

UHM Department of Anthropology
MA Thesis Plan A

Plan A: Requires you to write a thesis. You must enroll in a minimum of 6 credits (maximum of 12) of 700 Thesis Research to graduate. 699 Directed Reading credits can be used to fulfill this requirement, but you MUST be enrolled in at least 1 unit of 700 the semester you graduate.

1. **Advisory meeting:** You MUST set up an initial meeting with your interim advisor to confirm undergraduate deficiencies and discuss your study plans BEFORE the semester begins. Please make sure you are in contact with him/her in the weeks preceding classes.

2. **Candidacy Conference:** After deciding that you want to do Plan A, schedule a Candidacy Conference. This should be done by the end of your second semester (March-April).

The Candidacy Conference is the first meeting of your three-member MA committee, comprised of a chair and two other members; at least one must be full-time Anthropology faculty.

Bring the following to the meeting:

- updated Progress Report
- a typed Proposed Program of Study (no specific form), including:
 - declaration of intent to pursue Plan A track
 - courses you plan to take
 - your subfield, focus specialization, geographic area, and foreign language
 - brief description of your prospective research project
 - list of committee members (names and departments)
- Graduate Division Student Progress Form I, Pre-Candidacy Progress

At the end of the meeting, your committee chair should complete Form I and pass it on to the Graduate Specialist to process to Graduate Division. (Note: Please refer to <http://manoa.hawaii.edu/graduate/> for all forms.) Please have your committee chair sign and date a copy of your proposed program of study to be entered into your academic file. Also, please have all your committee members sign the departmental Master's Post-Candidacy Conference Form.

3. **Advancement to Thesis:** After completing required course work, developing a satisfactory research proposal, designating whether human subjects will be used in your research, and selecting a thesis title, the student is eligible to advance to the thesis stage. (If your research involves human subjects, go to <http://www.hawaii.edu/irb> to download an exemption form or contact William Dendle of the Committee on Human Studies, email dendle@hawaii.edu, phone 956-5007.)

Graduate Division Student Progress Form II, Advancement to Thesis Stage must be approved by all committee members and the Graduate Chair. If all requirements are fulfilled, registration in ANTH 700, Thesis will be allowed. ANTH 700 (1 credit) is considered full-time status. Refer to the current "Style and Policy Manual for Thesis and Dissertation" available at Graduate Division or website (<http://www.hawaii.edu/graduate/thesis.html>) for proper format style for thesis.

5. **Application for Diploma:** When approaching graduation, submit an Application for Diploma. There is a fee for this; it rolls over to the term of graduation if you do not graduate as planned. Enrollment in ANTH 700 is required the semester graduating.

6. **Final Examination Meeting:** Submit draft of thesis to all committee members four weeks prior to the final examination meeting. At the meeting, have available for signature the prepared thesis signature page and "Rights to Thesis/Dissertation/Plans for Publication" form. All committee members sign these and the Graduate Division Student Progress Form III, Final Examination and Approval of Thesis.

7. **Petition for Admission to the Doctoral Program:** If you are planning to apply to the doctoral program, after your Final Examination meeting, give the Graduate Specialist a list of all Anthropology faculty with whom you have taken graduate-level courses and a Petition for Admission to Doctoral Program (available on Graduate Division website). The Graduate Specialist will arrange for these faculty to meet and decide whether or not to admit you to the doctoral program. Assuming you are admitted, the Graduate Specialist will then forward your Petition to Graduate Division.

8. Submit thesis to Graduate Division.

Notes: You may reserve the Anthropology Conference Room Saunders 347 for committee meetings. Reservations are made in the datebook in room 346C.

All Graduate Division forms can be downloaded at <http://www.hawaii.edu/graduate/download/list.htm>.

Check Graduate Division deadlines for submission of application for diploma, final examinations, petition for admission to the doctoral program, and thesis submission. Deadlines are posted on the door to 346c every semester.