Updated: 23 Feb 2021

Greetings!

If you are in the last term of your program and expect to graduate next term, you must apply to graduate online (https://convocation.students.yorku.ca/preparing/apply). The deadline to apply online is ***usually the end of February*** (exact date listed on convocation site).

Once you apply, the Graduate Program in Education Office (GPE) will evaluate your eligibility to graduate. ***The degree audit process will start Mid-April, your status will not be projected anywhere online, and we will only contact you directly if there are any issues with your degree audit.***

- If you have applied to graduate and have not received an email from us during the audit process, you are all set to attend convocation and must go to the Convocation Website (http://convocation.students.yorku.ca/ceremonies) for further information on next steps and how to R.S.V.P.
- If you are unsure of your eligibility and would like to verify your graduation status prior to applying you can make an appointment with us (email gradprogram@edu.yorku.ca to book appointment).

Students who expect to receive one of our graduate diploma's concurrently with their degree or as a stand-alone diploma must:

1) fill in/sign the convocation-diploma form attached to the weekly newsletter (coordinators do not sign this form) and email it to GPE office, together with the checklist, by ***the first week of March***.
2) have the diploma coordinator approve/sign the diploma checklist and email the signed copy to the GPE office, together with the convocation-diploma form, by ***the first week of March***.

Notes:

- The Coordinators list and diploma checklists can be found on the Forms page located on our Current Students – Graduate site.
- Incomplete forms will not be accepted; a form is not complete if unsigned, including emails in lieu of signature which must be collected by student and attached to form prior to submitting the form.

f you are completing your program requirements before the refund deadlines ***(found on the FGS "important dates" page)*** let us know by email A.S.A.P. (gradprogram@edu.yorku.ca). Your refund cannot be processed without our department sending the info to FGS first.

The refund may not be reimbursed until closer to or following convocation.

IMPORTANT NOTES:

1) If you are a part-time student you must be registered for a minimum of 6 terms, if you are a full-time student you must be registered for a minimum of 3 terms. ***If you complete with less than these term requirements you will be charged the outstanding terms ("balance of degree fees").***
2) If you are completing the MEd course only option please let us know by email (gradprogram@edu.yorku.ca).
3) If you are completing the MEd MRP option (see the MRP procedural checklist; checklists and all forms for each step can be found in the GPE student guidebook), you must complete all the steps prior to ***the last week of April***. If you have not yet submitted an electronic copy of your MRP proposal to our office (including cover form signed by your supervisor) please do so a.s.a.p.
4) If you are completing the MEd Thesis or PhD Dissertation option (see the procedural checklists; checklists and all forms for each step can be found in the GPE student guidebook), you must comply with the FGS deadlines (found on the FGS website under "important dates").
5) The GPE student guidebook can be found on the Guidebook page located on our Current Students – Graduate site.

If you have any questions please do not hesitate to contact the GPE office.