TRINITY WESTERN UNIVERSITY

Series: Academic / Graduation (A4)
Number: A 4-04

Effective Date: 2022-03-08
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Policy Title: Graduation Ceremony Participation Requirements for Graduate Programs

Parent Policy	None
Policy Administrator	Registrar
Approving Body	Senate
Approval History	2026-11-04; minor housekeeping edits to update Scope 2022-03-08; Senate Motion #2021/22 – 016 2015-01-13; Senate Motion #2014/15 – 026 2014-04-29; Senate Motion #2013/14 – 49

Purpose:
The objectives of this policy are:

- To ensure that all graduate student participants in Trinity Western University graduation ceremonies have completed all applicable program requirements for graduation.
- To differentiate between fall and spring graduation requirements
- To differentiate between expectations for thesis/project- and course-based program

Scope of this Policy:
All graduate students

Policy Statement:
Students who intend to participate in a given graduation ceremony for Graduate Studies programs at Trinity Western University must have completed all requirements for their respective degree. This is understood as follows:

Fall Graduation Ceremony

1. All course work completed with a final grade submitted to the Office of the Registrar no less than five weeks prior to the anticipated graduation ceremony.
2. The summative requirement of the program (thesis, essay, or project) must be completed, and the grade submitted to the Office of the Registrar no later than five weeks before the anticipated graduation ceremony.

Spring Graduation Ceremony

Thesis- or project-based programs:

1. All course work completed with a final grade submitted to the Office of the Registrar no less than five weeks prior to the anticipated graduation ceremony.

2. The summative requirement of the program (thesis, essay, or project) must be completed, and the grade submitted to the Office of the Registrar no later than five weeks before the anticipated graduation ceremony.

   Course-based programs:
3. All course work completed with a final grade submitted to the Office of the Registrar prior to the anticipated graduation ceremony.

Definitions:
Course-based programs are those designed to have the summative requirement completed within the context and timeframe of a regularly scheduled course.
Thesis completion means the thesis has been defended, revised, and checked for bibliographical format. If applicable, the final version of the thesis has received approval from the thesis supervisor, the student has submitted the electronic thesis to ProQuest, and a Notice of Completion has been submitted to the Office of the Registrar.
Thesis/project-based programs are those in which the summative requirement is a thesis or other independent project completed under the direction of a supervisor, normally with a flexible deadline.

Procedures: None
Child Policies: None
Other Related Policies: A 2-02 Capstone Continuation; A 4-01 Graduate Program Completion