

Graduation Checklist for Masters Plan A

Thesis candidates:

1. Apply for graduation by submitting the [Graduate Application for Degree](#) form by the posted deadlines in the [UHM Academic Calendar](#).
2. Check [STAR](#) for Graduate Division Requirements and your Graduate Program for all other degree related requirements.
3. Register for at least 1 credit of Thesis 700 or the number of required thesis credits for your degree (6-12 credits).
4. Submit your [FORM III](#) (Thesis Evaluation) to Graduate Division Student Services office in Spalding 353B.
5. Submit your [FORM IV](#) (Thesis Submission) to Graduate Division Student Services office in Spalding 353B.
6. Upload your **FINAL APPROVED** version of your Thesis to ETD ProQuest : <http://www.etsadmin.com/hawii>. Follow the instructions on the website.
7. Make sure you upload the complete manuscript that was approved and not a draft. Once you have submitted your thesis, you will NOT be allowed to modify, delete, or make changes to the manuscript.

Proquest ETD Support Staff: 877-408-5027

NOTE: We request up to 10 business days to review your submission. If you submit your manuscript during the last 4 weeks of the semester, we request up to 20 business days to review your submission. If there are large numbers of phone calls and emails enquiries, delays will occur in our processing time.