCLAIMER

The information in this document is descriptive and does not constitute an irrevocable contract between students and Chaminade University. Chaminade University reserves the right to make changes to the course schedule contents that it deems necessary or desirable.

## Registration & Academic Policies

Registration Deadlines	Dates
Registration Begins	Monday, June 4, 2018
Holiday (Classes in Session)	Wednesday, July 4, 2018
Last Day to Request Army Tuition Assistance	Thursday, July 5, 2018
First Day of Term	Monday, July 9, 2018
Tuition Payment Deadline	Sunday, July 8, 2018
Last Day to Register	Monday, July 16, 2018
Add/Drop Period Ends	Monday, July 16, 2018
Last Day to Withdraw from 10 Week Course	Monday, August 27, 2018
Last Day to Apply for Credit/No Credit	Monday, August 27, 2018
Last Day of Term	Monday, September 15, 2018

### Registration

All outstanding financial accounts with Chaminade must be cleared before registration will be accepted. Please make sure that your daytime telephone number and contact information are updated in your CUH student portal. Registration will be accepted at any site for all classes (refer to page with specific times and days under Locations and Advisors). Tuberculosis clearance is necessary for registration. All on-campus/on-base students born after 1957 are also required to show proof of immunization for measles, mumps, and rubella (MMR). Please visit: <https://chaminade.edu/student-life/> for information. All civilian students who wish to take ground courses on base must register early and request a base pass at least two weeks before classes begin.

### Tuition & Fees

Tuition must be paid in full prior to the start of the term, or student must be enrolled in a payment plan. If payment is not received, the student will be unenrolled. Military tuition assistance, veterans' benefits or financial aid is considered payment. Fees are payable at the time of registration and are non-refundable once the term begins (reference table below).

It is the policy of Chaminade University to report all students with outstanding balances to the Credit Bureau beginning when charges are 120 days past due and continuing until the balance is paid in full. Collection costs on referred accounts are the responsibility of the student. To enroll in the Tuition Payment plan, please go to [www.chaminade.edu/tuition-payments-and-billing](http://www.chaminade.edu/tuition-payments-and-billing). If you have any questions, please contact the Business Office at (808) 735-4768.

Tuition	Cost per Credit (effective July 1, 2018)
MED/MAT	\$780
MSCP/MSCJA	\$945
MBA	\$980

Fees	Cost	Category
Technology Fee	\$93.00 per course	Online Course
Science Lab Fee	\$75.00 per course	Ground Course
Hybrid Course Fee	\$40.00 per course	Online/Ground Course
Observation & Participation (O&P) Fee	\$55.00 per O&P course	Education Majors
Graduation Fee	\$215.00	Single Degree

### Military Tuition Eligibility

Please contact [markelle.gateley@chaminade.edu](mailto:markelle.gateley@chaminade.edu) for detailed information on military tuition benefits for graduate studies.

Valid military ID card holders with Active Duty, National Guard, and Reservist status may qualify for the Active Duty Military Tuition. Valid military ID card holders with DoD Civilian Employee, Military Dependent, Retired, or Veteran status may qualify for the Non-Active Duty Military Tuition. Dependents of DoD Civilian Employees are not eligible.

## Withdrawals

The instructor may withdraw students who miss two consecutive weeks of class, prior to the withdrawal deadline. Withdrawals are only effective for tuition refunds when initiated by the student during the refund period and in accordance with the appropriate refund schedule. The student must obtain written permission from the instructor to be re-enrolled in a class from which the student has been withdrawn. A re-enrollment fee is also charged to the student's account.

Only when the student presents written evidence such as military orders, a doctor's statement, or other reasonable justifying documentation for post-deadline withdrawal will the request be approved. Withdrawal forms may be obtained from an advisor at the various sites. PACE students may withdraw without record until the Wednesday of Week 3 of a 10 week term. In the case of undergraduate courses of other lengths, the last date of withdrawal will be set at the corresponding point of the term, which occurs when the course is approximately 25% complete. Withdrawal from a course after the last day of withdrawal without record will be noted as a W on a student's transcript.

If a student officially withdraws from a course (through the Records Office), whether or not the student attends class, a refund of tuition will be made in accordance with the following:

Withdrawal Period	Deadline (4:30 PM, HST)	Tuition Refund
Withdrawal prior to the first day of instruction	Sunday, July 8, 2018	100%
Withdrawal during Add/Drop Period	Monday, July 16, 2018	100%
Withdrawal during the second week of instruction	Monday, July 23, 2018	25%
Withdrawal No Record (will not appear on transcript)	Wednesday, July 25, 2018	No refund
Last Day to Withdraw	Monday, August 27, 2018	No refund

*All fees and costs outside of tuition are non-refundable once the term begins.*

## General Information and Academic Policies

Harassment and discrimination are specifically prohibited by state and federal law and any instance of harassment or discrimination may result in both civil and criminal liability on the part of the individual harasser as well as the University. Specifically, the University is committed to comply with the Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, the Equal Pay Act of 1963, Executive Order 11246, as amended the Age Discrimination Act of 1975, titles VII and VIII of the Public Health Services Act, as amended the Rehabilitation Act of 1973, the Equal Opportunities Employment Act of 1972, the Vietnam Era Veteran's Assistance of 1974, the Americans with Disabilities Act of 1990 and Hawaii Revised Statutes, Chapters 76, 78, and 378. The designated Title IX coordinator is Christine Denton, Executive Director for Compliance and Personnel Services; Clarence T.C. Ching Hall, Room 4; (808) 739-8597. For the full treatment of the Chaminade discrimination and harassment policy see the University Policy Manual Volume III Section 3.1.3.

## Information Provided by Chaminade University

Per the University Catalog: "The student is responsible for knowing the information presented in the Chaminade University Catalog, course schedules, and Student Handbook, and for observing all regulations and procedures relating to the program being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that s/he was not informed of the regulations or procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduation rests with the student."

All students are assigned Chaminade email addresses. Important University information will be sent to your Chaminade email account; it is your (the student's) responsibility to check your email frequently. You may forward your email to a different address, but you are still responsible for reading it."

University Catalog: <http://www.chaminade.edu/catalog/>

## Dean of Students

The Dean of Students is available to meet with PACE students concerning student affairs. Please call (808) 735-4710 for an appointment.

## Contact Us: Locations and Advisors

Chaminade Main Campus-Admissions	Graduate Programs-Main Campus	
Office Hours: Monday – Friday 9 – 5 PM	MED/MAT	Kevin.mikami@chaminade.edu
808-739-8523	MSCP	Pamela.silva-patrinis@chaminade.edu
	MSCJA	Melissa.hollar@chaminade.edu
	MBA	Elizabeth.Stone@chaminade.edu
	MPT	Regina.pfeiffer@chaminade.edu

## Academic Calendar: 2018 – 2019

A complete list of university events can be found at: [events.chaminade.edu](http://events.chaminade.edu).

## May 2018

Date	Spring 2018 Term
<b>29, Tuesday</b>	PACE Spring GR deadline to Withdraw from classes. Withdrawal requests must be submitted by 4:30 p.m. (close of business)

## June 2018

Date	Summer 2018 and Spring 2018 Terms
<b>4, Monday</b>	Graduate Summer Institute begins
<b>4, Monday</b>	PACE Summer GR Programs registration begin
<b>15, Friday</b>	Graduate Summer Institute ends
<b>16, Saturday</b>	PACE Spring GR Program ends
<b>20, Wednesday</b>	PACE Spring GR Program grades due

## July 2018

Date	Summer 2018 Terms
<b>9, Monday</b>	PACE Summer GR Programs begin
<b>16, Monday</b>	PACE Summer GR Program registration ends

## August 2018

Date	Summer 2018 and Fall 2018 Terms
<b>27, Monday</b>	PACE Summer GR deadline to withdraw from classes. Withdrawal requests must be submitted by 4:30 pm. (close of business)
<b>27, Monday</b>	PACE Fall GR Program registration begins

## September 2018

Date	Summer 2018 Term
<b>7, Friday</b>	Deadline to submit Clearance for May 2019 Graduation
<b>15, Saturday</b>	PACE Summer GR Program ends
<b>19, Wednesday</b>	PACE Summer GR Program grades due

## October 2018

Date	Fall 2018 Term
<b>1, Monday</b>	PACE Fall GR Programs begins
<b>9, Tuesday</b>	PACE Fall GR Programs add/drop registration ends

## November 2018

Date	Fall 2018 Term
<b>19, Monday</b>	PACE Fall GR deadline to withdraw from classes. Withdrawal requests must be submitted by 4:30 pm. (close of business)
<b>22, Thursday</b>	Thanksgiving Day holiday (no evening classes; offices closed)

## December 2018

Date	Fall 2018 and Winter 2019 Terms
<b>3, Monday</b>	PACE Winter GR Programs registration begins
<b>7, Friday</b>	Last day to submit Clearance for December 2018 graduation for day undergraduate classes
<b>10, Monday</b>	PACE Fall GR Program ends
<b>13, Thursday</b>	PACE Fall GR Program grades due
<b>10, Monday</b>	Fall Commencement
<b>24-1 January</b>	Campus offices close at 12 noon Dec. 24, 2018 and re-open on January 2, 2019

January 2019

Date	Winter 2019 Term
<b>1, Tuesday</b>	New Year's holiday (offices closed)
<b>14, Monday</b>	PACE Winter GR Programs begin
<b>22, Tuesday</b>	PACE Winter GR Programs registration ends

February 2019

Date	Event
<b>8, Friday</b>	Deadline to submit Petition for May 2019 Graduation

March 2019

Date	Winter 2019 and Spring 2019 Terms
<b>4, Monday</b>	PACE Winter GR deadline to withdraw from classes. Withdrawal requests must be submitted by 4:30 pm (close of business)
<b>4, Monday</b>	PACE Spring GR Programs registration begin
<b>23, Saturday</b>	PACE Winter GR Program ends
<b>27, Wednesday</b>	PACE Winter GR Program grades due

April 2019

Date	Spring 2019 Term
<b>1, Monday</b>	PACE Spring GR Programs begin
<b>8, Monday</b>	PACE Spring GR Programs registration ends

May 2019

Date	Spring 2019 and Summer 2019 Terms
<b>12, Sunday</b>	Baccalaureate Service and Awards Ceremony
<b>13, Monday</b>	Spring Commencement
<b>27, Monday</b>	PACE Summer GR Programs registration begin
<b>28, Tuesday</b>	PACE Spring GR deadline to withdraw from classes. Withdrawal requests must be submitted by 4:30 pm (close of business)

June 2019

Date	Spring 2019 and Summer 2019 Terms
<b>3, Monday</b>	Graduate Summer Institute begins
<b>14, Friday</b>	Graduate Summer Institute ends
<b>15, Saturday</b>	PACE Spring GR Program ends
<b>19, Wednesday</b>	PACE Spring GR Program grades due

July 2019

Date	Summer 2019 Term
<b>1, Monday</b>	PACE Summer GR Programs begin

## Master's Course Schedule

## Master of Education (MED) / Master of Arts in Teaching (MAT)

Course Number	Course Title	Days	Start	End	Faculty
EDUC-600-90-3	Introduction to Master's Degree	Online	Online	Online	Park, Elizabeth
EDUC-630-90-3	History and the Profession of Education	Online	Online	Online	Wylie, Scott
EDUC-631-90-3	Psychological Foundations of Education and Development	Online	Online	Online	Moseley, Bryan
EDUC-633-90-3	Diverse Learners	Online	Online	Online	Farris, Laura
EDUC-652-90-3	Multicultural Education	Online	Online	Online	Mize, Margaret
EDUC-662-90-3	SPED: Assessment, Planning and Computer Technology	Online	Online	Online	Unten, Lorene
EDUC 665-90-3	SPED: Mild Moderate Disabilities	Online	Online	Online	Farris, Laura
EDUC 701-90-3	Educational Research and Design	Online	Online	Online	Chun, Hans
EDUC 724-90-3	Social and Emotional Development: Theory to Practice	Online	Online	Online	Martinez, Jessica
EDUC 764-01-3	Culturally Appropriate Practices and Montessori Methods	M, T, W, Th, F, Sat. Ground 7/2/18 - 7/28/18 Balance of term meet with instructor by appointments Brogan 101	5:30 PM	9:40 PM	Costello, Susan Kelling, Anthony
EDUC 765-01-3	Development of the Senses and Montessori Methods	M, T, W, Th, F, Sat. On Ground 7/2/18 - 7/28/18 Balance of term meet with instructor by appointments Brogan 101	5:30 PM	9:40 PM	Guartafierro, Nanci Imamura, Yan Yan
EDUC 766-01-3	Language Arts and Montessori Methods	M, T, W, Th, F, Sat. On Ground 7/2/18 - 7/28/18 Balance of term meet with instructor by appointments Brogan 101	5:30 PM	9:40 PM	Costello, Susan Richmond, Jerry
EDUC 767-01-3	Math and Montessori Methods	M, T, W, Th, F, Sat. On Ground 7/2/18 - 7/28/18 Balance of term meet with instructor by appointments Brogan 101	5:30 PM	9:40 PM	Guartafierro, Nanci Richmond, Jerry Mori, Art
EDUC 790-90-3	Peace, Social Justice, and Educational Reform	Online	Online	Online	Chuns, Hans
EDUC 794-90-3	Culminating Experience	Online	Online	Online	Fryxell, Dale



## Master of Science in Counseling Psychology (MSCP)

Course	Course Title	Day	Start	End	Faculty
PSY 501-01-03	The School Counselor in an Educational Context	M	5:30pm	9:20pm	Cohen, Kacie
PSY 521-90-03	Personality	T	5:30pm	9:20pm	Fryxell, Dale
PSY 524-01-03	Abnormal Psychology	M	5:30pm	9:20pm	Moss, Katrina
PSY 601-01-03	Ethical and Professional Issues in Counseling	Th	5:30pm	9:20pm	Stidger, Howe
PSY 603-01-03	Introduction to Counseling Skills	W	5:30pm	9:20pm	Cohen, Kacie
PSY 603-02-03	Introduction to Counseling Skills	M	5:30pm	9:20pm	Hawkins, Blendine
PSY 611-01-03	Group Processes (603)	T	5:30pm	9:20pm	Bach, Dorothy
PSY 611-02-03	Group Processes (603)	W	5:30pm	9:20pm	Churchill, Chiyo
PSY 611-03-03	Group Processes (603)	F	5:30pm	9:20pm	Hawkins, Blendine
PSY 616-01-03	Statistics, Research and Evaluation	W	5:30pm	9:20pm	Molbley, Joseph
PSY 616-02-03	Statistics, Research and Evaluation	F	5:30pm	9:20pm	Molbley, Joseph
PSY 616-03-03	Statistics, Research and Evaluation	M	5:30pm	9:20pm	Halston, Abby
PSY 627-01-03	Career Development	M	5:30pm	9:20pm	Mulford, Ronnie
PSY 636-01-03	Counseling Theories (521,524,601)	W	5:30pm	9:20pm	Bach, Dorothy
PSY 712-01-03	Alcohol Abuse Counseling	T	5:30pm	9:20pm	Kahale, Desrae
PSY 720-01-03	Psychological and Educational Testing (500,501,606) Lab Fee \$50	T	5:30pm	9:20pm	Burghardt, Marie
PSY 741-01-03	Mental Health Counseling	W	5:30pm	9:20pm	Mulford, Ronnie
PSY 741-01-03	Mental Health Counseling	Th	5:30pm	9:20pm	Bach, Dorothy
PSY 751-01-03	Health, Stress Management and Counseling	M	5:30pm	9:20pm	Santee, Robert
PSY 751-02-03	Health, Stress Management and Counseling	T	5:30pm	9:20pm	Santee, Robert
PSY 756-01-03	Marriage & Family Counseling (521,601)	W	5:30pm	9:20pm	Halston, Abby
PSY 758-01-03	Solution Focused Family Counseling (756)	M	5:30pm	9:20pm	Burtness, Kenneth
PSY 771-01-03	School Counseling (500, 501)	Th	5:30pm	9:20pm	Koch, Silvia
PSY 775-01-03	Crisis Counseling: Mental Health	M	5:30pm	9:20pm	Iwamoto, Darren
PSY 775-02-03	Crisis Counseling: Mental Health	T	5:30pm	9:20pm	Iwamoto, Darren
PSY 780-01-03	Cognitive Behavioral Therapy	Online	Online	Online	Fryxell, Dale

## Master of Science in Criminal Justice Administration (MSCJA)

Course	Course Title	Day	Start	End	Faculty
CJA-604-01-03	Constitutional Law	W	5:30 PM	9:40 PM	Lau, Collin
CJA-605-01-03	Criminology	TH (hybrid)	5:30 PM	9:40 PM	Allen, Joseph
CJA-760-01-03	Contemporary Issues in Corrections	T (hybrid)	5:30 PM	9:40 PM	Treece, Kelly
CJA-706-01-03	Managing Criminal Investigations	M (hybrid)	5:30 PM	9:40 PM	Treece, Kelly
CJA-790-01-03	Survey Research Methods & Statistics	F	5:30 PM	9:40 PM	Allen, Joseph
CJA-606-90-03	Research Methods	Online	Online	Online	Halston, Abby
CJA-612-90-03	Correctional Management & Administration	Online	Online	Online	Akau, Nova
CJA-766-90-03	Ethics in Criminal Justice & Public Administration	Online	Online	Online	Lau, Collin
CJA-781-90-03	Courtroom Evidence	Online	Online	Online	Lau, Collin

## Master of Business Administration (MBA)

Course	Course Title	Day	Start	End	Faculty
MBA-520-01-03	Analytical Skills for Managers	T	5:45 p.m.	9:50 p.m	Khaleghi, Gholam
MBA-600-01-03	Leading People in Organizations	Online	Online	Online	Schroeder, Scott
MBA-601-01-03	Economic Analysis for Managers	F	5:45 p.m.	9:50 p.m	Khaleghi, Gholam
MBA-602-01-03	Managerial Ethics and Decision Making	Online	Online	Online	Sklansky, Paul
MBA-610-01-03	Managerial Accounting	T	5:45 p.m.	9:50 p.m	Kido, Richard
MBA-617-01-03	Operations Management	Online	Online	Online	Brownlow, Maria
MBA-701-01-03	Entrepreneurship	Online	Online	Online	Vozikis, George
MBA-702-01-03	Business Law	Online	Online	Online	Tanna, Wayne
MBA-752-01-03	Financial Analysis and Applications	Online	Online	Online	Khaleghi, Gholam
MBA-764-01-03	Strategic Issues in Philanthropy	Hybrid: Online/TH (see below)	See below for dates	See below for dates	Ciambrone, John

\* MBA 764: In Classroom dates: July 12; Aug. 2; Aug. 16; Aug. 30; Sept. 13; ONLINE dates: July 19; July 26; Aug. 9; Aug. 23; Sept. 6, 2018

## Notice Regarding Institutional Holidays

With the exception of Thanksgiving Day, graduate programs hold classes on observed holidays.