



**Alcorn**  
State University

## MEMORANDUM

TO: Office of Student Records & Unit Deans

FR: *Donzell Lee*  
Donzell Lee  
Provost & EVPAA

DA: April 7, 2017

RE: **FINAL NOTICE--SPRING 2017 DEGREE APPROVAL DEADLINE**

Accept this communication as the final notice that all student degree plans in respective School units and under graduation audit in go.alcorn should be reviewed, audited, and approved by **Friday, April 14, 2017 at 4 p.m.**

Any and all disputed substitutions (i.e. rejected through go.alcorn) should be submitted to the Vice President of Academic Affairs for decision by close of business, Thursday, April 13, 2017. Thereafter, I will neither accept nor review substitution appeals for Spring 2017 graduation. It will be too late: Commencement would be two weeks away.

Students, parents, and loved ones need reasonable assurance of the graduation status of their Alcorn student. Therefore, let us extend the courtesy of timely notification which flows from a wrapping up of all associated loose-ends. Again, please do your part to finalize substitutions, and auditing procedures for every prospective student who is pending or without final approval in your area. This is your final notice.

Thank you for your usual cooperation.