

# GSSC Writing Studio Procedures

Graduate students will be assigned to faculty reviewer after their document has been submitted to the graduate school by their advisor. These sessions are intended to help graduate students with their writing process.

- ✓ Reviewers will assist graduate students make their documents clear and complete.
- ✓ Graduate students will provide insight and understanding of subject-matter.
- ✓ Students should email their documents before scheduled appointment along with any questions or concerns.
- ✓ Session plans should take into account: upcoming deadlines, advisor or committee directives and day/time limitations.
- ✓ Appointments should be no longer than an hour and no more than twice in one week.
- ✓ Reviewers and graduate students must meet via Zoom due to COVID restrictions or correspond via email.
- ✓ Unless circumstances necessitate a change, each reviewer will work with the same graduate student until their document is ready for 2<sup>nd</sup> Review.

## First Review

- Reviewers must respond to student by email within 24 hours to either confirm the appointment or re-schedule if there is a conflict.
- At the initial meeting, the graduate student and reviewer should establish a plan for present and future sessions. This plan should provide graduate student with an expectation for the kinds of services that will be provided.
- Subsequent appointments will be worked out between the reviewer and graduate student.

## Second Review

- The 2<sup>nd</sup> Reviewer, is only looking for grammatical and structural discrepancies.
- After review of the document, he/she will return the document to the student stating one of two things:
  1. The document is approved and ready for final submission OR
  2. Please revise and resubmit

If the document is returned for revise and resubmit:

- The student will make the necessary edits then re-submit to 2<sup>nd</sup> Reviewer.
- Correspondence between graduate student and 2<sup>nd</sup> Reviewer will continue until the document is approved for final submission

If there is a problem between 2<sup>nd</sup> Reviewer and graduate student that prevents the document from being approved, 2<sup>nd</sup> reviewer should email GSSC Director (and cc Writing Center Director).

## FINAL Submission

The graduate student will be notified by the 2<sup>nd</sup> reviewer that their document has been cleared for final submission. When notification has been received the graduate student **must**:

1. Submit the final revised document to their advisor for final review.
2. Complete a Master's Report or Thesis/Dissertation submission form (available on Graduate Studies web page or from advisor) and obtain the appropriate signatures.
3. Email the submission form along with final advisor approved document to [aamuReviewer@aamu.edu](mailto:aamuReviewer@aamu.edu) or [thesisdissertation@aamu.edu](mailto:thesisdissertation@aamu.edu).

The final submission **must** be accompanied by a signed submission form. In the case of the Thesis/Dissertation this will be after the committee approved oral defense.

### Submission email:

Master's Report – [aamuReviewer@aamu.edu](mailto:aamuReviewer@aamu.edu)

Thesis/Dissertation- [thesisdissertation@aamu.edu](mailto:thesisdissertation@aamu.edu)

### GSSC Director

[Taynetta.oneal@aamu.edu](mailto:Taynetta.oneal@aamu.edu)

### Writing Center Director

[Kem.roper@aamu.edu](mailto:Kem.roper@aamu.edu)

\*The final decision for when a reviewed document is acceptable for a student to be cleared for graduation is made by the advisor and the graduate dean. \*