



ACADEMIC ALERT #2007-24

DATE: November, 2007

DECISION: Continuous Registration Policy for Thesis and Dissertation Students

Rationale:

Tracking students who are writing theses and dissertations has been an on-going challenge. Once students complete the required number of thesis or dissertation credit hours, they are no longer registered in Banner and therefore cannot access library resources on-line. Over time, the university cannot maintain current address and contact information. As a result, students frequently “lose touch” with their advisor and NLU. Continuous Registration for thesis and dissertation students rectifies these problems.

**Approvals: All College Councils/Committees and Senate Curriculum Committee Approvals
Received for the Individual UCOs**

IMPLEMENTATION DATE: Winter 2008

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SIGNATURE

**Carol R. Melnick, Ph.D.
Vice Provost**

Description of Continuous Registration for Thesis & Dissertation Students

Effective winter 2008, students who are writing theses or dissertations must first register for all the thesis or dissertation hours required by their program. If the hours are spread out over several terms, the registration activity must be consecutive, with no break in enrollment, including summer term. Upon completing all the required hours, students must maintain continuous registration—again, including summer—each term via the appropriate thesis continuation or dissertation continuation course, through and including the term in which they graduate.

Requiring students to register continuously via “continuation” courses will provide un-interrupted on-line access to library resources and allow for better tracking and communication with our graduate students as they finish writing.

Each “thesis continuation” (599X) or “dissertation continuation” (699X) course carries 0 credit hours and is accompanied by a \$100/term fee. The administrative fee is an additional motivator for students to finish writing.

The following thesis and dissertation continuation courses have been approved:

Thesis: College of Arts and Sciences

ACL 599 → ACL 599X

LAE 599 → LAE 599X

LAP 599 → LAP 599X

LAS 599 → LAS 599X

Thesis: National College of Education

CIC 599 → CIC 599X

EPS 599 → EPS 599X

RLR 599 → RLR 599X

TIE 599 → TIE 599X

Dissertation: College of Arts and Sciences

ACE 699 → ACE 699X

Dissertation: National College of Education

CCD 699 → CCD 699X

Dissertation: CAS and NCE

CCL 699 → CCL 699X

All thesis and dissertation continuation courses should be graded with an “X” until the final grade for the written work is submitted. Upon receipt of the final grade, the Office of Admissions and Records will update the grade on the academic transcript.

IMPLEMENTATION

Graduate advisors advising thesis and dissertation students must contact them to advise them of the continuous registration policy.

The revised catalog copy must be submitted to the Vice Provost and Assistant Registrar for Schedules and Catalog Coordinator to ensure that catalog copy is prepared and ready for the next catalog, 2008-2009.