

Path to Graduation – MA Plan A Checklist

Thesis Due Dates - Fall 2024

Submit thesis draft to committee (date negotiated with Committee Chair)	3 weeks before defense
Recommended last day for thesis defense	October 18
Final thesis due in Graduate Division and as PDF to Grad Chair (by 3PM)	November 8

Note: Absolute final deadline for thesis submission is December 20, 2024 by 4:00 pm HST for Fall

Semester of Graduation

Refer to Graduate Division's Graduation Checklist for Masters Plan A Thesis Candidates: https://manoa.hawaii.edu/graduate/wp-content/uploads/graduation_checklist_for_masters_plan_a_thesis.pdf

Note. Be sure to follow all the instructions on this checklist

IMPORTANT: You **must** be registered in the semester of graduation. If you are not registered for any courses this semester and your coursework is complete, you may register for 1 credit of GRAD 700F, which is considered full-time enrollment. Graduate Division requires a [petition to enroll in GRAD 700F](#).

Due **September 13, 2024** to Graduate Division: **Graduate Application for Degree (now on KualiBuild)**
<https://manoa.hawaii.edu/graduate/forms/>

Due **September 13, 2024: MA in SLS Degree Check Verification Form**
<http://go.hawaii.edu/ymA>

Due **September 13, 2024: MA Advising Form**
(a) Download the form from <http://www.hawaii.edu/sls/graduate/documents-forms/>; (b) Complete the form to the best of your ability; (c) Email the MA in SLS Advising Form to your advisor and ask your advisor to forward it to sls@hawaii.edu with his/her electronic signature or name under "Advisor approval" by September 8, 2023. It's possible that you will need to meet with your advisor to discuss the approved course work.

Register online if you wish to participate in Commencement: <http://manoa.hawaii.edu/commencement/>

Procedures for Thesis Defense & Submission

When your Committee Chair finds your thesis acceptable for a committee defense, please do the following:

1. Schedule your defense date with your entire committee.
2. If the defense will be held online, request a Zoom meeting link for the date and time of your thesis defense by email (sls@hawaii.edu).
3. **Due 3 weeks prior** to the defense (suggested, but to be negotiated with the committee chair): Your thesis draft should be turned in to your committee for review.
4. **Due 2 weeks prior** to your defense date: Justin will send all the relevant information for your defense announcement (i.e., Title, Chair, Date, Time, Room, Zoom meeting link, Abstract) so it can go out to the SLS listserv.
5. **Due before defense:** Please complete the online [Form III](#) and [Form IV](#) and inform the Graduate Chair at grdchr@hawaii.edu that your forms have been submitted. Committee members should not sign these forms until after your defense. Forms that are signed prior to your defense will be considered void by the Graduate Division.
6. **Form III:** After all committee members have signed Form III, the Graduate Chair will sign and submit your Form III to Graduate Division.
7. **Form IV:** After the final version of the thesis has been approved, ask your Committee Chair to submit Form IV to the Graduate Division.
8. Due **November 8 for Fall:** Final thesis due to Graduate Division.
Refer to Graduate Division's [Graduation Checklist for Masters Plan A Thesis Candidates](#) for instructions on how to submit your final thesis. **The absolute final deadline for thesis submission is Friday, December 20, 2024 by 4:00 pm HST for Fall.**

If you have any questions about the required steps for graduation, please email the SLS Program Specialist (sls@hawaii.edu; 808-956-8374) or Graduate Division (gradss@hawaii.edu; 808-956-8544).