

## Early Filing for Graduation Application

Early Filing is a graduation status option which allows a graduate student who applied to graduate but missed the deadline to submit their electronic thesis/dissertation (ETD) to OhioLINK due to extenuating circumstances, to reapply for graduation the following term and have the mandatory registration requirement of one graduate-level credit hour waived.

**What Early Filing does:** Early Filing waives the registration requirement for the reapplied term of graduation, which saves the student money; allows speedier degree posting and diploma mailing after the semester ends; allows COGS to write letters for the student affirming that all graduation requirements were met prior to the degree being awarded.

**What Early Filing does not do:** Early Filing does not allow the student to graduate in the semester they originally applied for; does not extend the deadline or give a 'grace period' for submission of the electronic thesis or dissertation (ETD); does not award the degree before the end of the semester for which the student has reapplied to graduate.

**Who Qualifies:** A graduate student completing a thesis or dissertation (not a scholarly project); currently registered and applied for graduation; failure to meet ETD submission deadline is the result of extenuating circumstances beyond the student's control (will require documentation/confirmation from adviser or department).

**International Students:** Check with [International Student Services](#) office to verify potential implications to visa status

**Financial Aid Recipients:** Check with the [Financial Aid](#) office to verify potential implications to awards, grants, loans status

**Assistantship Recipients:** Check with your department/college to verify potential implications to your GA/RA/TA status

**When To Apply:** Strive to meet the graduation deadline for your current semester. After the semester has ended and you have missed the ETD deadline, please submit the application if you qualify. If you know prior to the end of the semester that you will not meet the deadline, e.g. your committee would not schedule your defense prior to the submission deadline, etc., then you may turn in the application at that time. Under no circumstances should you submit this application if you do not meet the qualifications.

### How Early Filing Works:

1. Submit this form signaling your intent to qualify as an Early Filer
2. We will review your application and if needed, request additional information from you or your adviser/dept.
3. Upon acceptance of your application as an Early Filer we will send you an Early Filer degree audit
4. **The following requirements must all be met by 12:00 pm on the Friday prior to the beginning of the next term**
  - a. New application for graduation for the following term
  - b. All forms, surveys, processes listed on the student's Early Filer degree audit must be completed
  - c. ETD must be submitted for a format review to [etdsvcs@utoledo.edu](mailto:etdsvcs@utoledo.edu) and have the new term (month/year) listed on the Title and Abstract pages
  - d. Approved and corrected ETD must be [submitted to OhioLINK](#)
  - e. All grades must be posted. No PR, NR, or IN grades are permitted to remain on the transcripts.
5. If all requirements are met by the deadline, the registration requirement is waived
6. If all requirements are not met by the deadline, the student is notified to register for the following term

Early Filing Statement	Contact With Questions
As an Early Filer, the student will not be registered during the term of intended graduation and will have limited or no access to campus resources and services including but not limited to department administrative assistance, faculty advising, the libraries, or the recreation center.	College of Graduate Studies Division of Academic Affairs Records Management Officer Email: <a href="mailto:GCACademicSvcs@utoledo.edu">GCACademicSvcs@utoledo.edu</a>

**STUDENT INFORMATION**

ROCKET NUMBER:

STUDENT NAME:

ACADEMIC COLLEGE:

DEGREE:

PROGRAM:

ADVISER/CHAIR NAME:

GRADUATION TERM AND YEAR:

REASON FOR APPLYING FOR EARLY FILING STATUS:

<b>STUDENT STATEMENT</b>	YES	NO
I understand that if I meet the Early Filing deadlines COGS will waive the registration requirement for the semester of intended graduation and if I do not meet the deadlines and/or do not qualify for Early Filing status that I will be required to register for a minimum of one graduate-level credit hour during the semester of intended graduation		
<b>ADVISER STATEMENT</b>	YES	NO
I confirm that the student is applying for Early Filing status because the failure to meet the ETD submission deadline was due to circumstances beyond the student's control		

STUDENT SIGNATURE

DATE

ADVISER SIGNATURE

DATE

**COLLEGE OF GRADUATE STUDIES USE ONLY**

<b>Received and Reviewed</b>	<b>Add'l Information Requested</b>	
<b>Application Accepted &amp; Degree Audit Sent</b>	<b>Application Denied &amp; Student/Adviser Emailed</b>	
<b>EARLY FILING STATUS MET AND APPROVED (student notified registration waiver in effect)</b>		
<b>EARLY FILING STATUS UNMET AND DENIED (student notified to register)</b>		
<b>Recorded: List Of Early Filers</b>	<b>Recorded: Degree Audit Spreadsheet</b>	<b>Recorded: ETD Status Spreadsheet</b>