**GSSC Writing Studio Procedures**

Graduate students will be assigned to faculty tutors in a number of ways and may need assistance with early, middle or late drafts of their documents. Some students are sent by advisors, some come in on their own and some are assigned to you after their document has been submitted to the graduate school for review.

**Appointments**

1. Graduate students can make appointments in person or online. (All appointments are entered into Setmore.com)
2. After an appointment is set, faculty tutors receive a notification email.
3. Faculty tutors must respond to student email within 24 hours to either confirm the appointment or re-schedule if there is a conflict.
4. Subsequent appointments will be worked out between faculty tutor and graduate student.

* At the initial meeting, graduate student and faculty tutor 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.**
* These sessions are intended to help graduate students with their writing process. Faculty tutors will assist graduate students make their documents clear and complete. Graduate students will provide insight and understanding of subject-matter.
* Faculty tutors should instruct graduate students to email their documents before scheduled appointment along with any questions or concerns that they may have.
* 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.
* Faculty tutor and graduate students must either meet on AAMU campus—in LRC, The “Write Place”, or via Zoom.

**Document Submissions**

1. Graduate students should submit their documents according to the School of Graduate Studies submissions deadline calendar for the current semester (see submissions emails below).
2. With each submission, graduate students MUST indicate in subject line that the document is either a “first submission,” “second submission,” etc.
3. After each submission, graduate students should discuss with their advisors the next steps. Subsequent appointments with faculty tutors will be based on advisors’ directives.
4. Unless circumstances necessitate a change, each faculty tutor will work with the same graduate student until their document is ready for 2nd Review.
5. **When a graduate paper is ready for SECOND REVIEW**

**When faculty tutor determines that all of the major issues in a paper have been addressed OR when a graduate student gets the green light from their advisor that their document is ready for final submission:**

1. Graduate student will email revised document to faculty tutor
2. This email will have the subject line: “studentlast.firstname- 2nd REVIEW”.
3. If faculty tutor agrees that document is ready for next step, he/she will forward this email to Writing Center Director with subject line: “studentlastname.first name APPROVED FOR 2nd REVIEW”.
4. Writing Center Director will forward the student’s document to a new faculty tutor for 2nd REVIEW.
5. The 2nd Reviewer will notify student that their document is under review and give them a time period within which student can expect to hear back from reviewer.
6. The 2nd Reviewer is only looking for grammatical and structural discrepancies.
7. When 2nd Reviewer is finished marking up the 2nd Review document, he/she will send the document back to the student and cc Writing Center Director.
8. In this email, 2nd Reviewer will say one of two things:

* “This document is approved and ready for final submission” OR
* To student: “Please revise and resubmit”

**\*\*\*If approved for final submission go to section II**

**\*\*\*If returned as “revise and resubmit” go to section III**

**\*\*\*If there is any discrepancy with document approval, notify Writing Center Director and GSSC Director**

1. **When the document is approved for FINAL Submission.**

Graduate students must:

Complete a Master’s Report or Thesis/Dissertation submission form (available on Graduate Studies web page or from advisor) and obtain the appropriate signatures.

1. Email the submission form along with final approved document to [aamu.reviewer@aamu.edu](about:blank) or [thesisdissertation@aamu.edu](about:blank); cc advisor and Writing Center director
2. Subject line in email should include: student first and last name—FINAL SUBMISSION

**\*\*\*Note: it is not a final submission unless accompanied by the signed submission form\*\*\***

* Writing Center Director will reply to this email confirming receipt of document and approval for final submission.

1. **When the document is returned for revise and resubmit**

* The student must make the necessary edits then re-submit to 2nd Reviewer
* Correspondence between graduate student and 2nd Reviewer will continue until the document is approved for final submission
* When document is ready for final submission follow steps in section II
* If there is a problem between 2nd Reviewer and graduate student that prevents the document from being approved, 2nd reviewer should email GSSC Director (and cc Writing Center Director).

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

**Submission email:**

Master’s Report – [aamu.reviewer@aamu.edu](about:blank)

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

**Writing Center Director**

[Kem.roper@aamu.edu](about:blank)

**GSSC Director**

[Taynetta.oneal@aamu.edu](about:blank)