

REQUEST FOR CONTINUATION

Continuation Registration for Thesis or Final Project

Advisor-approved theses and final projects are to be submitted by the deadline posted on the academic calendar, normally the last Tuesday before final exams in the fall and spring semesters, and Wednesday of the final week of classes in summer term.

Students who are unable to complete their thesis or final project by the posted deadline may be permitted to register for continuation in the following semester or summer term. When continuation registration is approved, the official notation "**I Grade**" is entered on the student's transcript to indicate that the final grade was originally an incomplete. A grade penalty is not assessed for thesis or project continuation; however, the honorific grade A+ or P+ is not a grading option in such cases.

Note: *Students who receive an incomplete and register for continuation are not eligible for Dean's List in that semester.*

Determination of Sufficient Progress

Continuation for thesis or final project is granted only if the advisor determines that sufficient progress has been made and that the thesis or final project is more likely than not to be completed by the submission deadline of the following semester or term.

Continuation Registration Fee

Students who have finished all coursework but have not completed their thesis or final project by the thesis submission deadline, which is posted on the academic calendar, must register for continuation and pay the continuation fee in the following semester(s) in order to remain degree candidates

Request and Acknowledgment

Any student requesting continuation must complete this form and submit it for approval to the student's thesis or project advisor, who will in turn present the form for final approval to the Associate Dean for Academic Affairs.

Student's name: _____ Thesis/Project registration: _____

Semester/term of continuation: Fall _____ Spring _____ Summer _____

I request continuation registration for the semester or term indicated above in order to complete my thesis or final project. I understand that continuation will only be approved if my advisor determines that sufficient progress has been made. I also understand that if I have completed all coursework, I must pay a continuation registration fee in order remain a degree candidate.

Student's signature: _____ Date: _____

Advisor's signature: _____ Approved (circle one): Y N

Approved by Associate Dean for Academic Affairs: _____ Date: _____