



## **Policy Title: Program Completion Policy**

**Parent Policy:** [Graduation Requirements](#)

**Policy Administrator:** Vice Provost, Graduate Studies

**Approving Body:** University Senate

**Approval History:** November 9, 2021; Senate Motion #2021/22–010  
September 9, 2014; Senate Motion #2013/14–047

**Effective Date:** December 1, 2021

### **Purpose:**

The objectives of this policy are:

- To identify maximum program completion times for graduate and doctoral programs.

**Scope of this Policy:** Faculty of Graduate Studies students from both the School of Graduate Studies (TWU) and the Graduate School of Theological Studies (ACTS).

**Policy Statement:** A maximum of five years will be allowed for the completion of a master's degree program unless the program has been given an approved exemption from the Graduate Academic Council (GAC). A maximum of eight years will be allowed for the completion of a doctoral degree program. The times allowed for program completion are regardless of whether a program or a student are considered full-time or part-time.

Program completion includes completion of all course work and capstone projects, if part of the program, with all final grades submitted to the Office of the Registrar.

**Definitions:** None

**Child Policies:** None

**Other Related Policies:** Thesis Completion Policy (under development); Leave of Absence Policy (revision pending); Capstone Continuation Policy (under development), Request to Extend Time for Degree Policy (under development)

**Monitoring Data:** Office of the Registrar to monitor admission dates and conferral dates and provide the dates to the Provost on an annual basis.