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UNIVERSITY of **HOUSTON** | COLLEGE OF EDUCATION

**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