

Graduate Capstone Institutional Standards/Policies

Given the diversity of possible capstone experiences across graduate programs, broad standards/policies are needed at the institutional level to assure quality and rigor without inhibiting the academic freedom of the individual colleges and programs to develop capstone experiences most appropriate for their discipline and most educationally and professionally beneficial for their students. Following are the institutional capstone standards expected for each graduate program:

- 1) The graduate program must
 - a) Clearly articulate the course(s) and/or requirements which meet the capstone experience expectations for the University (see the definition)
 - b) Establish explicit policies and processes for the capstone within the program
 - c) Clearly define placement of the capstone within the curriculum as a culminating experience
 - d) Identify the required prerequisites for enrollment in the capstone experience
 - e) Delineate the expected student learning outcomes of the capstone experience
 - f) Articulate how the student will demonstrate achievement of the capstone expectations.
 - g) Describe how the capstone demonstrates achievement of the Program Student Learning Outcomes, Lewis University Graduate Student Learning Outcomes, and external professional standards when appropriate to the discipline.
 - h) Articulate the minimum standards for successful completion of the capstone
 - i) Define who will be responsible for evaluating student outcomes of the capstone
- 2) The following must be clearly articulated in the Graduate Catalog:
 - a) How the University's capstone requirement is met in this program
 - b) Specific requirements for the program's capstone experience
 - c) Required student learning outcomes for the capstone experience
 - d) Standards for successful completion of the capstone
- 3) The following information must be documented in the program or college Graduate Student Handbook or other document delineating expectations for students in the graduate program and/or in a syllabus for the capstone experience
 - a) Specific capstone experience requirements and expectations
 - b) Explicit policies and processes for the capstone
 - c) Prerequisites for enrollment in the capstone
 - d) Requirements for successful completion of the capstone
 - e) Description of how successful completion will be assessed and by whom
- 4) The following must be noted on the official University transcript and incorporated into the final degree audit required for graduation
 - a) Successful completion of the capstone requirement
- 5) Capstone requirements, standards, expected outcomes, and policies/processes must be clearly communicated to students, all stakeholders, and the Lewis University academic community
- 6) Students with disabilities needing special academic accommodations will be referred to the official Lewis University policy