TRINITY WESTERN UNIVERSITY

Series: Academic / Courses, Curriculum, Exams (A 2)
Number: A 2-02

Effective Date: 2022-03-08
Next Review Date: 2029-09-01

Policy Title: Capstone Continuation

Parent Policy	A 4-01 Graduate Program Completion
Policy Administrator	Registrar
Approving Body	Senate
Approval History	2026-11-04; minor housekeeping edits to update Scope 2022-03-08; Senate Motion #2021/22 – 015

Purpose:
The objectives of this policy are:

- To provide a system that encourages programs to manage student retention efforts with students who are in the final stages of completing their degree.
- To provide programs with continuing tuition revenue, as faculty continue to work with students who are in the final stages of their degree.
- To assist the Office of the Registrar in maintaining accurate academic records for students, particularly in relation to awarding a degree conferral date that aligns with the semester of coursework completion.
- To provide the University with a mechanism for tracking enrollment status.

Scope of this Policy:
All graduate students

Policy Statement:
A student who finds it necessary to continue their capstone project in semesters additional to their original capstone course registration must maintain continuous registration in the capstone continuation course that is specific to their program of study, through to project completion, including, if applicable, semesters in which they complete thesis defence requirements.

A tuition fee will be charged for each term of registration, and the tuition fee for capstone continuation registration will be consistent in each term.

Definitions:
Capstone project: Original, autonomous research that leads to the completion of a thesis, major research paper or project.
Program completion: Completion of all course work and a capstone project, if applicable to the program, and submission of all final grades to the Office of the Registrar.
Program of study: A curriculum intended to lead to a degree.

Procedures: None
Child Policies: None
Other Related Policies: None