

Timely Handling of Theses for a Spring 2012 Convocation

IMPORTANT: The following deadlines should be met to ensure that graduate students can graduate in the Spring Convocation. It is highly recommended that the activities be completed in advance of the deadlines. Meeting these deadlines is ultimately the responsibility of the student, but Supervisors and Program Coordinators are encouraged to aid students in the process.

Deadline	Office/Bodies	Activity
October 3, 2011	Registrar	Submit application to graduate at the Spring Convocation.
March 6*	FGSR Office	The External Examiner Nomination Form (available at: http://fgsr.smu.ca/grad_cur_form.html), and one copy of thesis to Program Coordinator or FGSR Office (for distribution to External Examiner)**.
March 6	Program Coordinator or Supervisor	One copy for each Internal Examiner should be delivered to the Program Coordinator or Supervisor for distribution internally.
April 17	Program Coordinator, & Examination Committee	Recommended <i>latest</i> date to hold the thesis defense (note: only allows 2 weeks for revisions and copying of revised thesis before final submission deadline; if revisions are required that will require more than 2 weeks, a Spring graduation is unlikely).
May 1	FGSR	Must receive three copies of thesis (one original, two copies), including signed title page, a receipt showing binding has been paid to the Financial Services Office, and the required forms (http://www.smu.ca/administration/archives/theses.html) Prior to making all of your copies, Shane in the FGSR office would be happy to review one printed copy to ensure it meets the formatting guidelines.
May 11	Senate	Meeting to approve list of graduates for spring convocation
May 18	Halifax Metro Centre	Spring Convocation

*Receipt of the thesis by this date is absolutely necessary to allow time for shipping the thesis to the External Examiner and to give the External Examiner adequate time to review and comment on the thesis. For programs in which the FGSR Office facilitates thesis defenses, see the attached "Behind the Scenes" description regarding procedures for holding a defense.

** The External Examiner must already have been contacted by the Program Coordinator or Supervisor and have agreed to examine the thesis in the given time frame. If the External Examiner is to attend the defense in person, it is the responsibility of the Program Coordinator/Supervisor to make arrangements for the Examiner's visit.