



University of Hawaii at Manoa

Graduate Division

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MEMORANDUM

TO: Chairpersons, Graduate Fields of Study

FROM: Peter V. Garrod 
Associate Dean

RE: Departmental Publications

This memo is just a reminder that you must receive prior approval from Graduate Division before printing or distributing any materials concerning graduate programs. Printed materials distributed by programs have legal standing and both the University and the field can be held accountable for statements appearing in the documents.

I make every effort to complete the review as fast as possible, usually on the same day the material is received. The review serves simply to verify that information in the document is accurate and up-to-date.

After publication, please send two copies of the document to my office (Spalding 359). Thank you.