

## Path to Graduation – MA Plan B Checklist

### Scholarly Paper Due Dates – for MA

Get commitment from Readers 1 and 2  
Submit draft of SP to readers\*  
Submit final version to both readers  
Submit PDF file to Graduate Chair ([grdchr@hawaii.edu](mailto:grdchr@hawaii.edu))

January 26 / April 15†  
March 8 \* / By agreement with readers†  
April 1 / By agreement with readers†  
April 15 / July 1†

\*Note. Students should discuss with 1<sup>st</sup> reader what the timeline should be for sending the draft to the second reader.

†Dates for Summer graduation

### 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 **January 26, 2024: Graduate Application for Degree** <https://hawaii.kualibuild.com/app/65849f4632976c013bc8b163/run>
- ☐ Due **January 26, 2024: MA in SLS Degree Check Verification Form** <http://go.hawaii.edu/ymA>
- ☐ Due **January 26, 2024: Reader Commitment Form** <http://go.hawaii.edu/Amn>
- ☐ Due **January 26, 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](mailto: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: <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 1<sup>st</sup> reader what the timeline should be for sending the draft to the second reader.  
**Spring: March 8 and Summer: By agreement with readers (\*note that faculty may not be available during the off-duty period from mid May to mid August)**
- ☐ 2. Last day to submit final version (PDF) of Scholarly Paper to both readers:  
**Spring: April 1 and Summer: By agreement with readers**
- ☐ 3. Last day to submit final PDF of Scholarly Paper to [grdchr@hawaii.edu](mailto:grdchr@hawaii.edu):  
**Spring: April 15 and Summer: July 1**

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. Depositing your work does not count as a "publication."

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:

**202430\_LASTNAME Firstname\_SP.pdf (for Spring)**

**202440\_LASTNAME Firstname\_SP.pdf (for Summer)**

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](mailto:sls@hawaii.edu); 808-956-8374) or Graduate Division ([gradss@hawaii.edu](mailto:gradss@hawaii.edu); 808-956-8544).