**Path to Graduation – PhD in SLS Checklist**

**Dissertation Due Dates - Spring & Summer 2020**

Submit dissertation draft to committee (date negotiated with Committee Chair) **3 weeks before defense**

Recommended last day for dissertation defense **March 13 / June 19\***

Final dissertation due in Graduate Division and as PDF to Grad Chair (by 3PM) **April 3 / July 10\***

\* Dates for Summer graduation may change. Refer to [UH-Mānoa Academic Calendar](http://manoa.hawaii.edu/records/calendar/index.html).

***Semester of Graduation***

Refer to Graduate Division's [**Graduation Checklist for PhD/Doctoral Candidates**](https://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/graduation_checklist_for_phd_doctoral_candidates.pdf). *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. In that case, please see Karen for the CRN (course registration number) to register.  
NOTE FROM THE REGISTRAR'S OFFICE (http://www.manoa.hawaii.edu/records/tuition\_fees/fall\_2018.html) "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 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 **January 31, 2020** to Graduate Division (Please do ***not*** send toSLS.): **Graduate Application for Degree** http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms\_page/gradapp.pdf

Due **January 31, 2020**: **PhD in SLS Degree Check Verification Form**

<https://goo.gl/forms/kROKfeNYdwamEQ8h1>

Due **January 31, 2020**: **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 January 31, 2020. It's possible that you will need to meet with your advisor.

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

***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. Reserve a room for the date and time of your dissertation 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 dissertation draft should be turned in to your committee for review.

4. **Due 2 weeks prior** to your defense date: Download the [Final Oral Examination for Doctoral Dissertation Defense Form](http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/final_oral.pdf), to be completed by you, signed by your Committee Chair, and emailed to Graduate Division ([graduate.education@hawaii.edu](mailto:graduate.education@hawaii.edu)). Please CC **sls@hawaii.edu**, including your abstract in the body of the email or as an attachment so that the announcement can also go out to the SLS listserv. Also, this [Petition for Remote Committee Participation](http://www.manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/remote_committee_phd.pdf) is required for committee members who will be participating remotely.

5. **Due day of** **defense**: Please fill in the top section of [Form III](http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/doctorate_form3.pdf) and [Form IV](http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/doctorate_form4.pdf) and bring the printed and completed versions to your defense.

6. **Form III**: After all committee members have signed, turn the form in for the Graduate Chair to sign, and she will submit Form III to Graduate Division.

7. **Form IV**: After the final version of the dissertation has been approved, pick up the signed Form IV from your Committee Chair and submit to Graduate Division. Email a copy of the signed form to **sls@hawaii.edu** for your student record.

8. Due **April 3 for Spring 2020**: Final dissertation due to Graduate Division.  
Refer to Graduate Division's [Graduation Checklist for PhD/Doctoral Candidates](http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms_page/graduation_checklist_for_phd_doctoral_candidates.pdf) for instructions on how to submit your final dissertation.

*If you have any questions about the required steps for graduation, please contact SLS Program Specialist  
(sls@hawaii.edu; 808-956-6131) or Graduate Division (graduate.education@hawaii.edu; 808-956-8544).*