



# **Graduate Student Policies and Procedures Manual**

**2025-2026**

**Note: As new features with Workday Student are added, please frequently check this document for updates to forms, policies and procedures.**

## **Office of Graduate School Academic Services Directory**

### **Main Office (225) 578-2311**

<b>NAME/POSITION</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>Clovier I. Torry</b> Assistant Dean, Academic Services	<a href="mailto:citorry@lsu.edu">citorry@lsu.edu</a>	(225) 578-3194
<b>Sean Lynam</b> Graduation Coordinator	<a href="mailto:slynam@lsu.edu">slynam@lsu.edu</a>	(225) 578-1987
<b>Alexis Malbroux</b> Senior Academic Officer On Campus Students: (Last Names M-Z)	<a href="mailto:gradofficer1@lsu.edu">gradofficer1@lsu.edu</a>	(225) 578-3007
<b>Cassaundra Klinko</b> Academic Officer LSU Online; Non-matriculating Students	<a href="mailto:gradofficer2@lsu.edu">gradofficer2@lsu.edu</a>	(225) 578-0484
<b>Elise M. Gutierrez</b> Academic Officer On Campus Students: (Last Names A-L)	<a href="mailto:gradofficer5@lsu.edu">gradofficer5@lsu.edu</a>	(225) 578-7117
<b>Linda Levy</b> Dissertation Editor	<a href="mailto:llevy@lsu.edu">llevy@lsu.edu</a>	
<b>Kimber Peters</b> Thesis Editor	<a href="mailto:kimberpeters@lsu.edu">kimberpeters@lsu.edu</a>	
<b>Enrolled Forms</b>	<a href="mailto:gradsvcs@lsu.edu">gradsvcs@lsu.edu</a>	

## Table of Contents

<b>Part 1. Registration Processes</b>	4
Scheduling Courses	4
Late Adds	4
Late Drops	4
Multi-Campus Registration	4
Cross-Registration with Southern University	4
Auditing Courses	5
Continuous Registration – Doctoral Students	5
Degree Only Registration	5
<b>Part 2. Current Student Processes</b>	7
Transfer Credit	7
Add Program of Study (Dual Degree)	8
Changing Programs of Study	8
Revalidation of Coursework	9
Resignation and Cancellations	9
<b>Part 3. Graduation Processes</b>	10
Application for Degree	10
Application for Degree Updates	10
Completion Letters	10
Steps to Graduation – Master’s Candidates	11
Steps to Graduation – Doctoral Candidates	12
Steps to Graduation – Online Candidates	14
<b>Part 4. Graduate Defenses</b>	15
Master’s Defense	15
Doctoral General Defense	15
Doctoral Final Defense	16
<b>Part 5. Uploading Theses &amp; Dissertations</b>	17
Prior to Uploading	17
Initial Upload	17
Editorial Review and Approval	18
<b>Part 6. Graduate Assistantships</b>	19
Appointment Dates	19
Tuition Exemption	19
Eligibility Requirements	19
Types of Graduate Assistants	19
<b>Part 7. Forms for Graduate Students*</b>	20

\*The forms are for reference only. Visit the Graduate School’s [website](#) or Academic Services to retrieve forms.

## **Part 1: Registration Processes**

### **Registration Processes**

The Office of Graduate Academic Services ensures that all student registration transactions that occur after University registration deadlines meet all needed requirements before being processed by the University Registrar.

#### ***Scheduling Courses***

Students can add and drop courses at will up to semester/term/module registration deadlines. Students should be directed to their [Workday Student](#) accounts for course scheduling.

#### ***Late Adds***

After the last date to add, students cannot be added to courses. Only under extenuating circumstances can a formal petition from the student's academic department be submitted for students seeking either to add new courses or reinstate purged courses. **NOTE:** No late adds are allowed for students enrolled in LSU online programs.

#### ***Late Drops***

Students cannot be dropped from courses after the designated deadline for that term. Only under extenuating circumstances can a formal petition from the student's academic department be submitted for students seeking to drop after the deadline.

#### ***Multi-campus Registration***

Students can take courses at other campuses within the LSU system for credit. Forms are located in the Office of Graduate Academic Services. Students must complete the form and list the LSU system course on the form. Students may or may not be registered for a course on the Baton Rouge campus. If they are not enrolled, MULTI-CAMPUS ONLY must be listed on the top of the form. The form must have the Dean of the Graduate School's signature. The student will also need to take the form to the other campus and complete the registration at that campus. (The student should be aware that the other campus may assess additional fees that LSU does not necessarily charge.) The student will need to have a transcript sent to the Graduate School at LSU verifying the work. A copy of the form is placed in the student's file. The original form is sent to the University Registrar. See page 22 for copy of the form.

#### ***Cross-Registration with Southern University***

Forms are located in the Office of Graduate Academic Services. Students must complete the form and list the Southern University course on the form. It must be verified that the student is enrolled in an LSU course for the semester the cross-registration is requested. If the student is not registered at LSU, an exception from the department stating the reason for non-LSU enrollment is needed from the Department Chair or Graduate Advisor. Students are permitted to register for only one course at Southern University. An exception is needed from the Department Chair or Graduate Advisor if enrollment in more than one Southern University course is requested. [NOTE: Exceptions to the one course limitation must be approved by the Office of Academic Affairs.

The only exception to this requirement is for Naval Sciences courses that LSU students take if they are in the Navy or Marines ROTC. This population of students is allowed to take multiple Naval Sciences courses without needing approval from the Office of Academic Affairs.]

The form must have the Dean of the Graduate School's signature. The student will need to have a transcript sent to the Graduate School at LSU verifying the work. The student must be

notified that once the course is complete, a "Request for Transfer Petition" must be completed to formally transfer the course work to LSU. A copy is placed in the student's file. The original is sent to the University Registrar. See page 23 for copy of the form.

### ***Auditing Courses***

To audit a course, LSU students must first schedule the course for a grade through their Workday Student account. The student submits an add/drop form dropping the course for a grade and adding the course for audit. The form must be signed by the student and instructor of the course and must be approved by the student's home department. Audit requests received prior to the deadline date are processed within the Office of Graduate Academic Services. No audit request will be permitted after the deadline.

The Academic Officer ensures that all needed information is included on the form and then sends the original form to the University Registrar. All audit requests must be received by the last day to drop a class without receiving a "W".

If an individual who is not an LSU student wishes to audit a course, an "Audit Only" form from the University Registrar must be used. Academic Officers will review and approve these requests for non-LSU students seeking to audit graduate-level courses. The forms must be signed by the instructor of the course and either the Department Chair or Graduate Advisor of the department in which the course is taught. Once approved by the Graduate School, the form is returned to the non-LSU student to be taken to the University Registrar to be processed. "Audit Only" requests must be received by the last day to drop a class without receiving a "W".

### ***Continuous Registration Requirement***

The Continuous Registration Requirement was passed by the Graduate Faculty effective Fall 1992. All doctoral students who have passed the General Exam are required to stay continuously enrolled for a minimum of 3 semester hours every regular semester (Fall and Spring) and at least one credit hour in summer, until they complete the degree. Students who are doing doctoral research and/or dissertation writing or defend in a summer term must also register for the appropriate number of hours in the summer. The only exemptions from this requirement are determined by the Dean of academic college, based on a petition from the student's department. Exemptions should be requested in advance and must meet the criteria outlined in the Graduate School section of the General Catalog under "Continuous Registration Requirement."

Each Fall and Spring semester a program is run to identify doctoral students who have completed general exams but are not enrolled in at least 3 hours. This program is run "on demand" by the Assistant Dean of Graduate Academic Services, who monitors the requirement.

### ***Degree Only Registration***

Students are eligible for Degree Only if:

1. All course work, non-thesis comprehensive exam, thesis/dissertation defense, and departmental requirements have been completed in a **previous** semester.
2. The thesis or dissertation is uploaded to the LSU Scholarly Repository and **approved** by the Graduate School, by the Degree Only **deadline** during the semester of graduation.. (See the current Graduate School [calendar](#)).

Before students can **meet the deadline** to register Degree Only, the student must:

1. **Submit** the Application for Degree to be placed on the graduation list and tracked as a Degree Only candidate. On the application, check "Yes" for Degree Only Registration. (Please note: as a Degree Only candidate, the students Application for Degree should be submitted prior to the beginning of the semester in which they plan to graduate.)
2. If the student is a **non-thesis** master's candidate, the students final exam results form must have been submitted by their department for approval by the Graduate School.
3. If the student is writing a **thesis** or **dissertation**, it must be uploaded to the LSU Scholarly Repository and subsequently **approved** by the Graduate School. The Final Exam Results Form and Approval Sheets must also be received and approved prior to uploading the document. The Graduate School editor will review the document and notify the student of any required corrections that must be completed before the document can be approved. Please refer to the current Graduate School [calendar](#) for all applicable deadlines.
4. Once the above steps have been completed, a final degree audit is conducted by the Graduate School to ensure that all degree requirements have been completed and that the student is approved for Degree Only registration.
5. If the student is approved for Degree Only, the Graduate School will change the students Expected Completion Date, add a corresponding student note, and will contact the student by email confirming approval. The student will complete registration once the University Registrar disburses diploma fees to the student's Workday account.
6. If the student already has entered a schedule or has completed registration for thesis/dissertation hours or a course, the student must drop their schedule before the Graduate School can enter them as Degree Only. Hence, the student will not be considered an enrolled student once their Degree Only process is completed.

## Part 2: Current Student Processes

### Transfer Credit from Other Institutions

To request transfer of credit from another institution, students submit a completed [Transfer Credit Form](#) (see page 24) with appropriate departmental signatures. An LSU college record is printed and receipt of the official transcript from the other university is verified. If no official transcript is on file, the student must have one sent to the Graduate School Office of Document and Records from the institution the course work was completed. Hours transferred may not exceed one-half of the total semester hours of graduate course work (thesis/dissertation hours excluded ) required for the student's degree program. For example, a maximum of 12 hours may be transferred in a Master's program requiring 24 hours of course work. A maximum of 12 semester hours of credit earned as an LSU extension or non-degree graduate student may be used towards a Master's program, if approved by the Department Chair and Graduate School Dean. This includes a maximum of six hours at the 6000 level and above for LSU extension or non-degree credit..

Course work transferred from another accredited institution must be for coursework in which the student earned a grade in the range of "A" or "B." A "B-" is permitted so long as the LSU cumulative GPA is above a 3.00. Courses in which a grade in the "C" range was earned will not be accepted for transfer into any degree program. Courses graded on a S/U or P/F basis may not be transferred.

Transfer credit from other accredited institutions must have been earned for graduate credit. This coursework must be judged appropriate to the student's program by the graduate faculty of the major department, must have been taught by a professor whose credentials are comparable to those of graduate faculty at LSU, and must, in terms of time invested, be comparable to graduate courses at LSU. Coursework completed at institutions outside of the U.S. is accepted for transfer credit toward an advanced degree at LSU

#### **NOTE:**

- A Transfer Credit Form is not required for the Education Specialist degree. The time limit does not apply to this degree.
- A transfer request must be done for work done at the Hebert Law Center as this is considered professional work and the totals are not added to the system totals.
- Second Master's degrees – Only 6 hours from a previous Master's may be applied to a second Master's (exception: MLIS/MS in SYSC and MLIS/AHIST there may be 12 hours in common for non-thesis programs).

### Course Work Taken Toward an Undergraduate Degree while a Graduate Student

Graduate students (degree seeking or non-degree) switching to a second undergraduate degree may request that undergraduate courses (below the 4000 level) be coded as UGC so that the course can count toward the second undergraduate degree. A request is submitted to the Office of Graduate Academic Services from the undergraduate college. Students can submit the Transfer Credit Form (see page 24) for this request. The Graduate School approval is sent to the University Registrar.

No courses at or above the 4000 level can be transferred to the undergraduate degree as these courses were graduate level when taken and can be used towards a graduate degree in the future.

## **Add Program of Study (Formerly Dual Degree)**

An “Add Program of Study” request is required for students wishing to pursue two or three degrees simultaneously. This includes Master’s, Doctoral, and certificate programs. A student cannot pursue two Doctoral programs simultaneously.

This request is initiated in Workday by the student’s department and will then route to the Graduate School for approval. International student and graduate student athlete requests will route to those offices for additional approval. Approval is required from both the home department and department in which the student desires to attain a degree. Once the request is processed, a notification is sent to the student and both departments. Requests submitted during a regular semester or term will be effective for the next semester of enrollment.

**\*\* NOTE:** Dual Degree enrollment is not allowed for LSU Online students, except to add a certificate program(s) within the same academic department.

## **Change Program of Study (Formerly Change of Degree Program/Department)**

### ***Change of Degree/Department***

After enrollment, a student may wish to transfer into a different graduate program at LSU. The student should make contact with the department they want to enter to determine if they meet the “new” department’s requirements. A request for “Change [Program of Study](#)” must be completed. The student must contact their home department to initiate this process in Workday. The request will route to the appropriate departmental personnel for approval before routing to the Graduate School for approval. International students and student athletes will be routed to those departments for additional approval. The Graduate School will not process the request without the approval of the Graduate Advisor or Department Chair from BOTH departments. When the request is processed, a notification email of the form is sent to the student and department.

Note: Requests must be submitted during a regular semester or summer term (not between semesters) in order to be effective for the next semester of enrollment. For example, a request received by the Graduate School before Fall Commencement will be effective for the Spring semester. For a program of study change to be effective in the same semester in which the student makes the request, the request must be submitted to the Graduate School **before the last day to add classes** for that semester.

### ***Changing Doctoral Programs***

In addition to a request for Change of [Program of Study](#), students wishing to change to another doctoral program must submit the following:

- Proposed Degree Audit Form for the new program outlining any and all previous course work being applied to the new doctoral program.
- Proposed length of time needed to meet all milestones and complete requirements for the new program.

**NOTE:** The Graduate School Dean will specify any conditions relating to the change in the program and the doctoral time limit. All of this would need to be confirmed before the Program of Study Change can be approved in Workday.



### ***Changing from a Campus-Based Program to an Online Program and Vice Versa***

- If a student is switching degrees within the same department, written permission from the department and student is needed. If the student is switching to a new department, written permission from the new department and student is needed. A written request from the student must be provided stating which semester/module they would like the switch to be effective.
- Students can only switch one time in their academic career.
- Campus-based students holding assistantships cannot keep their assistantships, if they switch to an LSU online program.

### **Revalidation of Course Work for the Master's Degree**

Course work for the Master's degree is valid for five years. Credit for individual courses taken at LSU more than five years before completion of a Master's program may be revalidated by the student's graduate committee. The revalidation method is set by each department's policies/requirements. Students seeking to use revalidated course work MUST submit the "Master's [Course Revalidation Form](#)" before the final examination can be approved. The [form](#) (see page 28) must be signed by all committee members and the department's Graduate Advisor. Students are permitted to revalidate up to ½ of the coursework degree requirements.

### **Leave of Absence & Institutional Withdrawal (formerly Resignation and Cancellations)**

Leave of Absence or Institutional Withdrawal are initiated by the Graduate Advisor or Department Chair in Workday Student. Once the request is made, it will route in Workday Student to the Office of Graduate Academic Services and all necessary departments for final processing.

Request for retroactive Leaves of Absence or Institutional Withdrawal requires a petition and must be submitted by the Department Chair or Graduate Advisor and must fully describe the extenuating circumstances which necessitate the request, with appropriate documentation. Once the action has been recorded and the Dean's signature added, a resignation request is submitted to the University Registrar for final processing. The original resignation/cancellation form is given to the student (or department) to be signed by the necessary units on campus (the form indicates the signatures needed). NOTE: Retroactive resignations will not be approved once grades have been assigned.

## **Part 3. Graduation Processes**

### **Graduation**

To receive a graduate degree, students must be enrolled for the semester in which they plan to graduate and have at least a 3.00 LSU cumulative average on all graduate coursework taken. "S" and "P" grades are not considered in determining whether this minimum level of performance has been achieved. A maximum of six credit hours of coursework with a grade in the "C" range (C+ to C-) may be counted toward degree requirements.

#### ***Application for Degree***

The electronic Application for Degree stating the student's name, degree, and planned semester of graduation is submitted to the Graduate School no later than the deadline date posted on the Graduate School calendar for each semester.

#### ***Application for Degree Updates***

Immediately after the deadline, a program is run to determine if any enrolled student filed an Application for Degree in a previous semester and did not follow through with updating their Application for Degree by the current deadline. Students on the report are contacted at their LSU email address and given until the end of the day, or some specified time during the next day, in order to turn in the Application for Degree

### **Completion Letters**

Completion Letters are provided to students who have met all criteria for graduation earlier in the semester (i.e. all coursework completed, passed exam(s), degree audit cleared, document approved on LSU Scholarly Repository, and all fees paid to the University).

The letters are most commonly used for employment purposes, and to confirm that the student has completed the academic requirements for their degree and states the semester in which the degree will be awarded.

A student may request a Completion Letter by emailing [gradsvcs@lsu.edu](mailto:gradsvcs@lsu.edu). Upon receipt of the request, the office of Graduate Academic Services will begin the Completion Letter process, which typically takes 2-3 business days.

The process includes a degree audit conducted by the Academic Officer.

Once the degree audit is cleared, the Office of Academic Services will prepare the letter printed on the Graduate School letterhead and have it signed by the Dean of the Graduate School. Once it has been signed, it is sent to the OUR for an official university seal

The student is asked to complete a form to select the manner in which he/she would like to receive the letter. The options included are: pick up from the Graduate School, have it mailed to a physical address, or sent electronically by email.

Please note, the process may be delayed during times when a letter is requested between semesters (after Commencement, but before the start of the following semester). We must confirm that the “Degree Only” registration fee has been paid.

## Steps to Graduation

Steps to graduation for Master’s, Doctoral and Online programs can be found [here](#)..

## Steps to Fulfill Master’s Degree Requirements and Graduation

Step	What To Do	When	Approved by
1	Meet with departmental graduate advisor to plan course of study for first semester.	Before first semester of registration.	Graduate Advisor
2	Establish an advisory committee.	Following the deadline imposed by your department and approved no later than 3 weeks prior to the request of final oral thesis defense; see The <a href="#">Graduate School calendar</a> .	Advisory Committee, Department Chair or Grad Advisor and The Graduate School
3	Ensure that you are enrolled in at least one (1) hour of thesis credit during each semester of thesis writing	During thesis writing and defense.	Advisory Committee and Department Chair or Grad Advisor and The Graduate School
4	If thesis is required, ensure that at least the minimum number of thesis credit hours has been met, along with all other degree requirements.	Required before thesis defense.	Advisory Committee and Department Chair or Grad Advisor
5	Check to make sure advisory committee is up-to-date and course work is current (within the five-year time limit) and completed, or a minimum number of hours remaining.	Before submitting request to schedule Final Defense. (See <a href="#">Graduate catalog</a> for information on course time limit).	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
6	Submit <a href="#">Request for Final Defense and Degree Audit</a> to The Graduate School.  Note: It is advisable that you defend early enough in the semester in order to meet the posted semester’s submission deadline.  Enroll in Thesis hours or non-thesis courses	Must be received by The Graduate School at least 3 weeks before defense date, but no later than the posted deadline for the degree to be awarded for the current semester. (See The <a href="#">Graduate School calendar</a> for deadlines.)	<i>First</i> approved by Advisory Committee, Department Chair or Grad Advisor <i>before</i> submission to The Graduate School
7	Submit changes to Degree Audit if courses have been added or removed following initial submission.	Before successful completion of final defense.	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
8	For Degree Candidates: Complete <a href="#">Application for Degree</a> (fill out diploma <a href="#">survey</a> ) Complete <a href="#">Final Defense and Degree Audit</a> (If not already taken)	See <a href="#">The Graduate School calendar</a> for deadlines.	Graduate Advisor and The Graduate School

9	Successfully complete Final Defense.	See <a href="#">The Graduate School calendar</a> for deadlines.	Report of the Final Defense should be submitted to The Graduate School. (See <a href="#">The Graduate School calendar</a> for deadlines.)
10	Thesis students: After incorporating committee changes, <a href="#">upload</a> approved PDF file to LSU Scholarly Repository. Ensure department has submitted signed approval page to The Graduate School.	See <a href="#">The Graduate School calendar</a> for deadlines.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
11	Arrange for cap and gown.		Barnes & Noble at LSU Bookstore (Customer Service Area)
12	Degree Candidate Check-out done by Academic Officers	After final grades for degree candidates' deadline at 9:00 am. See <a href="#">The Graduate School calendar</a> for deadlines.	Academic Officers

## Steps to Fulfill Doctoral Degree Requirements and Graduation

Step	What To Do	When	Approved By
1	Meet with departmental graduate advisor to plan course of study for first semester.	Before first semester of registration.	Graduate Advisor
2	Establish advisory committee.	Following the deadline imposed by your department and approved no later than 3 weeks prior to the General Defense.	Advisory committee and Department Chair or Grad Advisor
3	Complete course work detailed on degree audit. (See <a href="#">General Catalog</a> for coursework policies.)	Before the General Defense.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
4	Submit <a href="#">Request for General Defense and Degree Audit</a>	Must be received by The Graduate School 3 weeks prior to the defense date. A dean's representative will be appointed by The Graduate School.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
5	Submit General Defense results	Report of the General Defense should be submitted to The Graduate School shortly after defense.	The Graduate School

6	Continuous Registration Requirement-maintain a minimum of three semester hours of credit each regular semester (excluding summers)	Following the successful completion of the General Defense. (See <a href="#">General Catalog</a> section on Continuous Registration Requirement)	The Graduate School
7	Check to make sure advisory committee is up to date, and course work is either completed or a minimum number of hours remains.	Before submitting request to schedule Final Defense.	The Graduate School
8	Submit <a href="#">Request for Final Defense</a> advisable that you defend early enough in the semester in order to meet the posted semester's submission deadline.  Enroll in Dissertation hours (minimum of 3 hours)	Must be received by The Graduate School at least 3 weeks before Final Defense date or by current semester deadline; (see The <a href="#">Graduate School calendar</a> for deadlines).	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
9	For Degree Candidates: Complete <a href="#">Application for Degree</a> (fill out diploma survey) Complete <a href="#">Request for Final Defense</a> (If not already taken)	See The Graduate School <a href="#">calendar</a> for deadlines.	The Graduate School
10	Successfully complete Final Defense.	Report of the Final Defense should be submitted to The Graduate School. (see <a href="#">The Graduate School calendar</a> for deadlines)	Advisory committee and The Graduate School
11	After incorporating committee changes, <a href="#">Upload</a> approved PDF file to LSU Scholarly Repository. Ensure department has submitted signed approval sheet and	See <a href="#">The Graduate School calendar</a> for deadlines.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
12	If a dissertation or parts of it are based on previously written co-authored research, whether published or not, submit the <a href="#">Declaration of Co-authorship</a> to the Graduate School Editor	See <a href="#">The Graduate School calendar</a> for deadlines.	Advisory Committee and the Graduate School Editor
13	Submit certificate of completion for <a href="#">Survey of Earned Doctorates</a> to The Graduate School	See <a href="#">The Graduate School calendar</a> for deadlines.	Graduate School Editor
14	Arrange for cap, gown and hood.	During final semester	Barnes & Noble at LSU Bookstore (Customer Service Area)
15	Degree Candidate Check-out done by the Graduate School Academic Officers	After final grades for degree candidates' deadline at 9:00 am. See <a href="#">The Graduate School calendar</a> for deadlines.	Graduate School Academic Officers

## Steps to Fulfill Online Degree Requirements and Graduation

Step	What To Do	When	Approved by
1	Contact departmental graduate advisor to plan course of study for first online term.	Before first term registration.	Graduate Advisor
2	Establish an advisory committee.	Following the deadline imposed by your department and approved no later than 3 weeks prior to the request of final exam; see <a href="#">The Graduate School Online calendars</a> .	Advisory Committee, Department Chair or Grad Advisor and The Graduate School
3	If final exam is required, ensure that at least the minimum number of coursework hours has been met, along with all other degree requirements.	Required before final exam.	Advisory Committee and Department Chair or Grad Advisor
4	Check to make sure advisory committee is up-to-date and course work is current (within the five-year time limit) and completed, or a minimum number of hours remaining.	Before submitting request to schedule Final Exam. (See <a href="#">Graduate catalog</a> for information on course time limit).	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
5	Submit <a href="#">Request for Final Defense</a> to The Graduate School. Submit <a href="#">Master's Program Audit</a> or <a href="#">Online Graduate Certificate Audit</a> to The Graduate School	Must be received by The Graduate School at least 3 weeks before exam date, but no later than the posted deadline for the degree to be awarded for the current term. (See The Graduate School Online <a href="#">calendar</a> for deadlines.)	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
6	For Degree Candidates: Fill out diploma <a href="#">survey</a> Complete <a href="#">Application for Degree</a> Complete <a href="#">Final Defense and Degree Audit Report</a> (If not already taken)	See <a href="#">The Graduate School Online calendars</a> for deadlines.	Graduate Advisor and The Graduate School
7	Successfully complete Final Defense.	Report of the Final Defense should be submitted to The Graduate School. (See The Graduate School Online <a href="#">calendars</a> for deadlines.)	The Graduate School
8	Arrange for cap and gown.		Barnes & Noble at LSU Bookstore (Customer Service Area)

## Part 4. Graduate Defenses

### Submitting Requests for Defense

Students should submit request for defenses to [gradsvcs@lsu.edu](mailto:gradsvcs@lsu.edu) or directly to the Graduate School (114 David Boyd Hall). Note that defense requests should be submitted three weeks prior to the date of the defense, but no later than the final date for submitting the request for final defense. See the Graduate School calendar for dates.

### Master's Final Examination Requests

Students must have a minimum of three faculty members; this includes a Committee Chair from the major department. At least one of the faculty members must be a full member. If the student has a minor, he or she must have a minor professor as a committee member.

- Students must be currently enrolled in order to take a defense.
- Minimum number of hours for stated degree completed. Duplicate courses are verified for inclusion.
- ½ the total number of hours required for degree at 7000-level or above (not including 8000 and 9000 hours).
- Only six hours of "C" can be counted.
- Students must have a 3.00 or better LSU cumulative GPA.
- No coursework may be older than five years.  
**NOTE:** If any coursework is older than five years, revalidation must be completed before taking the final defense. A revalidation form, signed by the student's committee, must be submitted to certify that revalidation has been completed, or is scheduled before the exam request can be approved.(attach the revalidation link here.)
- If defending a thesis, student must be registered in 8000 hours.  
(Minimum of 1 hour)

### Doctoral General Defense

Doctoral students are required to pass a rigorous qualifying examination or the general defense within three calendar years (36 months)—or a period deemed equivalent for part-time students—of their classification as doctoral students. The general defense should be regarded as the culmination of a student's program in coursework. In most cases, the remaining time spent obtaining the degree is to be devoted to concentrated work on the dissertation and preparation for the final defense. A student becomes eligible to take the general defense after demonstrating to the advisory committee adequate academic and professional aptitudes. Exams may be taken anytime the university is open for business. A [request for the general defense](#) (see page xx for form) must be submitted to the Graduate School by the student's department chair at least three weeks prior to the proposed defense date. This request must state the time and place proposed and the names of faculty members nominated to serve as the examining committee. The defense may be oral, written, or both oral and written, according to the rules of the major department. However, the minor department (if an outside minor has been declared) retains the right to decide the format of its part of the defense. When a student passes the general defense, the results should be forwarded by faculty and staff only to the Graduate School.

## **Doctoral Final Defense**

### ***Dean's Representative***

Dean's Representatives are appointed by the Graduate School at the time the general defense is scheduled. The nomination will be based on the information currently in the Dean's Representative service database (to ensure a fair distribution of DR duties among faculty).

After the Graduate School has supplied the department and the student with the Dean's Representative's name, it will be the responsibility of the student to inform the remaining members of the examination committee (once he/she has chosen a committee and a committee Chair). It is the responsibility of the student to furnish all of the appropriate materials to the Dean's Representative. The Dean's Representative must be furnished with a research proposal, objectives, coursework information or other pertinent information as soon as they are available. For a final defense, the Dean's Representative should receive a copy of the completed dissertation at least two weeks before the date of the defense. Students should make personal, telephone, or email contact with the Dean's Representative at least once a year and provide necessary updates and information prior to any exam, in order to give the Dean's Representative background information.

When scheduling the final defense, it will be the responsibility of the student and major professor to contact all committee members, including the Dean's Representative, to ensure an appropriate exam date is suitable for the full committee. The Dean's Representative must appear on the exam request with the designation DR or Dean's Representative beside the name. The exam requests must be submitted to the Graduate School three weeks prior to the examination date for approval of the committee and a review of the student's academic record.

When the date of either examination must be changed, it will be the responsibility of the major professor to make sure that another time and place is convenient for the entire committee, including the Dean's Representative. The Academic Officer should then be notified of the new time and place.

If the person who served as the Dean's Representative for the general defense is no longer at the university, or is on sabbatical, a memo should accompany the student's exam request indicating that a new Dean's Representative must be appointed.



## Part 5. Uploading Theses and Dissertations

### Prior to Uploading

Read the [guidelines for formatting theses and dissertations](#) to become familiar with the Graduate School's specific requirements for formatting and submitting your documents, and if possible, attend a Graduate School formatting workshop. These workshops are usually held every Fall and Spring semesters.

Consult the staff member in your department (usually the departmental graduate program coordinator) who prepares your Master's Thesis [or Doctoral Dissertation] Approval Report, which your committee signs after your defense. Provide the staff member with your final document title and your name as it appears in university records. (.

Now is a good time to schedule an appointment with the Graduate School's thesis and dissertation editor. The appointment is optional and more useful to those who missed a formatting workshop. The editor suspends appointments for two weeks preceding and following a submission deadline. If you forgo an appointment with the editor, you are free to e-mail questions to [llevy@lsu.edu](mailto:llevy@lsu.edu) or [kimberpeters@lsu.edu](mailto:kimberpeters@lsu.edu).

Before uploading your document to the LSU Scholarly Repository site for the editor's review, check that the following papers are already at the Graduate School:

- A copy of the committee-signed approval report, which should have been prepared and emailed by your department to [gradsvcs@lsu.edu](mailto:gradsvcs@lsu.edu).
- Additional forms for doctoral candidates only:
  - 1) A copy of the completion certificate showing that you have taken the Survey [of Earned Doctorates](#);
  - 2) A copy of the [Declaration of Co-Authorship](#) form, if you have a chapter(s) where you are not the first author. You should email a copy of the survey completion certificate, and your department should email a copy of the Declaration of Co-Authorship to [gradsvcs@lsu.edu](mailto:gradsvcs@lsu.edu) any time during the semester. The survey and all forms are located on the Graduate School website.

### Initial Uploading

When you are ready to upload, consult the Final Thesis and Dissertation Checklist on p.19. check this page number then follow these steps:

- Convert your document to a pdf.
- Create an account on the LSU Scholarly Repository by going to [LSU Scholarly Repository](#) and choosing the MY ACCOUNT option at the top of the page.
- Carefully read instructions as you fill in the LSU Scholarly Repository Submission Metadata (a large form that includes the uploading of your document).
- Use the following file-naming protocol:
  - For theses: Your last name\_thesis.pdf
  - For dissertations: Your last name\_diss.pdf
- Enter your name as shown in university records.
- Type the title of your document in mixed-case letters, not all capitals.
- The editor will contact you at the email address you provide on your submission form, so check that email address regularly for any communication. It is your responsibility to remain available to them until your document receives final approval.

- The abstract you insert must be identical to the one in your document.
- Provide the full names of your advisory committee with the last name first, followed by a comma and the first name (e.g., Smith, John Eli). Consult the LSU Graduate Faculty database for full names— [https://appj05.apps.lsu.edu/grad\\_faculty/viewByName](https://appj05.apps.lsu.edu/grad_faculty/viewByName). Do not include titles such as Dr., Mr., Ms., Mrs., Prof., etc. Use the drop-down box provided on the form to indicate the faculty member's role on your committee. Be certain to provide your committee's email addresses.
- Carefully choose your period of embargo (restriction of your document from public access) based on your plans for publishing all or part of your document. Your major professor can help you choose. Since you receive no warning when your period of embargo is about to end, make a permanent note of the final embargo date for yourself in case you wish to renew it.

**Do not upload your document until 1) your committee members have approved all of their requested corrections and 2) you have formatted the document according to the guidelines.**

Once you have uploaded your document, an email and an onscreen note will confirm your submission. Check your document's status at any time by logging in to your LSU Scholarly Repository account. Please remember that the editor can immediately recognize a document whose author has ignored the guidelines. In that instance, the document will be returned with the request that it not be resubmitted until it conforms to the guidelines.

## **Editorial Review and Approval**

Editors review documents in order of submission. They check the document for any oversights in the application of the guidelines and notify you by email if your document requires formatting corrections. **Check your email daily for editorial corrections.** The editor requests that you make changes within 24 hours. Once you make the changes, log in to your LSU Scholarly Repository account and upload your revised document according to the instructions at: <https://www.lsu.edu/graduateschool/currentstudents/etd/revisions.php>. When the editor has approved your document, you will receive an email notice.

**NOTE:** The editors cannot send you repeated requests for revisions. A lack of response to any of the revision requests will result in the approval of your document without changes. Please be very careful in reviewing editorial comments because once the document is approved, no further changes can be made.

## Part 6. Graduate Assistantships

### Appointment Dates

Graduate Assistants must be appointed on or before the following dates to receive tuition exemption:

- Fall: October 1
- Spring March 1
- Summer: First day of classes in the second session

### Tuition Exemption

20-hour GA (50% FTE)

- Tuition Exemption and non-resident fee waiver, if applicable

10-hour GA (25% FTE)

- Non-resident fee waiver only, if applicable

\* Please refer to the Office of Budget and Planning Tuition and Fees Schedule by clicking on this link. <https://www.lsu.edu/bgtplan/Tuition-Fees/fee-schedules.php> Eligibility Requirements

1. Students must maintain a 3.0 cumulative GPA to be a Graduate Assistant.
2. All Graduate Assistants must be enrolled full time in a degree-seeking program.
  - a. Fall and Spring-9 hours with at least 6 hours of graduate level courses
  - b. Summer-6 hours with at least 3 hours of graduate level courses

**NOTE:**

1. Audit courses do not count towards full time enrollment.
2. Students in online only programs & non-matriculating students are not eligible to hold an assistantship.
3. Degree-only students are not enrolled students and are not eligible to hold an assistantship.

### Types of Graduate Assistants

Teaching Assistants (TA1, TA2, and TA3)

Service Assistant (SA)

Research Assistant (RA)

Graduate Assistants are expected to work when the university is open and they are off when the university is closed.

## Student Forms

### DROP / ADD FORM

Indicate Term that Applies:



☐ Fall (1S)  
☐ Spring (2S)  
☐ Summer (3S)

☐ Wintersession (1T)  
☐ Spring Intersession (2T)  
☐ Summer Intersession (3T)

☐ First Fall Module (1L)  
☐ First Spring Module (2D)  
☐ First Summer Module (3D)

☐ Second Fall Module (1P)  
☐ Second Spring Module (2L)  
☐ Second Summer Module (1D)

LSUID \_\_\_\_\_ Today's Date \_\_\_\_\_ Effective Date \_\_\_\_\_

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Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ College \_\_\_\_\_ Yr. \_\_\_\_\_ Curriculum \_\_\_\_\_

	Department	Course Number	Section	Credit Hours	DROP	ADD FOR Grade	Audit	Department/Instructor PRINT NAME	Department SIGNATURE	Instructor SIGNATURE
1										
2										
3										
4										
5										
6										

CURRENT CREDIT HOURS CARRIED	
ADJUSTED CREDIT HOURS CARRIED	

Graduate Student's Justification: \_\_\_\_\_

UNDERGRADUATE STUDENT APPROVAL	GRADUATE STUDENT APPROVAL
1. _____ Student's Signature	1. _____ Student's Signature Date
2. _____ Dean's Signature	2. _____ Department Chair or Graduate Advisor's Signature Date
	3. _____ Graduate Dean's Signature Date

