Academic Policies and Regulations: Registration, Grading and Cumulative Performance

In Progress Courses

The revised continuation policy and fee structure apply to all undergraduate and graduate continuation enrollments occurring in the Fall 2026 term and thereafter, including:

- students currently enrolled in a continuation that extends into the Fall 2026 term, and
- students who request or register for a continuation at the end of the Spring 2026 semester or during Spring/Summer 2026 modules (mods. 4 or 5) that will extend into the Fall 2026 term.

Students approved for a continuation that occurs in Fall 2026 or later are responsible for the continuation fee structure in effect for that term, regardless of when the continuation request was submitted or when the student originally enrolled in the course or academic program.

Submission or approval of a continuation request does not guarantee that prior continuation fee structures will apply if the continuation extends into a future term with a revised fee schedule.

Students enrolled in an undergraduate or graduate practicum, internship, student teaching, thesis, or capstone who are unable to complete course requirements within the original term may, with the permission of the instructor, register for a continuation course. Continuations are intended for students who have made substantial progress toward course completion but require additional time to finalize remaining requirements.

If a continuation is not approved, the student may apply for an Incomplete in accordance with institutional policy.

When a continuation is granted, the Office of the Registrar will assign a provisional grade of I/P (In Progress) for the original course. Students must register for the continuation course no later than the last day of classes. If the student does not register by this deadline, the instructor will submit a final grade for the course.

Continuation registrations are non-credit bearing and provide additional time for students to complete outstanding course requirements under faculty supervision.

Continuation registrations:

- do not carry academic credit
- do not count toward a student’s enrollment status
- do not qualify for financial aid eligibility

All academic credit associated with the practicum, internship, thesis, capstone, or student teaching course is earned during the original course registration term.

Students requesting a continuation must submit a Continuation Request Form outlining remaining requirements and a completion plan approved by the course instructor prior to registration.

Continuation Fees

Continuation fees are assessed beginning with the first continuation registration as a course fee.

Undergraduate Courses

- $250 per 16-week continuation
- $125 per 8-week continuation

Graduate Courses

- $600 per 16-week continuation
- $300 per 8-week continuation

Continuation courses receive a grade of Pass (P) or Fail (F). The final grade for the original course will be recorded once all course requirements have been completed.

Time Limits

Practicum, Internship, or Student Teaching

Students must complete all requirements within one calendar year of the original course registration. Students who do not complete the course within this period must retake the course and pay the full tuition rate.

Graduate Thesis or Capstone

Students may register for continuations as needed provided the thesis or capstone is completed within seven years of matriculation, consistent with institutional graduate degree completion timelines.

If a student receives an I/P grade but does not register for a required continuation, the Office of the Registrar will convert the I/P to an F.