

GRADUATE STUDENT CAPSTONE DOCUMENT CHECKLIST

As you enter the writing phase of your educational journey here at Alabama A&M University, please follow these important steps to complete the requirements for your degree.

1. Write proposal for Thesis/Dissertation or an outline for your Master's Report
2. Get approval of advisor/committee to do research and write the Dissertation, Master's thesis or Master's report
3. Submit draft of dissertation, thesis or report to advisor
4. **Advisor**—submit student's dissertation, thesis or report to:

Master's Report – aamuReviewer@aamu.edu

OR

Thesis/Dissertation- thesisdissertation@aamu.edu

5. **Student**—receive communication from AAMU Reviewer/Faculty tutor
6. Student and Reviewer/Tutor meet regularly to complete dissertation, thesis or report (*see GSSC Procedures document for details about this process*)
7. AAMU Reviewer completes final review of student's document to move to the next step
8. **Student**—request that advisor submit reviewed document to:

Master's Report – aamuReviewer@aamu.edu

OR

Thesis/Dissertation- thesisdissertation@aamu.edu

9. **Advisor**—submit student's **approved document** to:

Master's Report – aamuReviewer@aamu.edu

OR

Thesis/Dissertation- thesisdissertation@aamu.edu

10. AAMU Reviewer will sign submission form and forward this form and the completed document to **The Graduate School**

When all forms are signed and verified graduate students will be notified by the Office of Graduate Studies that they are cleared for graduation!

GRADUATE STUDENTS FAQs

When should I begin working on my Master's Report, Thesis or Dissertation?

Master's Report should be completed in conjunction with a prescribed departmental course (see your advisor)

Thesis/Dissertation--by the second semester of entering into your program you should be prepared to present your oral proposal.

- Work with your advisor and/or committee to solidify a topic/focus and direction for your research.
- Write your proposal with the help of your advisor/committee AND the Graduate Writing Studio reviewers (if needed)

Should I make an appointment with The "Write Place" to get help with my Master's Thesis, Report or Dissertation?

- Only if you are working on the PROPOSAL for your Master's Thesis, Report or Dissertation.
- You may also make an appointment with The "Write Place" if you are working on *other writing assignments*.

What is the Graduate Writing Studio?

The Graduate Writing Studio is a writing service for graduate students provided by the Graduate Student Success Center (GSSC) in collaboration with The "Write Place." Here, graduate students receive one-on-one support for their writing as they work on completion of Master's Reports, Master's Theses and Dissertations.

Graduate students are assigned to a faculty reviewer after their document has been submitted to the graduate school by their advisor. If you have questions, contact the [Graduate Student Success Center director, Taynetta O'neal](#) or the [Writing Center Director, Kem Roper](#).

How do I get help with writing my Master's Thesis, Report or Dissertation?

1. Schedule date to present your proposal to your advisor and/or committee
2. Get approval for your research to go forward
3. **Once your PROPOSAL is approved**, ask your advisor to submit your proposal (or Thesis, Master's Report or Dissertation draft) to Graduate School Reviewer
4. **You will, then, receive an email** from your assigned AAMU Reviewer/Faculty tutor who will work with you until your document is complete

NOTE: We recommend that you submit earlier rather than later! However, if you want to do some of the research and write some of the paper BEFORE submitting to the reviewer you may! Just keep in mind the Graduate School deadlines and know that you will need to give the reviewers (tutors) ample time to help you complete your paper.

Should I wait until my paper is finished before submitting to the AAMU Reviewer?

No! As of February 2020 The Graduate School has instituted a new procedures. Grad students should not wait until their Master's Report, Thesis or Dissertation is finished to submit to the AAMU Reviewer. The "review process" is now a process intended to assist graduate students with writing their final documents. The process is now a collaborative effort between the student, the advisor/committee and the faculty reviewer.

Are graduate students required to submit their Master's Reports, Theses or Dissertations to the AAMU Reviewer for editing and approval for graduation?

The AAMU Reviewer does not “edit and approve” documents for graduation.

As of February 2020, advisors are required to submit their graduate students' final documents to the AAMU reviewer *once the students' topic and direction for research has been approved at the department level.*

However, submission to the reviewer is not a declaration that the document is done! Submissions to the AAMU Reviewer starts the process to completion for the graduate student. By submitting a student's document to the reviewer, advisors are saying that their student is ready to be paired with a tutor.

The AAMU Reviewer/faculty tutor will walk the graduate student through the writing process until the Master's Report, Thesis or Dissertation is complete.

Who is the AAMU Reviewer?

The AAMU Reviewers are AAMU English faculty who work for the Graduate School (through The Graduate Writing Studio) and The “Write Place.” Once your document is submitted to the AAMU Reviewer email, you will be assigned to a faculty tutor/reviewer who will work with graduate students to get their Master's Report, Thesis or Dissertation in good shape to be approved for graduation. The reviewer is not a person who stands in judgment of a student's completed document, but rather an advocate who works with the student to get it done!

I'm a graduate student writing my Master's Report, Thesis or Dissertation. What will the reviewer do to help me?

ONCE YOU'RE ASSIGNED TO A FACULTY TUTOR...

- You will meet (approximately) once or twice a week to discuss suggestions in wording, grammar and format.
- You may have to go back to your advisor/committee at times to get feedback also
- The 1st reviewer (faculty tutor) will recommend when you are ready to move to 2nd review (faculty tutor)
- A 2nd reviewer will simply double-check the near-complete document to see if there are additional suggestions/changes
- The 2nd reviewer will be the person who ***recommends that your completed document be approved by your advisor/committee***
- ***For more information about the review process see GSSC Procedures***

How do I get my Master's Report, Thesis or Dissertation approved so I can graduate?

APPROVALS

- Your faculty tutor (reviewer) is not the last stop on the approvals train!
- The 2nd reviewer will complete the final review of your document based on the writing, format and structure
- The advisor/committee “approves” the document in terms of the content and student's clear execution of the concepts of his/her research topic.
- The Graduate School clears students for graduation.