

Path to Graduation – MA Plan A Checklist

Thesis Due Dates – Spring and Summer 2025

Submit thesis draft to committee (date negotiated with Committee Chair)

3 weeks before defense

Recommended last day for thesis defense

March 14 / June 14

Final thesis due in Graduate Division and as PDF to Grad Chair (by 3PM)

April 11 / July 7

Note: Absolute final deadlines for thesis submission are Friday, May 16 by 4:00 pm HST for Spring and Friday, August 9 by 4:00 pm HST for Summer

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 **February 5, 2025: Graduate Application for Degree (now on KualiBuild)** <https://manoa.hawaii.edu/graduate/forms/>

Due **February 5, 2025: MA in SLS Degree Check Verification Form** <http://go.hawaii.edu/ymA>

Due **February 5, 2025: 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 stating in their message that they approve it by January 26, 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: <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 your thesis defense will be online, request a Zoom meeting link for the date and time of your thesis defense by email (sls@hawaii.edu). If your thesis defense will be in-person, reserve a room for the date and time of your thesis defense with the Department Secretary 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 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 April 11 for Spring and July 7 for Summer:** 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. April 11 and July 7 are the deadlines listed in the Academic Calendar, and it is the department's preferred deadline. **The absolute final deadline for thesis submission is Friday, May 16, 2025 by 4:00 pm HST for Spring and Friday, August 9, 2025 by 4:00 pm HST for Summer.**

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