

Graduate Thesis/Project Submission Calendar

Office of Graduate Studies
Alcorn State University

Fall Schedule 2019

Thesis/Project Review	1. Student deadline to submit thesis to Office of Graduate Studies: October 28, 2019.
	2. Student submits thesis/project/capstone to Committee Chair; Chair submits electronically in pdf to graduatestudies@alcorn.edu . Contact number 601.877.6122.
	3. Submission format: a. Transmission – pdf. b. Subject line – Thesis/Research Project/Capstone: Student’s Name c. Email should contain student’s name, contact information, committee chair’s name and contact information d. Manuscript must include the Signature Page
	4. Review process is 3-7 days. Document will be returned to Committee Chair and student electronically.
	5. If comments indicate edits are to be made, the student should make changes and resubmit revised paper to the committee chair. The Committee Chair is the only authorized authority to return the corrected thesis/research project/capstone 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 Committee Chair and 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 committee 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 and committee chair 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 & Project	1. Students have the option of selecting a printing company of their choice to bind their thesis. Research/Capstone Projects can be spiral or spine bound.
	2. Deadline to submit bound Thesis/Project/Capstone to Office of Graduate Studies is November 22, 2019.

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Spring Schedule 2020

Thesis/Project Review	1. Deadline to submit thesis to Office of Graduate Studies: March 31, 2020.
	2. Student submits thesis/project/capstone to Committee Chair; Chair submits electronically in pdf to graduatestudies@alcorn.edu . Contact number 601.877.6122.
	3. Submission format: a. Transmission – pdf. b. Subject line – Thesis/Research Project/Capstone: Student’s Name c. Email should contain student’s name, contact information, committee chair’s name and contact information d. Manuscript must include the Signature Page
	4. Review process is 3-7 days. Document will be returned to Committee Chair and student electronically.
	5. If comments indicate edits are to be made, the student should make changes and resubmit revised paper to the committee chair. The Committee Chair is the only authorized authority to return the corrected thesis/research project/capstone 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 Committee Chair and 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 committee 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 and committee chair 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/Project	1. Students have the option of selecting a printing company of their choice to bind their thesis. Research/Capstone Projects can be spiral or spine bound with a transparent cover.
	2. Deadline to submit bound Thesis/Research/Capstone Project to Office of Graduate Studies is April 30, 2020.

Summer I Schedule 2020

Thesis/Project Review	<ol style="list-style-type: none"> 1. Deadline to submit thesis to Graduate Studies – June 5, 2020. 2. Numbers 2 – 9 are the same according to the fall and spring submission procedures.
Bound Thesis/Project	<ol style="list-style-type: none"> 1. Students have the option of selecting a printing company of your choice to bind their thesis. Research/Capstone Projects can be spiral or spine bound with a transparent cover. 2. Deadline to submit bound Thesis/Project/Capstone to Office of Graduate Studies is June 29, 2020.

Summer II Schedule 2020

Thesis/Project Review	<ol style="list-style-type: none"> 1. Deadline to submit thesis to Graduate Studies – July 6, 2020. 2. Numbers 2 – 9 are the same according to the fall and spring submission procedures.
Bound Thesis/Project	<ol style="list-style-type: none"> 1. Students have the option of selecting a printing company of their choice to bind their thesis. Research/Capstone Projects can be spiral or spine bound with a transparent cover. 2. Deadline to submit bound Thesis/Project/Capstone to Office of Graduate Studies is August 7, 2020.