

SPRING 2024 CONVOCATION TIMELINE

The following is a summary of important dates to assist graduate students who are aiming at completing the research requirement for a PhD dissertation or a Master's thesis/major paper/ internship paper within Winter term 2024, and to graduate in the Spring 2024 convocation. The timeline leads to the oral Defense and a 3-step "Deposit" by the student of their final document to the graduate studies office.

- Students who complete the Deposit with the graduate studies office by May 13, 2024 will be eligible to graduate in the Spring 2024 convocation and will not be required to register in the dissertation/thesis/major paper/internship for Summer term 2024. The final grade will be assigned to the previous term, Winter term 2024.
- Students who complete the Deposit with the graduate studies office after May 13, 2024 will not be eligible to graduate in Spring 2024 convocation, and must register for Summer term 2024 in the dissertation/thesis/major paper/internship. The final grade for students who deposit after May 13th will be assigned to the current term, Summer term 2024. A 50% base tuition refund (Phase II) for Summer term 2024 is available for eligible students who complete the Deposit from May 14th to June 17th, 2024.

Refer to [Important dates by term posted on the FGS website](#)

Task:	Deadline:	Who is responsible	More information:
Apply to graduate:	March 15 – no-fee deadline; (April 29 – Last date to Apply to Graduate with fee charged)	Student	Late fee will be charged for applications after the March 15 no-fee deadline (from March 16 to April 29). Contact Registrar's for more info: https://www.uwindsor.ca/graduation-convocation/
Nominate PhD external examiner (doctoral students only)	March 19, 2024	Department and student	At least 6 weeks prior to defense date. Instructions: https://www.uwindsor.ca/graduate-studies/384/defense#external
Submit dissertation copy for PhD ext. examiner (doctoral students only)	April 2, 2024	Student	At least 4 weeks prior to defense date.
Post on AAU website defense notice and send copy to FGS	At least 8 days prior to the defense date	Department	Defense notices are to be posted on departmental website and a copy of the defense notice sent to the graduate studies office at least 8 days prior to the defense date : https://www.uwindsor.ca/graduate-studies/384/defense
Final oral Defense:	April 30, 2024	Department and student	Defense guidelines: https://www.uwindsor.ca/graduate-studies/384/defense After the Defense, the Department submits the Defense Report form with final grade to Graduate Studies - instructions for departments for completing the defense Report Form
Start the Deposit (step #1 of 3): Submit for format checking	By May 1, 2024 (deadline for both Spring graduation and Phase I)	Student	Last day for students to submit their document to Graduate Studies office for format checking (deposit step #1 of 3). Instructions: https://www.uwindsor.ca/graduate-studies/deposit#format
Complete the Deposit (remaining steps #2 and #3)	By May 13, 2024 (deadline for both Spring graduation and for Phase I)	Student	Last day for students to complete the remaining Deposit steps #2 and #3 with Graduate Studies office. Students who complete the Deposit <u>after</u> May 13, 2024: <ul style="list-style-type: none"> - must register for Summer term 2024 by the add/drop date; and - will not be eligible to graduate in Spring 2024 convocation & must re-apply to graduate in a subsequent convocation (e.g. Fall 2024). - May be eligible for a 50% partial tuition refund (Phase II) if deposit complete by June 17, 2024 – see tuition refund policy
Spring Convocation:	June 4-7, 2024		https://www.uwindsor.ca/graduation-convocation/