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: Final draft (corrected/revised) approved by the Dissertation Committee
  Step 1b: Submission Review with the Office of Graduate Studies completed
  Step 1c: Final Thesis or Dissertation Grade submitted
  Step 1d: All electronic submissions complete

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 during a regular academic session
    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: 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