The University of Hawai‘i at Mānoa is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. This policy covers admission and access to, and participation, treatment and employment in the University’s programs, activities, and services. For more information on EEO/AA policies and complaint procedures, contact:

Students: Alan Yang, Associate Vice Chancellor for Students, 808-956-3290 (V/T)
Employees: Mie Watanabe, Director, EEO/AA Office, 808-956-6423 (V/T)
Disability Services Access: Ann Ito, Director, KOKUA Program, 808-956-7511 (V/T)
Sexual Harassment and Gender Equity: Jennifer Rose, Gender Equity Specialist, 808-956-9499
Civil Rights Counselor: Jill Nunokawa, Civil Rights Specialist, 808-956-4431
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>College of Education - Vision, Mission &amp; Core Values</td>
<td>4</td>
</tr>
<tr>
<td>Rehabilitation Counseling Program Mission &amp; Objectives</td>
<td>6</td>
</tr>
<tr>
<td>Rehabilitation Counseling Accreditation &amp; Licensure</td>
<td>7</td>
</tr>
<tr>
<td>Curriculum of Study</td>
<td>8</td>
</tr>
<tr>
<td>Admissions Procedure</td>
<td>9</td>
</tr>
<tr>
<td>Graduate Admissions Procedure</td>
<td>9</td>
</tr>
<tr>
<td>Rehabilitation Counseling Program Admissions Procedure</td>
<td>10</td>
</tr>
<tr>
<td>Disability Access Services</td>
<td>12</td>
</tr>
<tr>
<td>Transfer Provisions</td>
<td>13</td>
</tr>
<tr>
<td>Degree Program Planning Guidelines</td>
<td>14</td>
</tr>
<tr>
<td>Additional Requirements &amp; Information</td>
<td>15</td>
</tr>
<tr>
<td>Student Recruitment and Retention Policy</td>
<td>17</td>
</tr>
<tr>
<td>Procedures for Handling Complaints through the Department</td>
<td>20</td>
</tr>
<tr>
<td>Campus Life</td>
<td>21</td>
</tr>
<tr>
<td>Student Retention Policy Acknowledgement Form</td>
<td>24</td>
</tr>
<tr>
<td>Rehabilitation Counseling Program Professional Development Review Form</td>
<td>25</td>
</tr>
<tr>
<td>Recommendation Form</td>
<td>27</td>
</tr>
</tbody>
</table>
INTRODUCTION

Welcome to graduate study in the Department of Kinesiology and Rehabilitation Science at the University of Hawai‘i at Mānoa! This handbook will provide students with information on the rehabilitation counseling program, policies, and procedures. The handbook is a supplement to (and does not replace) the University of Hawai‘i General and Graduate Information Catalogs. Students should be familiar with these Catalogs as they present official University policies.

The Department plans to make annual revisions to the handbook in order to keep current with the latest accreditation requirements and University policy changes. Students are expected to review the current edition and any new editions.

Although every effort is made to provide accurate and current information, the Department reserves the right to change, without notice, statements in the handbook concerning rules, policies, curricula, courses, calendars, or other matters. Further, the statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and the institution.

Students have the responsibility for keeping themselves apprised of current graduation requirements and deadlines of the Graduate Division for their program.
VISION
A community of educators who provide innovative research, teaching, and leadership in an effort to further the field of education and prepare professionals to contribute to a just, diverse, and democratic society

Our vision guides the direction and work of the College in and beyond Hawai‘i and is informed by a sense of purpose and a sense of place.

MISSION
To achieve this vision, the College of Education has as its mission to work as a diverse, just, and democratic community in three areas:

- **Teaching**—prepare new educational professionals and provide on-going professional development in education.

- **Research**—increase the knowledge base in education and related fields through the production and application of educational research.

- **Service**—serve as partners and leaders for excellence in education.

The college also recognizes its responsibility to enhance the well-being of the Native Hawaiian people, and others across the Pacific Basin, through education.
CONCEPTUAL FRAMEWORK AND CORE VALUES

The College of Education Conceptual Framework requires candidates to be knowledgeable, effective, and caring. These three standards are a part of all learning experiences in your program.

KNOWLEDGEABLE

The College of Education values inquiry and collaboration in the learning process. We ask critical questions and encourage others to do the same. We draw from and contribute to the knowledge bases of our disciplines, the needs of unique learners, research and development, curriculum, pedagogy, human development, assessment, and evaluation. COE educators must be prepared to respect and engage with the divergent perspectives, wide-ranging backgrounds, and distinct ways of knowing that characterize our learning communities.

EFFECTIVE

The College of Education values active participation in school, community, university, and professional partnerships to enhance reflective practice. Building on a strong grounding in educational research and theory, we share our understandings, compare our experiences, and hone our skills to promote learning. Our aim is to provide and to assist our candidates in learning to provide quality and inclusive learning environments; deeply engaging and challenging learning opportunities; and the guidance and support that all learners need to develop intellectually, emotionally, socially, and physically. COE educators must be prepared to work effectively and responsively with a diversity of students, families, colleagues, and community members from Hawai‘i and around the world. That preparation includes the development of expertise with the full range of technological tools available to educators for teaching and learning.

CARING

College of Education educators care deeply about education and the lives they touch through their profession. The college seeks to help its members act in the best interests of their learning communities, advancing social justice and overcoming both discrimination and oppression, and working toward a sustainable world. The college requires a high level of professionalism demonstrated through ethical behavior, competence, reflection, fairness, respect for diversity, and a commitment to inclusion and social responsibility. We build relationships to nurture safe and positive learning communities in the belief that all individuals can learn.
DEPARTMENT OF KINESIOLOGY & REHABILITATION SCIENCE

REHABILITATION COUNSELING PROGRAM

MISSION & OBJECTIVES

The mission of the UHM Rehabilitation Counseling program is to offer graduate level training that is designed to provide students with the essential knowledge, skills and attitudes necessary to assist individuals with disabilities to achieve an increased sense of empowerment, responsibility and maximum independence. Consistent with its mission, the objectives of the program are to:

1. increase the supply of qualified rehabilitation counselors for employment in a variety of public, non-profit and private employment settings, and

2. increase the diversity of personnel in vocational rehabilitation to include individuals with disabilities and persons from culturally different backgrounds.
DEPARTMENT OF KINESIOLOGY & REHABILITATION SCIENCE
REHABILITATION COUNSELING PROGRAM
Website: https://coe.hawaii.edu/node/629

The University of Hawai‘i offers a distance program leading to a Master of Science degree in Kinesiology and Rehabilitation Science, with a specialization in Rehabilitation Counseling. The program requires 3 years of enrollment. In practice, this means attendance in 6 (six) regular semesters plus 2 (two) intervening summer sessions in a hybrid online environment. The Rehabilitation Counseling program consists of 48 semester credit hours. Effective in the Fall 2012 semester, students have the option to complete 12 additional hours post-graduation that will allow them to pursue licensure in states that require 60 semester hours (Note: RSA scholarships will not cover the tuition for these additional credits.).

ACCREDITATION & LICENSURE
The UHM Rehabilitation Counseling program is accredited by the Council on Rehabilitation Education (CORE). The Rehabilitation Counseling program’s curriculum prepares eligible graduates to take the Certified Rehabilitation Counselor (CRC) Examination. Graduates are also eligible to apply for State of Hawai‘i licensure as Mental Health Counselors provided they complete (1) required post-graduate direct counseling work, (2) face-to-face clinical supervision within a two year period, and (3) pass the National Certified Counselor Examination.

The College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). The University of Hawai‘i at Manoa is accredited until by the Western Association of Schools and Colleges (WASC).

Applications to the program are accepted once a year. The deadline is March 1 for Fall semester admissions only. The deadline for foreign applicants is also March 1. Admitted students form a cohort, and progress through the program at the same pace. From students’ as well as an administrative point of view, the main benefits of a cohort approach are the depth of sharing provided by a supportive, group of individuals with similar goals and the predictability of course schedule.

Course offering is scheduled, so changes to the program are not readily feasible. “Slowing down” the progress toward completion is possible (though not recommended), since students’ eventual graduation date will depend heavily on the availability of required courses. In any case, the university’s seven-year time limit will apply. In order to maintain the high quality of our program, the department expects prospective applicants to be aware of the length of time necessary to complete the program, and if admitted, faculty expect that students will abide by the university’s and other departmental policies explained in this handbook.
### Curriculum of Study

#### Core Courses – Total 18 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRS 627</td>
<td>Career Development and Vocational Counseling</td>
<td>3</td>
</tr>
<tr>
<td>605</td>
<td>Human Growth and Development Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>606</td>
<td>Counseling: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>628</td>
<td>Research and Evaluation in Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>629</td>
<td>Counseling: Group Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>637</td>
<td>Cross-Cultural Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Rehabilitation Counseling Specialization Courses – Total: 18 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRS 680</td>
<td>Principles and Practice of Rehabilitation Counseling</td>
<td>3</td>
</tr>
<tr>
<td>681</td>
<td>Medical and Psychosocial Aspects of Disability</td>
<td>3</td>
</tr>
<tr>
<td>683</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>685</td>
<td>Ethical Issues for Helping Professionals</td>
<td>3</td>
</tr>
<tr>
<td>686</td>
<td>Vocational Evaluation and Assessment in Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>688</td>
<td>Theory and Techniques of Job Placement</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Clinical Courses and Seminar – Total: 9 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRS 703</td>
<td>Practicum in Rehabilitation Counseling</td>
<td>1</td>
</tr>
<tr>
<td>733</td>
<td>Internship I in Rehabilitation Counseling</td>
<td>3</td>
</tr>
<tr>
<td>734</td>
<td>Internship II in Rehabilitation Counseling</td>
<td>3</td>
</tr>
<tr>
<td>781</td>
<td>Seminar in Rehabilitation Counseling</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Elective- Total: 3 credit hours

<table>
<thead>
<tr>
<th>Suggested Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRS 684 Psychopathology in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>KRS 687 Assistive Technology in Rehabilitation Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS**: 48
ADMISSION PROCEDURE

Completed applications are first screened by the UHM Graduate Division’s Admission Office. Applications that meet the requirements of the Graduate Division are forwarded to the Department of Kinesiology and Rehabilitation Science’s graduate Rehabilitation Counseling Program where applications are subjected to a more comprehensive and intensive review by the graduate faculty. The Rehabilitation Counseling program faculty then makes a recommendation to the Department Chair either to admit or deny the applicant.

The final decision to make a formal offer of admission rests with the Graduate Division, which takes into full consideration the recommendation of the graduate program. Admission is valid only for the semester for which a student was accepted. The Graduate Division notifies each applicant of its decision.

Graduate Division: Admission Requirements and Procedure

Prospective students may apply online or by downloading an application form. Either process should be initiated at the Graduate Division website which provides detailed instructions on (1) how to access either of the two modes, (2) deadlines, and (3) required documentation materials at: http://manoa.hawaii.edu/graduate/content/forms

**Deadline: No application will be considered after March 1 for Fall semester admission.**

Applicants must meet the criteria and documentation requirements of Graduate Division.

Criteria:

1. Bachelor’s degree from a regionally accredited U.S. college or university, or its equivalent from a recognized non-U.S. institution of higher learning.

2. A grade point average (GPA) of 3.0 or the equivalent — in the last two years of undergraduate study, and in all post-bachelor course work at the upper-division undergraduate or graduate levels. The calculation of the GPA is based on a scale of 4.0 = A.

Please access the following link for complete and updated information: http://manoa.hawaii.edu/graduate/content/admissions-standards

Documentation:

1. Completed Graduate Admissions Application

2. Application fee ($100, non-refundable)

3. One official transcript for each post-secondary institution attended

4. Residency Declaration Form (for applicants claiming Hawai`i residency or statutory exemptions only)

5. KRS Specialization Form
Tuition and Fees

The tuition schedule for the University of Hawai‘i can be found at: http://www.hawaii.edu/finaid/tuition.html Since the Rehabilitation Counseling program courses are offered through the outreach college, please check the following website for more information: http://www.outreach.hawaii.edu/myuh/fees.asp

Rehabilitation Counseling Program: Admission Criteria and Requirements

Basic Premise

The Rehabilitation Counseling program has additional admission criteria and requirements. Admission to the program is based on previous preparation and background, intellectual and affective potential for graduate study, and personal qualifications that contribute to success as a rehabilitation counselor. Application for the Rehabilitation Counseling program presumes: satisfactory completion of a bachelor’s degree with an acceptable grade-point-average.

Documentation

Financial aid for residents: Information on loans and scholarships may be obtained in the Financial Aid Office in the Student Services Center website at: http://www.hawaii.edu/fas/

By the deadline of March 1, applicants must submit the following required documentation directly to the Rehabilitation Counseling Program Director:

1. Applicant’s statement of goals and objectives;
2. Three (3) completed recommendation forms (please see Appendix). Additional letters may be included if desired. Recommendations should not be requested from Rehabilitation Counseling program faculty; and
3. An updated resume.

All information should show evidence that an applicant's personal qualifications, motivation, intellectual-affective potential and/or professional background indicate competence and success in rehabilitation counseling. After these documents are reviewed, successful applicants will be invited for an interview followed by a writing sample.

The transcripts from other than UH system must be official, i.e., sent by the respective registrars directly to the Graduate Division. The Graduate Division is able to retrieve one copy of a UH transcripts from the university database.
Program Evaluation Criteria

1. GPA – 3.0 minimum

2. Academic background (prior coursework, content, grades). Psychology, sociology, anthropology, nursing, and social work courses are particularly helpful.

3. Recommendations attesting to applicant’s motivation and potential. Personal or character references are usually not rated as highly as letters from people able to judge the applicant’s professional and academic potential.

4. Statement of goals and objectives (specific to rehabilitation counseling). Well organized and well written statement (with no grammatical & typographical errors) will serve as a sample of what the program can expect from you after admission.

5. Prior experience. Paid or volunteer work in counseling, teaching or other human services areas will be particularly helpful in rating the application.

6. Other unique qualities, honors, potential, research experience, volunteer experience, work with diverse groups, etc.

7. Interview

8. Writing Sample
Disability Access Services

Eligibility

UH Mānoa students with permanent documented disabilities, who voluntarily disclose their disability status to KOKUA, are eligible for services. KOKUA provides services to students with a range of health-related, mobility-related, hearing, visual, and learning disabilities.

Persons with disabilities who are interested in attending the University of Hawai‘i at Mānoa may contact the KOKUA Program for information about disability access services, as well as related and general information.

In the UH Mānoa general application process, disability status is not requested or considered in determining admission.

Meet with KOKUA Staff

Students with disabilities who are accepted and decide to attend the University of Hawai‘i at Mānoa, and wish to request services should call to schedule an appointment. This initial appointment is an opportunity to learn more about KOKUA and the services that they provide. KOKUA is located at 2600 Campus Road, Room 013 in the Queen Lili‘uokalani Center for Student Services. The phone number is (808) 956-7612 or (808) 956-7511.

Documentation

All KOKUA students are required to provide complete disability documentation. This documentation is kept in confidential files at the KOKUA Program office. Documentation will vary depending on the classification of disability. Documentation is reviewed by KOKUA professional staff to determine appropriate accommodations. If documentation is determined to be incomplete, KOKUA may request additional documentation.

Students should retain a copy of their documentation for themselves as KOKUA is not able to indefinitely house originals of disability documentation for future use.

Current Students

Current students should meet with their assigned KOKUA counselor at least once each semester to discuss current and future needs. If services or accommodations are needed for the current or upcoming semester, students must sign a Service Request Form.
Transfer Provisions

The Graduate Division policies require that regardless of the number of credits transferred, more than half of the credits used to fulfill master's degree requirements must be earned at UHM while enrolled as a graduate student. Therefore, up to 23 credit hours of applicable counseling graduate credits from another CORE-accredited institution may be transferred to fulfill master's degree requirements. Such courses must not have been applied to any degree program, and must be evidenced on the transcript(s) that were submitted as part of the student's application. Formal transfers are to be requested in writing to the advisor immediately after admission as a classified student. Substitutes of the program's required course(s) may be allowed in exceptional cases, if the substituted course(s) is (are) fully equivalent in level and content. Documentation (i.e. official transcripts, course descriptions, outlines, etc.) must accompany the student's written request.

Transferring or substituting practicum and internship courses is not permitted. All transfers and substitutions must be approved by the Program Director, the Department Chair and the Graduate Division, and made a part of the student's file. The Graduate Division decision is final.

Transfer of Pre-Admission UH Credits
Not more than 12 units of degree-applicable course credit earned by the student while in unclassified status at the University of Hawai‘i may be transferred. The transfer must also be approved by the Graduate Division before applicable course(s) may be approved as credits toward fulfillment of advanced degree requirements. A written request by the students to his/her advisor initiates the process. This, too, must be included in the student's file.

Note: All transfers must be initiated by the student, and action completed by the department, during the first semester after admission to the program. No course credits older than seven (7) years at the time of graduation, whether earned in residence or transferred, may be applied toward the master's degree.
Degree Program Planning Guidelines

Candidates may elect to follow either Plan A (Thesis) or Plan B (Portfolio) to complete their program of studies.

Students completing the Plan A (Thesis) option must take at least six credits of KRS 700 Thesis. For the Rehabilitation Counseling program, the 6 credits of thesis research are all over and above the required 48 credits. Students whose topic (proposal) and committee has been approved may take between one and six credits of KRS 700 Thesis per semester. The committee for the Plan A Thesis is comprised of at least three members of the graduate faculty (two of whom from Kinesiology and Rehabilitation Science), and is approved by the Graduate Chair and the Graduate Dean. Plan A Thesis committees must be formed in accord with Graduate Division Policy.

Thesis topics must be formally approved by the Graduate Division. The deadline imposed for completion of a Thesis is more stringent than for Plan B. The Plan A Thesis option is designed for students who have a strong interest in conducting research or who anticipate applying eventually to a doctoral program.

Thesis must be typed according to the prescribed guidelines found at: http://manoa.hawaii.edu/graduate/sites/web41.its.hawaii.edu.manoa.hawaii.edu.graduate/files/forms/tdstylepolicy_e.pdf

Students selecting the Plan B (Portfolio) option must complete a culminating experience. The Rehabilitation Counseling program has determined the successful completion of the practicum and internship sequence and seminar as a capstone experience that assesses the quality of the students’ preparation for advanced work in the rehabilitation counseling discipline.
Additional Requirements & Information

Technology Requirements

Because all of the Rehabilitation Counseling program courses are offered online through the use of computer management systems, such as Laulima and Blackboard Collaborate, the use of the computer, with access to the Internet, is a sine-qua-non for rehabilitation counseling students. Additionally, written assignments are expected to be done using word-processing application. Students are expected to submit assignments only in the format available to the faculty. If open-source applications are used, students should check with the instructor(s) to ensure documents will be compatible with the faculty's computer capabilities.

Using UH username, UH user ID and a hawaii.edu e-mail address are necessary for many vital functions at the university, starting with registration; it is also needed for communication with the department and individual instructors. No other e-mail address should be used. Regular and frequent (i.e., daily) checks of the e-mail account is essential in the Rehabilitation Counseling program.

Performance Expectations

The Graduate Division requirement of maintaining a 3.0 (B) average applies to students in the Rehabilitation Counseling program. Additionally, the department has a long-established policy that students who fail to attain a grade of B or better in the practicum or internship courses will have one additional opportunity to repeat the course and earn a grade of B or better, or they will not be continued in the program. The current edition of the University of Hawai‘i at Manoa Catalog should be consulted for detailed information on "Academic Policies," and specifically Requirements for Continued Registration at: http://www.catalog.hawaii.edu/grad-ed/requirements4.htm

A brief review of the current procedures is as follows:

1. Students and the Graduate Division are notified as soon as student performance indicates (but not later than the last day of classes) that dismissal from the program, based on possible grade below B, is being contemplated.

2. Students may appeal the action through the Academic Grievance Procedure which is to be initiated through the Office of the Vice-Chancellor for Students. The details are outlined in Responsibilities of Faculty and Students and Academic Grievance Procedures for Students, UH Manoa (Policy M-4527), available from the Office of the Vice Chancellor for Students or by accessing: http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

3. The decisions of the Academic Grievance Committee are final within UH.
Clinical Experiences

Applications for practicum (1-3 credits in one semester) and internship (3-6 credits for each of two semesters) are approved by the Rehabilitation Counseling Program Director. A list of agencies previously attended by UHM graduates is located on the program website. After the clinical site assignment has been tentatively confirmed, students should contact the prospective site supervisors prior to the start of the practicum/internship semester to complete the necessary arrangements to confirm their placement.

Liability Insurance

Liability insurance must be maintained (i.e., premium must be paid) throughout the practicum and internship. The requirement is for the student’s protection, and applies to all students. Students are responsible to obtain their own professional liability insurance.

Fingerprinting Requirement

This is very important information that students need to understand and follow before being allowed to participate in any Practicum or Internship activities in Hawai‘i public schools, or potentially in any situation which the law determines requires trainees to be fingerprinted:

In 2004, the Hawai‘i Department of Education implemented regulations in respect of employees, potential employees and institutions of higher education (IHE) trainees who work in close proximity to students at public school campuses. The phrase in the bold type clearly refers to graduate students in the Department of Kinesiology and Rehabilitation Science at the University of Hawai‘i at Manoa.

The new policy requires each student enrolling in and participating in the activities of our KRS 703 Practicum, KRS 733 Internship I, and KRS 734 Internship II courses to be fingerprinted and to fill in the —DOE Personnel Form 90. The Form 90 consists of screening questions regarding the student’s personal background, employment and criminal history. Falsification or non-disclosure of conviction information may result in denial of placement in the public schools. The information is compared with the FBI files. The appropriate authority is provided in §302A-601.5, Hawai‘i Revised Statutes and in Chapter 7 of Title 8, Hawai‘i Administrative Rules. Proof of clearance is confirmed in student’s departmental files. Even though the cited authority is that given to the Department of Education, other state and local agencies have been given similar authority, as the purpose of the fingerprinting policy applies in all situations where individuals work in close proximity to children.
STUDENT RECRUITMENT & RETENTION PLAN

The emphasis on diversity in the Rehabilitation Counseling program is consistent with the University of Hawai‘i’s strategic plan objectives and the College of Education’s mission and core values. Program faculty members strongly believe that the training environment is enriched through the interaction of a culturally diverse student body, faculty and staff, resulting in graduates who are prepared to work in a society with clients representing a wide range of backgrounds and beliefs.

The Rehabilitation Counseling program faculty members recruit and seek to attract individuals from culturally and linguistically diverse populations, particularly applicants with disabilities from the Pacific Basin, veterans and injured service members across the globe. The faculty actively recruits personnel in (a) human service and related fields (e.g. social work, education, and psychology), (b) community-based programs serving individuals with disabilities, (c) wounded warriors programs, (d) national professional organizations promoting multicultural emphases, and (e) nationally registered undergraduate rehabilitation education programs.

Established relationships with personnel on University of Hawai‘i campuses are used in recruiting students from targeted populations including but not limited to (a) Imi Ho‘ola-Pacific Islanders, (b) Operation Manong-Filipino, and (c) Ku‘ana Hawaiians. Recruitment is also targeted to students in other public and private institutions of higher learning with enrollment of at least 50% of students from culturally and linguistically diverse populations, including Hawai‘i Pacific University, Chaminade University of Honolulu, and Brigham Young University-Hawai‘i campus. Strategies include ads in Hawai‘i’s ethnic newspapers, informational meetings, career and employment fairs and professional conference presentations. Admission procedures used to review applications also assure flexibility to give consideration to unique features of an applicant’s personal and cultural background that would add to the diversity of the student cohorts.

Successful completion of the Master’s degree in the Department of Kinesiology and Rehabilitation Science is based on ongoing monitoring and evaluation review of each student’s progress and performance to ensure (a) effective demonstration of academic competence, and (b) continual personal growth and professional development for successful performance as a rehabilitation counselor. Ongoing reviews by program faculty may result in student retention, remediation or dismissal from the program. All students are informed of this policy upon entry to the Rehabilitation Counseling program. All students are expected to review the policy with the Rehabilitation Counseling Program Director, sign and submit the attached acknowledgment form prior to beginning his/her program. The signed copy of the acknowledgement form will be placed in the student’s file and retained in the Department.

Program advisors will assess the student’s progress and performance at least annually with the initial review following completion of the student’s first year in the Rehabilitation Counseling program based on the areas listed below. Written results of review actions/interventions will be documented in the student's files.
**ACADEMIC PERFORMANCE:** As outlined in the University of Hawai‘i Graduate Division, each student is required to maintain a cumulative grade point average of 3.0 or above. The student must also make adequate progress toward the degree.

**PROFESSIONAL CONDUCT:** Each student is expected to demonstrate effective professional behaviors, including professional maturity and responsibility, as well as appropriate cultural sensitivity and multicultural counseling competence. These qualities are further specified in the attached Professional Development Review Form.

**ETHICAL CONDUCT:** Each student is expected to demonstrate commitment to and adherence to the Standards of Practice and the Code of Professional Ethics for Rehabilitation Counselors, as well as the University Code of Conduct. Ethical behaviors are further delineated in the attached Professional Development Review Form.

Program faculty will work with students towards maintaining satisfactory progress in each of the areas of development. Students who demonstrate satisfactory progress or exceed expectations in all areas of their development will be retained in the program. In cases where questions arise regarding the suitability of the student for graduate level performance and/or the rehabilitation counseling profession, the following procedures will be followed:

1. Any faculty member expressing concern about a student's inability to meet acceptable performance criteria will meet with the student, discuss the nature and severity of the deficiency, possible consequences of the situation, and seek to establish a plan to resolve the situation without further action needed.

2. If the student fails to meet the desired performance level, the Department Chair will request that the Graduate Division place the student on probation, and the Rehabilitation Counseling Program Director will convene a retention committee meeting, consisting of program faculty and the Department Chair or designee, to determine if a more formal remediation plan is warranted. The remediation plan may include but is not limited to: (a) identification of the problem area(s); (b) expected performance and/or behaviors; (c) potential methods for achieving and demonstrating the change, and (d) time line for completion. The student will have the option of bringing an advocate (neither a family member nor a lawyer) to the meeting with the retention committee. A copy of the plan will be given to the student, the Graduate Division, and one copy will be retained in the student’s file. Satisfactory completion of the plan and consistent demonstration of appropriate performance or conduct will be assessed by the committee on an agreed timeline, and will result in a decision for retention.

3. If processes 1 & 2 fail, the retention committee may (a) recommend voluntary termination to the student and/or (b) recommend dismissal from the Rehabilitation Counseling program. The Department will forward the recommendation to the Dean of the Graduate Division for disposition.
In rare cases, program faculty may become aware of issues or behaviors that raise doubt about a student’s ability to either (a) successfully complete the program, or (b) advance as a graduate student in the Rehabilitation Counseling program. When such information becomes available, the faculty member has the duty to review the information fully and carefully, to notify the student of concerns, and the outcome of the review, and to select a course of action that is commensurate with acceptable ethical and legal procedures as well as —best practices‖ of the profession. In these situations, program faculty in consultation with the Department Chair and/or the College of Education Dean, may find it necessary to forgo the procedures listed above, and move directly to recommend dismissal from the program.
Procedures for Handling Complaints through the Department

Complaints Involving Other Students

Step One: The Department expects that students will attempt to first resolve disagreements or problems with other students by talking directly with them.

Step Two: If this is not successful, the student indicating the complaint will inform the Department Chair of the conflict. An informal meeting of all students involved will be scheduled within 7 days of the Chair’s notification of the conflict. All relevant materials will be presented at that time, which includes the complainants and the nature of the complaint. The Department Chair may be contacted at (808) 956-3800.

Step Three: Issues would be resolved to the satisfaction of all participants. Recommendations can be prescribed.

Step Four: If the informal process proves unsatisfactory, a formal grievance is pursued with the Dean of Students at (808) 956-3290.

Complaints Involving Faculty

Step One: The Department expects that students will attempt to resolve disagreements or problems by the first meeting with the faculty member in question to discuss their concerns.

Step Two: If this is not successful, the student will inform the Department Chair of the conflict. This can be done verbally or in writing. An informal meeting of the student and faculty will be scheduled with the Department Chair or designated mediator. The meeting will be scheduled within 7 days of the Chair’s notification of the conflict. All materials will be presented which include the name of the students and nature of the complaint.

Step Three: Issues would be resolved to the satisfaction of all parties. Recommendations can be prescribed. Any written material related to the complaint will be destroyed.

Step Four: If the informal process proves unsatisfactory, the complaint can be referred to the Dean, College of Education at (808) 956-7703 or a formal grievance is pursued with the Dean of Students.
Campus Life

Library Services
The University of Hawai‘i at Manoa campus houses two major libraries. Hamilton and Sinclair Libraries are open to any individual who wishes to use materials inside the library buildings. Almost all materials are available on open shelves for self-retrieval. More than 3 million books and journals, a century of Hawaiian language newspapers, the world’s largest collection of English-language documentary videos from Asia, photo archives, electronic journals, digitized rare and historical documents, congressional papers, botanical and fine art prints, other special collections, computer labs, electronic media (E-journals and searchable data bases), and inter-library loan capabilities are available for our students. Computers, software and other devices and services are also available for patrons with disabilities. For additional information, see: http://www.hawaii.edu/libraries/

Bookstores
The University of Hawai‘i Bookstores offers a wide variety of academic books and general merchandise. The main branch of the Bookstore is located on the Manoa campus with seven branch stores also available, a Medical Bookstore, an Outreach Program, and a Rainbowtique merchandise store. For additional information see: http://www.bookstore.hawaii.edu/main/

Committee on Human Studies
Students who plan to conduct research involving human subjects are required to submit an application to the Committee on Human Studies for review and approval prior to involvement in research projects. Applications and information may be obtained at: http://www.hawaii.edu/irb

Health Services
University Health Services Manoa, located at 1710 East-West Road, offers University of Hawai‘i students medical care at little or no cost. Services include emergency first aid, general medical care, pregnancy testing, psychiatric counseling, consultation/referral service, and testing for sexually transmitted diseases. For additional information, see: http://www.hawaii.edu/shs/

Recreation
There are tennis courts, weight rooms, an Olympic-size swimming pool, three gymnasiums, integrated wellness center, men’s and women’s lockers and intramural fields available at the Athletic Complex for University of Hawai‘i students to use. Hours vary for the various facilities; therefore, students should contact the Intramural Sports Office directly. For more information, see the Office of Student Affairs website: http://www.studentaffairs.manoa.hawaii.edu/departments/sld.php

Food Service
There are several places around campus to get something to eat; it depends on how far you want to walk. You may want to try Manoa Gardens, the Campus Center Dining Room, Subway, Pizza Hut, or other vendors on campus including vegetarian and local plate lunch kiosks. For more information, see: http://manoa.hawaii.edu/food/
UH RideShare Program

As part of the university's ongoing mission to support sustainability efforts, the popular UH RideShare Program is accessible to all UH students, faculty and staff through MyUH with their UH Username and password. The program is listed under the UH Life tab in MyUH. Use of other transportation alternatives is also encouraged and options are listed on the left-side menu.

Parking

Both on and off campus parking is a major problem for the University of Hawai‘i community. Evening parking passes are available from the Traffic Desk at Auxiliary Services for students who have evening classes. Students wishing to park during the day might want to locate parking on the streets of Manoa or try the parking structure: cost is $4.00 /day and $5.00 after 4 p.m. Parking fees are subject to change.
APPENDIX
I, have read and understand the University of Hawai‘i Rehabilitation Counseling Program Student Retention Policy. I have reviewed the Professional Development Review Form and understand the expected performance and conduct requirements necessary for satisfactory completion of this program. Further, I understand that Rehabilitation Counseling program faculty members have the responsibility to monitor my academic performance, professional and ethical conduct while a student in the program. I understand my rights and responsibilities under this policy, and I agree to abide by its conditions.

________________________________________  __________________________
Printed Name/Signature                     Date
REHABILITATION COUNSELING PROGRAM
PROFESSIONAL DEVELOPMENT REVIEW FORM

Student: __________________________________________________________   Semester: _______
Date of Evaluation: _________________________________________________   Year: _______
Advisor:  __________________________________________________________

I.  Academic Performance

Please rate student’s performance (4-Outstanding, 3-Good, 2-Fair, 1-Poor, N/O-Not Observed)

A. Student course grades meet Program expectations.  4  3  2  1  N/O
B. Student maintains a cumulative grade point average of 3.0 or above.  4  3  2  1  N/O
C. Student progresses appropriately toward the degree.  4  3  2  1  N/O

II. Professional Conduct

Please rate student’s performance (4-Outstanding, 3-Good, 2-Fair, 1-Poor, N/O-Not Observed)

A. Student demonstrates professionalism in all course-related activities, including practicum (e.g., attends class on time, uses good judgment, professional appearance).  4  3  2  1  N/O
B. Student completes assignments and/or assigned tasks in a timely and responsible manner.  4  3  2  1  N/O
C. Student demonstrates motivation and initiative.  4  3  2  1  N/O
D. Student is responsive to constructive feedback from faculty, as evidenced by non-defensiveness and efforts to change relevant behavior.  4  3  2  1  N/O
E. Student demonstrates the communication skills and abilities necessary to the practice of rehabilitation counseling.  4  3  2  1  N/O
F. Student demonstrates sensitivity to issues of cultural diversity in assessment, intervention, and working with clients from culturally diverse groups.  4  3  2  1  N/O
III. Ethical Conduct

Please rate student’s performance (4-Outstanding, 3-Good, 2-Fair, 1-Poor, N/O-Not Observed)

A. Student conducts self in an ethical manner to promote confidence in the rehabilitation counseling profession. 4 3 2 1 N/O

B. Student recognizes the boundaries of her/his particular competencies and the limitations of her/his expertise. 4 3 2 1 N/O

C. Student demonstrates sensitivity to real and ascribed differences in power between themselves and others, and does not exploit or mislead other people during or after professional relationships. 4 3 2 1 N/O

D. Student takes reasonable precautions to respect the confidentiality rights of those with whom they work or consult. 4 3 2 1 N/O

E. Student demonstrates application of legal requirements relevant to rehabilitation counselor training and practice. 4 3 2 1 N/O

Comments:

Based on current evaluation, the committee requires that a Professional Development Review will be conducted this year.

_____ Yes _____ No

Advisor’s Signature

Comments by student regarding evaluation (optional):

Student Signature

Date
RECOMMENDATION FORM

TO THE APPLICANT: This form is to be completed by an individual who is able to evaluate your academic and/or professional qualifications for the graduate study in the Rehabilitation Counselor Education Program. Please ask the respondent to submit the completed form to: Dr. Kathryn Yamamoto, Interim Program Director, Department of Kinesiology and Rehabilitation Science, University of Hawai‘i at Mānoa, 1337 Lower Campus Road, PE/A222, Honolulu, Hawai‘i 96822.

DEADLINE: The completed forms must reach the department by March 1.

Name of Applicant: __________________________________ Email Address: __________________________

Degree sought: Master of Science in Kinesiology and Rehabilitation Science (Specialization: Rehabilitation Counseling)

I (the applicant) understand that federal legislation provides me with a right of access to this recommendation; this right may be waived if I so choose. No one may require that I waive this right.

APPLICANT: Please sign and date on the next line if you decide to waive your right to access, thus making this recommendation a confidential document.

__________________________________________________________________________

Signature of Applicant Date

TO THE RESPONDENT: Please use this form to evaluate the applicant’s professional and personal qualifications for graduate study in the Rehabilitation Counselor Education Program.

1. How long have you known the applicant? ____________________________________________

________________________________________________________________________________

2. What is the nature of your professional relationship with the applicant (professor, employer, etc.)?

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
3. What specific strength does the applicant have which you feel are strong arguments for admission?
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

4. What specific weaknesses does the applicant have which you feel might interfere with applicant’s academic performance and progress toward the completion of the degree? ________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

(Please go to next page)
5. In comparison with other individuals whom you have recommended for graduate study, please rate this applicant in the terms of each of the following qualifications by placing an “X” in the appropriate column.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Well Above Average (Top 10%)</th>
<th>Above Average (Top Third)</th>
<th>Average (Middle Third)</th>
<th>Below Average (Bottom Third)</th>
<th>No data on which to base judgment.</th>
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<tbody>
<tr>
<td>Ability to express self verbally</td>
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<td>Ability to express self in writing</td>
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<td>Ability to reason analytically</td>
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<td>Ability to work independently</td>
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<td>Ability to work as member of a group</td>
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<td>Level of creativity</td>
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<td>Level of academic enthusiasm</td>
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<td>Level of perseverance to completed assigned or selected tasks</td>
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<td>Motivation to pursue graduate study</td>
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<td>Likelihood of postgraduate contribution to the field of counseling</td>
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</table>

6. If the applicant were applying to a graduate program of study within which you were a practicing professional or faculty member, describe how strongly you would argue for admission:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

7. If you feel you’d like to offer additional comments not covered by this form and which you consider relevant to the admission decision, please use and attach a separate page.

Printed Name/Position ___________________________ Signature ___________________________ Date ___________________________

Mailing Address __________________________________________ Email Address ___________________________

**The faculty members of the University of Hawai‘i, Department of Kinesiology and Rehabilitation Science express our collective “Thank You” for your assistance.**