

Path to Graduation – PhD in SLS Checklist

Dissertation Due Dates - Fall 2024

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

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

Semester of Graduation

- Refer to Graduate Division's [Graduation Checklist for PhD/Doctoral Candidates](#). Note. Be sure to follow all the instructions on this checklist.
- IMPORTANT: You **must** be registered in the semester of graduation. If you have met all the conditions (see <http://manoa.hawaii.edu/graduate/content/registration>), you may register for 1 credit of SLS 800. Please contact your faculty advisor for the CRN. NOTE FROM THE REGISTRAR'S OFFICE: "If you are enrolled in only a Dissertation 800 course for 1 credit and are classified as a nonresident, please inform the UH Cashier's Office (billpayment-1@lists.hawaii.edu) to adjust your tuition before paying. Your tuition and fees should be charged at the resident rate. If more than 1 credit or other courses are taken, your tuition will be based on the non-resident tuition rate for all classes enrolled."
- Due **September 13, 2024** to Graduate Division: **Graduate Application for Degree (now on KualiBuild)** <https://manoa.hawaii.edu/graduate/forms/>
- Due **September 13, 2024: PhD in SLS Degree Check Verification Form** <http://go.hawaii.edu/xmA>
- Due **September 13, 2024: PhD in SLS Advising Form** (a) Download the form from <http://www.hawaii.edu/sls/graduate/documents-forms/>; (b) Complete the Student section of the form; (c) Email the PhD 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 13, 2024**.
- Register online if you wish to participate in Commencement: <https://manoa.hawaii.edu/commencement/register>

Procedures for Dissertation Defense & Submission

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

- 1. Schedule your defense date with your entire committee.
- 2. If your dissertation defense will be online, request a Zoom meeting link for the date and time of your dissertation defense by email (sls@hawaii.edu). If your dissertation defense will be in-person, reserve a room for the date and time of your thesis defense with the Department Admin & Fiscal Specialist or by reserving a Center for Language & Technology room (such as Moore 258; <https://clt.manoa.hawaii.edu/facilities/reservations/>).
- 3. **Due 3 weeks prior** to the defense (suggested, but to be negotiated with the committee chair): Your dissertation draft should be turned in to your committee for review.
- 4. **Due 2 weeks prior** to your defense date: Initiate the online [Final Oral Examination for Doctoral Dissertation Defense Form](#). Please include your abstract in the Comments section at the end of the online form so that an announcement can go out to the SLS listserv and email sls@hawaii.edu after you have submitted this form. Please allow one week for submission notification and processing for all online forms. Your defense must be listed on the UH calendar, as required by Graduate Division.
- 5. **Due before defense:** Please complete the online [Form III](#) and inform the Graduate Chair at grdchr@hawaii.edu that your form has 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 the Graduate Division.
- 7. **Form IV:** After the final version of the dissertation has been approved, initiate [Form IV](#) and ensure all members, including your Committee Chair, signs it.
- 8. **Due November 8 for Fall:** Final dissertation due to Graduate Division. Refer to Graduate Division's [Graduation Checklist for PhD/Doctoral Candidates](#) for instructions on how to submit your final dissertation. November 8 is the date listed on the academic calendar, and is the department's preferred deadline. **The absolute final deadline for dissertation submission to ProQuest is Friday, December 20, 2024 by 4:00 pm HST for Fall.**

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