

Standard Operating Procedure – Early Submission of a Thesis or Dissertation**Responsibility: Associate Dean; College Coordinator****Time Frame:** Early Submission occurs after the end of the regular Submission Review period and prior to the last day to add a class in the first academic session of any academic term.**Definition:** Early submission is the time between the close of the regular submission review period of any previous semester but before the last day to add a class of the upcoming academic session. The Early Submission process would involve students moving/leaving the area for internship or other approved/documented reason.**Procedures:****Step 1:** Approved final defense occurs after the Submission Review Deadline**Step 1a:** Submit a [Graduate and Professional Student Petition](#) after completing the following:

- i. All electronic submissions complete
- ii. Final draft (corrected/revised) approved by the Dissertation Committee
- iii. Submission Review with the Office of Graduate Studies complete
- iv. Final Thesis or Dissertation Grade submitted

Step 2: Request a “Reduced Course Load” using the [Graduate and Professional Student Petition](#)**Step 2a:** Reduction in minimum enrollment to one hour of dissertation

- i. Submit prior to “last Day to Add” a class in session 1 (regular academic session) of the academic term.
- ii. Indicate completion of all requirements in the “Memo” section of the petition

Step 2b: Failure to complete the process requires enrollment in three (3) credit hours of thesis/dissertation**Step 3:** Exception to requesting a “Reduction of Course Load:**Step 3a:** Applies to MQMLS students meeting the following criteria:

- i. Final dissertation grade recorded
- ii. Completed the number of dissertation hours required by their program

Step 3b: May appeal continuous dissertation enrollment

- i. Use [Graduate and Professional Student Petition](#)
- ii. Completed at least twelve (12) hours of Internship
- iii. Submit petition to the College Office of Graduate Studies for review and processing

Step 4: For Graduate Studies Office

Upload request to the Office of University Records (IRIS)

Step 4a: Graduate School reviews and Approves/Disapproves request

Step 4b: Office of Graduate Studies notifies the student via e-mail

Step 4c: Document uploaded to student MyAdvisor account