

FALL 2024 CONVOCATION & PHASE I TIMELINE

The Fall term 2024 Phase I grace period is from Sept. 1st to Sept. 25th, 2024:

1. Research students whose final oral defense is scheduled no later than September 10th and who are aiming to complete their dissertation/thesis/major paper/internship requirement within the Phase I period (Sept. 1-25th):

- must apply to graduate by the Fall 2024 convocation application deadline;
- must not register for Fall term 2024 in the dissertation/thesis/major paper/internship, provided their **final oral defense is scheduled no later than September 10th and they meet the Phase I eligibility criteria**;
- must complete **each** task outlined below by the respective deadline, and upon completion the final dissertation/thesis/major paper/internship grade will be assigned to the previous term, Summer 2024.

**Note: students receiving OSAP or Tri-Council awards should ensure they are compliant with the terms and conditions of their award.*

2. Research students whose final oral defense is scheduled after September 10th, or who do not meet the Phase I eligibility criteria and do not complete by the Phase I deadline of Sept. 25th:

- must register in the dissertation/thesis/major paper/internship course for Fall term 2024 by the academic add/drop date for Fall term 2024;
- will remain registered for Fall 2024, with the final grade assigned to the current term, Fall term 2024 upon completion, and will be considered for 50% base tuition refund (Phase II) for Fall term 2024 provided they meet the Phase II eligibility criteria and complete by the Phase II deadline of Oct. 17, 2024.
- will not be eligible to graduate in Fall 2024 convocation & must apply to graduate for next convocation (Spring 2025).

Task:	Deadline (same deadline for Fall 2024 graduation and Phase I):	Who is responsible	More information:
Apply to graduate:	August 18, 2024 – no-fee deadline; (Sept. 15, 2024 – Last date to apply to graduate with fee)	Student	Students aiming for a final oral defense by September 10 must apply to graduate by the Fall 2024 convocation application deadline. Late fee will be charged for applications after the no-fee deadline (from Aug.19-Sept.15). Contact Registrar's for more info: https://www.uwindsor.ca/graduation-convocation/
Nominate PhD external examiner (doctoral students only)	by July 29, 2024 (at least 6 weeks prior to targeted defense date)	Department and student	Instructions: https://www.uwindsor.ca/graduate-studies/384/defense#external
Submit dissertation copy for PhD ext. examiner	by August 12, 2024 (at least 4 weeks prior to defense date)	Student	Instructions: https://www.uwindsor.ca/graduate-studies/384/defense#external
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:	September 10, 2024	Department and student	Students whose defense is scheduled <u>after</u> Sept.10 th 2024 must register for Fall term 2024 and will not be eligible for Phase I and Fall 2024 graduation. 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 September 10, 2024	Student	Last day for students to submit their document to Graduate Studies 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 September 25, 2024	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> Sept.25, 2024 must be registered for Fall term 2024, will not be eligible to graduate in Fall 2024 convocation & must re-apply to graduate in a subsequent convocation (e.g. Spring 2025); will be considered for a 50% base tuition refund (Phase II) if deposit completed by October 16, 2024 and if meet the Phase II eligibility criteria
Fall Convocation:	October 17-18, 2024		https://www.uwindsor.ca/graduation-convocation/