

Graduate Thesis/Project Submission Calendar

Office of Graduate Studies
Alcorn State University

Fall Schedule 2017

Thesis Review	<ol style="list-style-type: none"> 1. Student deadline to submit thesis to Office of Graduate Studies: October 27, 2017. 2. Student submits thesis electronically in pdf to graduatestudies@alcorn.edu . Contact number 601.877.6122. 3. Submission format: <ol style="list-style-type: none"> a. Transmission – pdf. b. Subject line – Thesis: Student’s Name c. Email should contain student’s name, contact information, thesis advisor’s name and contact information d. Manuscript must include the Signature Page 4. Review process is 3-7 days. Document will be returned to student electronically. The email will be copied to the thesis advisor. 5. If comments indicate edits are to be made, the student should make changes and return the corrected thesis electronically within 2-3 days. (Electronic folders will be maintained on each student) 6. If a second review of the thesis is necessary, it will be completed and returned to the student within 1-2 days. 7. After the manuscript is reviewed and approved by the Graduate Studies Office, an email will be sent to the student and thesis chair. Notification will be given to acquire signatures of committee members on four copies of the Signature Page on the required paper. The signed signature pages are submitted to the Graduate Office for signature by the Graduate Studies Administrator. 8. Student must submit four (4) original Signature pages for publication on 20 lb. – 25% cotton paper to the Office of Graduate Studies. Signatures must be in black ink only. 9. The student will be informed when the signed Signature pages can be picked up from the Office of Graduate Studies. (Special circumstances may warrant mailing Signature pages to a student.)
Bound Thesis	<ol style="list-style-type: none"> 1. Students have the option of selecting a printing company of their choice to bind their thesis. Research Projects can be spiral or spine bound. 2. Deadline to submit bound thesis to Office of Graduate Studies is November 17, 2017.

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Spring Schedule 2018

Thesis Review	1. Deadline to submit thesis to Office of Graduate Studies: March 2, 2018.
	2. Student submits thesis electronically in pdf to graduatestudies@alcorn.edu . Contact number 601.877.6122.
	3. Submission format: a. Transmission – pdf. b. Subject line – Thesis: Student’s Name c. Email should contain student’s name, contact information, thesis advisor’s name and contact information d. Manuscript must include the Signature Page
	4. Review process is 3-7 days. Document will be returned to student electronically. The email will be copied to the thesis advisor.
	5. If comments indicate edits are to be made, the student should make changes and return the corrected thesis electronically within 2-3 days. (Electronic folders will be maintained on each student)
	6. If a second review of the thesis is necessary, it will be completed and returned to the student within 1-2 days or as the schedule permits.
	7. After the manuscript is reviewed and approved by the Graduate Studies Office, an email will be sent to the student and thesis chair. Notification will be given to acquire signatures of committee members on four copies of the Signature Page on the required paper. The signed signature pages are submitted to the Graduate Office for signature by the Graduate Studies Administrator.
	8. Student must submit four (4) original Signature pages for publication on 20 lb. – 25% cotton paper to the Office of Graduate Studies. Signatures must be in black ink only.
	9. The student will be informed when the signed Signature pages can be picked up from the Office of Graduate Studies. (Special circumstances may warrant mailing Signature pages to a student.)
Bound Thesis	1. Students have the option of selecting a printing company of their choice to bind their thesis. Research Projects can be spiral or spine bound with a transparent cover.
	2. Deadline to submit bound thesis to Office of Graduate Studies is April 6, 2018.

Summer I Schedule 2018

Thesis Review	1. Deadline to submit thesis to Graduate Studies – June 8, 2018.
	2. Numbers 2 – 9 are the same according to the fall and spring submission procedures.
Bound Thesis	1. Students have the option of selecting a printing company of their choice to bind their thesis.
	2. Deadline to submit bound thesis to Office of Graduate Studies is June 29, 2018.

Summer II Schedule 2018

Thesis Review	1. Deadline to submit thesis to Graduate Studies – July 6, 2018.
	2. Numbers 2 – 9 are the same according to the fall and spring submission procedures.
Bound Thesis	1. Students have the option of selecting a printing company of their choice to bind their thesis.
	2. Deadline to submit bound thesis to Office of Graduate Studies is August 3, 2018.