

Policy Title: Faculty of Graduate Studies Program Completion Policy

Parent Policy: Graduation Requirements

Policy Administrator: Office of Graduate Studies

Approving Body: University Senate

Approval History: September 9, 2014; Senate Motion #2013/14-047

Purpose:

The objectives of this policy are:

- To identify maximum completion times for graduate programs at Trinity Western University

Scope of this Policy: Faculty of Graduate Studies programs at Trinity Western University.

Policy Statement:

A maximum of five years (unless the program has been given an approved exemption from GAC) will be allowed for the completion of a Master's Degree program, and eight years for the completion of a Doctoral Degree program at Trinity Western University, whether the student is enrolled in full time or part time studies. This does not include time taken as a leave of absence, or an extension to continuing enrollment given due to extenuating circumstances. In either of these situations the student must seek formal approval from the Vice Provost Research and Graduate Studies in order to interrupt or extend their program of study. Completion of a program is understood to include:

- a) All course work completed with a final grade submitted to the Office of the Registrar.
- b) The summative requirement of the program, if applicable (thesis, essay, or project), must be completed and the grade submitted to the Office of the Registrar.

Definitions: Thesis completion means thesis has been defended, revisions and APA check, if applicable, has received approval from thesis supervisor, student has submitted electronic thesis to ProQuest, and Notice of Completion has been submitted to the Office of the Registrar. Leave of absence is defined as discontinuing enrollment for a calendar year or more, therefore not qualifying for continuing enrollment. Continuing enrollment is defined as enrollment in at least one course, in at least one semester in the calendar year.

Child Policies: None

Monitoring Data: Admission dates and conferral dates to be provided by the Registrar to the Provost on an annual basis.