

Path to Graduation – MA Plan B Checklist

Scholarly Paper Due Dates – for MA and AGC

Get commitment from Readers 1 and 2	September 13
Submit draft of SP to readers*	October 4*
Submit final version to readers	November 1
Submit PDF file to Graduate Chair (grdchr@hawaii.edu)	November 15

*Note. Students should discuss with 1st reader what the timeline should be for sending the draft to the second reader.

Semester of Graduation

- 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 SLS 695.
- 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**: Reader Commitment Form <http://go.hawaii.edu/Amn>
- 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 14, 2024. 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: <https://manoa.hawaii.edu/commencement/register>

Procedures for Scholarly Paper Submission

- 1. Draft submitted to readers (target date to ensure sufficient time to receive feedback and revise).
*Note. Students should discuss with 1st reader what the timeline should be for sending the draft to the second reader.
Fall: October 4, 2024
- 2. Last day to submit final version (PDF) of Scholarly Paper to readers:
Fall: November 1, 2024
- 3. Complete the form for Scholarly Paper submission to help us record who your readers are:
<http://go.hawaii.edu/Amn>
- 4. Last day to submit final PDF of Scholarly Paper to grdchr@hawaii.edu:
Fall: November 15, 2024

Note. If you are interested in submitting your SP to [ScholarSpace](#), please complete and submit the following Google Form: <https://forms.gle/qeiyv3ZvMnTvEBR97>. ScholarSpace is an open-access, digital institutional repository for the University of Hawaii at Mānoa community. ScholarSpace stores the intellectual works and unique collections of the UH at Mānoa academic community and also provides a permanent web location for those accessing these resources.

There is no standardized format, but for a sample cover page for your SP, please see this link:
<http://www.hawaii.edu/sls/graduate/documents-forms/>

Please use the following naming convention for your SP:
202510_LASTNAME Firstname_SP.pdf

Note. Readers also submit the SP grade to the Graduate Chair on the same date.

These deadlines allow SP readers two weeks to read and comment on the draft submission, and one week for the student to complete a fully revised final version. Readers then have two weeks to read the final version, request any additional revisions, and grade the SP. Students are responsible for submitting the final copy of the SP to the Graduate Chair. This copy will then be kept in the department files and ScholarSpace.

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).