Path to Graduation – MA Plan B & AGC Checklist

Scholarly Paper (SP) and Practice-Oriented Portfolio (POP) Due Dates for MA & AGC - Fall 2026

Students confirm commitment from Readers 1 and 2	**September 8**
Submit draft of SP/POP to readers*	**October 5 ***
Submit final version to both readers	**November 2**
Submit PDF file to Graduate Chair (grdchr@hawaii.edu)	**November 15**

**Note. Students should discuss with their 1st reader what the timeline should be for sending the draft to the second reader.*

Semester of Graduation

- ☐ IMPORTANT: You **must** be registered in the semester of graduation. If you are not registered for any courses this semester (including the Summer) and your coursework is complete, you may register for 1 credit of SLS 695.
- ☐ Due **September 26, 2026**: **Graduate Application for Degree (now on KualiBuild)** https://manoa.hawaii.edu/graduate/forms/
- ☐ Due **September 11, 2026**: **MA in SLS Degree Check Verification Form** http://go.hawaii.edu/ymA
  - ☐ AGC in SLS Completion Check Form (for AGC and AGC in Spanish Applied Linguistics students)
- ☐ Due **September 11, 2026**: **Reader Commitment Form** http://go.hawaii.edu/Amn
- ☐ Due **September 11, 2026**: **MA or AGC Advising Form**
  (a) Download the form fromhttps://manoa.hawaii.edu/sls/academics/grad-resources/docs-forms.php; (b) Complete the form to the best of your ability; (c) Email the MA in SLS Advising Form (or AGC 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 September 11, 2026. 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 SP/POP Submission

1. Draft submitted to readers (target date to ensure sufficient time to receive feedback and revise).
**Note. Students should discuss with their 1st reader what the timeline should be for sending the draft to the second reader.*

   September 8 (roughly one month before final version for grading)

2. Last day to submit final version (PDF) of SP/POP to both readers:

   November 2

3. Last day to submit final PDF of SP/POP to grdchr@hawaii.edu:

   November 15

Note. If you are interested in submitting your SP to ScholarSpace, please complete and submit the following Google Form: https://forms.gle/gejyv3ZvMnTvEBR97. 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," but may be searchable in plagiarism detection services used by journals.

There is no standardized format, but for a sample cover page for your SP/POP, please see this link: https://manoa.hawaii.edu/sls/academics/grad-resources/docs-forms.php

Please use the following naming convention for your SP and POP:

202710_LASTNAME Firstname_SP.pdf
202710_LASTNAME Firstname_POP.pdf

Note. Readers also submit the SP grade to the Graduate Chair by November 15.

These deadlines allow SP/POP 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/POP. Students are responsible for submitting the final copy of the SP/POP to the Graduate Chair. This copy will then be kept in the department files and ScholarSpace (if permission is given).

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

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