**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). 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).*