



**Graduate Student
Policies and Procedures Manual**

2020

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*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. Note: While these processes are manual and paper-based transactions for on-campus students, virtual approvals are used by the online Academic Officer to create the necessary documents for the Office of 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 MyLSU accounts for course scheduling.

Late Adds

After the last date to add, students seeking either to add new courses or reinstate purged courses must submit a late add/drop form (see page 21) to the Office of Graduate Academic Services. The form must be signed by the student, instructor, department where the class is taught, Graduate Advisor or department Chair, and Dean of the Graduate School. The form must be accompanied by a request for retroactive action from the Graduate Advisor or department Chair justifying the need for the retroactive action. NOTE: No late adds are allowed for students enrolled in Online Programs.

Students will submit late add/drop requests to correct the section of a course that is on their schedule accompanied with a justification from the Graduate Advisor to be added to the student file. The Graduate School ensures that the form is completed accurately. The original add/drop form is then sent to the Registrar's Office. See page 21 for form.

If a student is adding a class from a previous semester, the petition must be approved by the department Chair or Graduate Advisor of the home department and must be signed by the student. The late form must be signed by student, instructor and department. The form will not be processed without a grade change form from the course instructor of record. If the instructor is unable to sign the memo, only the department Chair may sign for the instructor. In such cases, a memo on departmental letterhead from the department Chair stating why he/she is signing for the instructor of record must accompany the grade report.

Late Drops

The student must submit a late add/drop form (see page 21) to the Office of Graduate Academic Services with all required signatures, the semester of the action, the course section number, and accurate numbers of current credit hours and new credit hours. Any requests to backdate a late drop form must be accompanied by a request for retroactive action approved by the student's Graduate Advisor or department Chair, and the Dean of the academic college.

If a student is dropping a class from a previous semester that has already been graded, the request must be accompanied by a request for retroactive action approved by the student's Graduate Advisor or department Chair and the dean of the academic college. This petition must be approved by the Dean of the Graduate School and is saved to the student's permanent record.

When the form has been approved by Graduate Academic Services, it should be hand-delivered by the Graduate School staff to the Registrar's Office. See page 21 for the form.

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 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 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 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 MyLSU 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. Audit requests received after the deadline must include a justification from the Graduate Advisor or department Chair. The Academic Officer ensures that all needed information is included on the form and then sends the original form to the Registrar's Office. 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 Office of 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 Registrar's Office 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 after the last day to add, 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 Director 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. Their thesis or dissertation is uploaded to Digital Commons and **approved** by the Graduate School, and Registration is completed, by the "Degree Only" **deadline** in the semester in which they plan to graduate. (See the current Graduate School Calendar).

Before students can **meet the deadline** to register "Degree Only," they 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, their Application for Degree should be submitted prior to the beginning of the semester in which you plan to graduate.)
2. If they are a **non-thesis** master's candidate, their final exam results form must have been submitted by their department for approval by the Graduate School.
3. If they are writing a **thesis** or **dissertation**, it must be uploaded to the LSU Digital Commons 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 their document and notify them about 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, in order to ensure that all degree requirements have been completed and that the student is approved for Degree Only registration.
5. If they are approved for Degree Only, the Graduate School will change their semester code to Degree Only and will contact them by email, prompting them to complete registration and pay fees through MyLSU. They will not be able to complete Degree Only registration until they receive this email.
6. They will **not** be registered “Degree Only” until they **pay** their graduation fees.
7. If they already have entered a schedule or have completed registration for thesis/dissertation hours or a course, they must drop their schedule before the Graduate School can enter their Degree Only semester code. Hence, they will not be considered an enrolled student once their Degree Only registration is completed.

Part 2: Current Student Processes

Transfer Credit from Other Institutions

Students submit a complete 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 from the institution at which the course work was completed. If the course work requested to be transferred is not listed on the transcript, an evaluation of the work is conducted.

Hours transferred may not exceed one-half of the total semester hours of graduate course work (thesis hours excepted) 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 in a Master's degree 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. No more than 12 hours of combined credit transferred from other schools and earned as a LSU extension or non-degree graduate student may be applied toward a Master's degree at LSU. Coursework completed at institutions outside the U.S. is not accepted for transfer credit toward a master's degree at LSU.

NOTE:

- A transfer credit petition 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 Registrar's Office.

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 for a graduate degree in the future.

Dual Degree

A Dual Degree form (see page 25) is required for students wishing to pursue two degrees simultaneously. This includes Master's, Doctoral, and certificate programs. Approval is required from both the department in which the student desires to attain a degree. Once the request is

processed with the Graduate School Dean's signature, a copy is sent to 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 online students

Changing Departments and Programs

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 he/she meets the "new" department's requirements. A "Request for Change of Department" form (see page 26) must then be completed. The student must obtain signatures on the form from both the department that he/she is exiting, and the department that he/she wishes to enter. The Graduate School will not process the forms without the signatures of the Graduate Advisor or Chair from BOTH departments. When the request is processed, a copy of the form is sent to both departments.

Note that 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 in The Graduate School before fall Commencement will be effective for the spring semester. For a change of program to be effective in the same semester in which the student makes the request, the form 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 Department" form, 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.

Changing Degree Programs

This form (see page 27) is used for students transferring from Master's to PhD and vice versa. The student should make contact with the program they want to enter to discuss the "new" program's requirements. The student must obtain signatures on the form from the current program Chair or Graduate Advisor as well as the request program Chair or Graduate Advisor. The Graduate School will not process the forms without the signatures of the Graduate Advisor or Chair from BOTH programs. When the request is processed, a copy of the form is sent to both departments. Note that 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 in The Graduate School before fall Commencement will be effective for the spring semester. When the Graduate School receives the "Request for Change of Degree Program" form, requests submitted during a regular term or semester will be effective for the next semester of enrollment. Forms are held until MyLSU is available for the next semester.

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, a Change of Department Form will need to be completed and a written request from the student must be provided stating which module they would like to switch to be effective.
- Students can only make this switch one time in their academic career.
- Campus-based students holding assistantships cannot keep their assistantships if they switch to an 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.

Resignation and Cancellations

Request for retroactive resignations or cancellations must be submitted by the department Chair or Graduate Advisor and must fully describe the extenuating circumstances which necessitate the request, with appropriate documentation especially in medical cases. Once the action has been recorded and the Dean's signature added, a resignation form (see page 29) is completed. 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.

Resignation and Cancellation Process

For online resignation and cancellation processes, the following steps are taken:

1. Student and department send written request to the online Academic Officer
2. Academic Officer processes request through online resignation system
3. Request is then routed, through system, to various departments for approval

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 that is applicable to the degree program and on all graduate coursework taken while registered in the Graduate School. "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 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 Digital Commons, and all fees paid to the University).

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

A student may request a Completion Letter by emailing 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 in a Word document printed on the Graduate School letterhead, and have it signed by the Dean of the Graduate School. The Office of the Registrar requires an original signature of 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. This information is not posted by the Office of the Registrar on the mainframe database until the first day of class.

Steps to Graduation

Steps to graduation for Master’s, Doctoral and Online programs can be found at this link: https://www.lsu.edu/graduateschool/currentstudents/enrolled_student_forms.php

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 Graduate School calendar .	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 Graduate catalog for information on course time limit).	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
6	Submit Request for Final Defense and Degree Audit 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 Graduate School calendar 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 Application for Degree Complete Final Defense and Degree Audit (If not already taken)	See The Graduate School calendar for deadlines.	Graduate Advisor and The Graduate School
9	Successfully complete Final Defense.	See The Graduate School calendar for deadlines.	Report of the Final Defense should be submitted to The Graduate School. (See The Graduate School calendar for deadlines.)
10	Thesis students: After incorporating committee changes, upload approved PDF file to Digital Commons. Ensure department has submitted signed approval page to The Graduate School.	See The Graduate School calendar 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 The Graduate School calendar 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 General Catalog for coursework policies.)	Before the General Defense.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
4	Submit Request for General Defense and Degree Audit .	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 General Catalog 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 Request for Final Defense 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 Graduate School calendar for deadlines).	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
9	For Degree Candidates: Complete Application for Degree Complete Request for Final Defense (If not already taken)	See The Graduate School calendar for deadlines.	The Graduate School
10	Successfully complete Final Defense.	Report of the Final Defense should be submitted to The Graduate School. (see The Graduate School calendar for deadlines)	Advisory committee and The Graduate School
11	After incorporating committee changes, Upload approved PDF file to Digital Commons. Ensure department has submitted signed approval sheet and	See The Graduate School calendar 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 Declaration of Co-authorship to the Graduate School Editor	See The Graduate School calendar for deadlines.	Advisory Committee and the Graduate School Editor
13	Submit certificate of completion for Survey of Earned Doctorates to The Graduate School	See The Graduate School calendar 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 The Graduate School calendar 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 The Graduate School Online calendars .	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 Graduate catalog for information on course time limit).	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
5	Submit Request for Final Defense and Degree Audit 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 calendar for deadlines.)	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
6	For Degree Candidates: Complete Application for Degree Complete Final Defense & Degree Audit Report (If not already taken)	The Graduate School Online calendars 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 calendars for deadlines.)	The Graduate School
9	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 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. See page xx for the form.

- Student must be currently enrolled in order to take exam.
- Minimum number of hours for stated degree completed. Duplicate courses are checked.
- 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.
- Student must have 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 examination. 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.
- If student is defending a thesis, he/she 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 exam is scheduled. The nomination will be based on the information we currently have 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/committee Chair). It will also be 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 exam, 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 or telephone contact with the Dean's Representative at least once a year and provide necessary information prior to any exam in order to give the Dean's Representative background information.

When scheduling the final examination, 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 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 exam 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 these 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 semester.

Locate the staff member in your department (usually the departmental administrative assistant or 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 (go to MyLSU>Student Services>College Record).

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 cmckenzie@lsu.edu. To schedule an appointment, call 225-578-2311.

Before uploading your document to the Digital Commons site, where the editor will review it, 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 gradetd@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. You should email a copy of the survey completion certificate, and your department should email a copy of the Declaration of Co-Authorship to gradetd@lsu.edu any time during the semester. The survey and 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. Then follow these steps:

- Convert your document to a pdf.
- Create an account on Digital Commons by going to digitalcommons@lsu.edu and choosing the MY ACCOUNT option at the top of the page.
- Carefully read instructions as you fill in the Digital Commons 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 solid 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 from her. Because she cannot

spend time attempting to find you, it is your responsibility to remain available to her 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://appi05.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 these 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 Digital Commons account. Please remember that the editor can immediately recognize a document whose author has ignored the guidelines. She will promptly return the document with the request that it not be returned until it conforms to the guidelines.

Please remember that the editor can immediately recognize a document whose author has ignored the guidelines. She will promptly return the document with the request that it not be returned 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 these 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 Digital Commons 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. We will consider a lack of response to any of the revision requests to reflect your wish and will approve your document without those changes. Following approval, we cannot make further changes, so please be very careful in reviewing editorial comments.

Part 6. Graduate Assistantships

Appointment Dates

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

- Fall: October 1st
- Spring: March 1st
- Summer: July 1st

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

* All Graduate Assistants still need to pay the following fees: Required Fees, Academic Excellence Fee, Technology Fee, Building Use Fee, Operational Fee, and Student Excellence Fee. You can refer to Budget and Planning Tuition and Fees Schedule by clicking on this link.

<https://www.lsu.edu/bgtplan/Tuition-Fees/2019-2020/grad.pdf>

Eligibility Requirements

1. Student must have a 3.0 semester and cumulative GPA in order to be a Graduate Assistant.
2. All Graduate Assistants must be enrolled full time in a degree seeking program at all times to be eligible for graduate assistantships.
 - 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 ineligible to hold assistantship.
3. Degree only students are not enrolled students & therefore they are not eligible to be Graduate Assistants

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. Graduate Assistants 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

Multi-Campus Registration

LOUISIANA STATE UNIVERSITY MULTI-CAMPUS APPLICATION

Please PRINT in ink the information on this application

HOME CAMPUS

LSU-Alexandria 1589 LSU-Eunice 1587 LSU-Baton Rouge 1590 LSU-Health Science Ctr. 1624 LSU-Med Grad 1628

HOST CAMPUS

LSU-Alexandria 1589 LSU-Eunice 1587 LSU-Baton Rouge 1590 LSU-Health Science Ctr. 1624 LSU-Med Grad 1628

The Social Security Number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by Louisiana State University (LSU) to verify your identity for official record keeping and reporting. If you choose not to supply your SSN, certain services, such as transcripts, enrollment verification, tax reporting, financial aid, and other services may not be available to you. Your SSN will be stored in a central system and used only for official reporting and record keeping. It will not be used as the primary source to identify you within the LSU System. The LSUID will be used as the primary identifier.

1. _____
Name (Last, First, Middle/Maiden)
2. Sex: Male Female
3. _____
Other first or last name used on transcripts or records
4. Marital Status Single Married Married Yes No
5. Veteran Yes No
6. _____
LSUID/SSN
7. _____
Birthdate
8. _____
Citizenship
9. _____
Local Mailing Address
- _____ City _____ State _____ Zip Code
10. Resident Status at Home Institution Resident Non-Resident
11. _____
Place of Birth (City and State)
12. _____
Home Parish/County
13. (____) _____
Local Telephone Number
14. _____
Email Address
15. Race – select all that apply
White, non-Hispanic, African-American, Black, Native American, Asian or Pacific Islander (including Indian sub-continent), Hispanic, Other
16. Term you wish to register: Fall Spring Summer Winter Intersession Spring Intersession Summer Intersession 20____
17. Have you ever attended, registered and/or paid fees/tuition at (Check all that apply) LSU-A LSU-BR LSU-E LSU-HSC LSU-S LSU LAW LSU GRAD MED

18. I understand that cross-enrollment registration does not imply acceptance by the host campus. I certify that the answers that I have given to each of the above questions are true to the best of my knowledge. By signing below, I also authorize the host campus to release my transcript to my home campus.

Date _____ Signature _____
(Month) (Day) (Year)

19. LSU Host Campus courses in which you wish to enroll

DEPT	COURSE TITLE	COURSE NO.	SECTION	HRS. CREDIT	TIME & DAYS	BUILDING & ROOM NUMBER

Approved by: _____
Home Campus Academic Dean

Student is enrolled for _____ semester hours at home campus and is eligible to take _____ semester hours at host campus.

Student is an Undergraduate (circle appropriate year classification: 1 2 3 4 or post-baccalaureate) Graduate

Signature of University Registrar _____ Date _____

Revised: 14 July 2014

Transfer Credit towards Master's Degree

LSU | Graduate School

Request for Transfer/LSU Extension or Non-degree Work to be Applied Toward Master's Degree

Email completed form with all required signatures (except Dean of Grad School) to gradsvcs@lsu.edu.

Student Information:

LSU Student ID	Last Name	First Name	Middle Name
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Date	Department/School
------	-------------------

Degree (M.A., M.S., M.S. in E.E., etc.)	<input type="checkbox"/> Thesis	<input type="checkbox"/> Non-Thesis
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Courses Approved by Department:

Course Abbreviation and Number	Credit Hours	Grade	Institution/Extn. Or Non-Matr Classification	Semester Taken
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature: _____ Date: _____

Approved by:
Committee Chair: _____ Date: _____

Chair, Department
Head or Grad Advisor: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

Students must have earned 9 hours of graduate residence credit in a degree program at LSU and be in academic good standing before submitting this form to The Graduate School. A maximum of 12 hours of transfer and/or LSU extension and/or non-matriculating credit may be transferred in thesis and non-thesis programs as explained in the *General Catalog* under the "Transfer of Credit" section. This includes a maximum of 6 hours of credit at the 6000 level and above.

Transfer work must have been taken for graduate residence credit with a grade of "B" or better and must have been completed within 5 years of the time the student is eligible to submit this request. See the "Transfer of Credit" section in the *General Catalog* for further stipulations.

Request for Dual Degree

LSU | Graduate School

Request for Dual Degree

Email completed form with all required signatures (except Dean of Grad School) to gradsvcs@lsu.edu.

General directions:

1. Discuss with your home department your desire to pursue a dual degree and any effects this may have on your current degree program. Complete the Student and Home Department portions of this form.
2. Visit the department in which you wish to obtain the second degree, to see if you meet their requirements and to determine if they would consider you as a potential graduate student.
3. If the second department wishes to see your credentials, they should request copies from your home department or request in writing from the Graduate School. Records will not be released to the student.
4. If the second department agrees to the dual degree program, complete the second department portion of the form and forward to the Graduate School Academic Services office (gradsvcs@lsu.edu) for approval. 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. (Example: A request received in the Graduate School before fall commencement will be effective for the spring semester.)
5. Copies of this completed form will be sent to both departments.

To be Completed by STUDENT:

LSU Student ID	Last Name	First Name	Middle Name
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Degree Type (MS, MA, PhD, etc.)	Second Department
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Degree Type:

Thesis Non-Thesis

Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? Yes No

Student Signature: _____ Date: _____

To be Completed by HOME DEPARTMENT:

The Department of _____ has been informed that the above-named student wishes to pursue a dual degree program.

Chair or Graduate Advisor's Signature: _____ Date: _____

To be Completed by the SECOND DEPARTMENT:

The Department of _____ approves the above-named student to be in a dual degree program.

Degree (MS, MA, PhD)	Major	Curriculum code (Verify Code with Department)
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Chair or Graduate Advisor's Signature: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

For Graduate School Use Only:

Updated by: _____ Date: _____ Sent copies to departments: _____

Page 1 of 1
Updated 10/2019

Change of Department

LSU | Graduate School

Request for Change of Department

Email completed form with all required signatures to gradsvcs@lsu.edu.

Directions:

1. Visit the department/school to which you want to transfer so that you can discuss degree requirements and your potential fit in that graduate program.
2. If the department wishes to see your credentials, they should request copies from your current department or request a copy in writing from The Graduate School. The Graduate School does not release records directly to you.
3. If the new department approves your transfer, you and the chair of the new department, as well as your current department chair or graduate advisor, sign this form in the appropriate spaces. You then send this form to The Graduate School, at gradsvcs@lsu.edu. You must submit requests during a regular semester or summer term (not between semesters) if you want them to be effective for the next semester of enrollment. (Example: A request to The Graduate School before fall commencement will be effective for the spring semester.)
4. The Graduate School will process only one request for Change of Degree Program per semester.

To Be Completed by STUDENT and HOME DEPARTMENT:

LSU Student ID	Last Name	First Name	Middle Name
Current Department	Requested Department	Degree to Be Obtained (MS, MA, Ph.D)	
Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Signature: _____		Date: _____	
Chair or Graduate Advisor Signature: _____		Date: _____	

To be completed by REQUESTED DEPARTMENT:

Department	Student's Name
Degree Type (M.S., M.A., Ph.D, etc.)	Curriculum Code (Verify Code with Department)
Chair or Graduate Advisor Signature: _____	Date: _____

For Graduate School Use Only:

Updated by: _____ Date: _____ Sent copies to departments: _____

Change of Degree Program

LSU | Graduate School

Request for Change of Degree Program

*This form is intended for students who are changing from a Master's to a PhD or vice versa.
Email completed form with all required signatures to gradsvcs@lsu.edu.*

Directions:

1. Visit the program chair for the program to which you want to transfer so that you can discuss degree requirements and your potential fit in that graduate program.
2. If the faculty want to see your credentials, they should request copies from your current program or request a copy in writing from The Graduate School. The Graduate School does not release records directly to you.
3. If the new program approves your transfer, you and the chair of the new program, as well as your current department chair or graduate advisor, sign this form in the appropriate spaces. You then send this form to The Graduate School, at gradsvcs@lsu.edu or deliver it to the Academic Services office at the Graduate School (Room 114, David Boyd Hall). You must submit requests during a regular semester or summer term (not between semesters) if you want them to be effective for the next semester of enrollment. (Example: A request to The Graduate School before fall commencement will be effective for the spring semester.)
4. The Graduate School will process only one request for Change of Degree Program per semester.

To Be Completed by STUDENT and CURRENT PROGRAM:

LSU Student ID	Last Name	First Name	Middle Name
----------------	-----------	------------	-------------

Current Department	Current program	Degree to Be Obtained (MS, MA, Ph.D)
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Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? Yes No

Student Signature: _____	Date: _____
Chair or Graduate Advisor Signature: _____	Date: _____

To be completed by REQUESTED Program:

Department _____	Student's Name _____
------------------	----------------------

Degree Type (M.S., M.A., Ph.D, etc.) _____	Curriculum Code (Verify Code with Department) _____
--	---

Chair or Graduate Advisor Signature: _____	Date: _____
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For Graduate School Use Only:

Updated by: _____	Date: _____	Sent copies to departments: _____
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Master's Course Revalidation

LSU | Graduate School

Master's Course Revalidation

*NOTE: Each course must be separately evaluated and reported on separate revalidation forms.
Email completed form with all required signatures (except Dean of Grad School) to gradsvcs@lsu.edu*

Student Information:

LSU Student ID	Last Name	First Name	Middle Name
Course Number	Course Title		
Semester Originally Taken	Original Grade	Original Instructor	
Current Course Number	Current Course Title (if different from above)		
Current Instructor (if different from above)		Date of Revalidation Examination	

Examination Format and Procedure:

Outcome of Examination:

Signatures of Advisory Committee:

Committee Chair: _____
Committee: _____
Committee: _____
Committee: _____
Student's Signature: _____
Department Chair/Graduate Advisor: _____ Date: _____
Dean of the Graduate School: _____

Resignation/Cancellation of Registration

Resignation/Cancellation of Registration Office of the University Registrar Before completing, please see below for instructions

Please print using black or blue ink

Last Name	First Name	Middle Name	College/Year/Course/term	LSU ID Number
I wish to <input type="checkbox"/> resign <input type="checkbox"/> cancel			Required Signatures from Approving Offices: 1. Office of Undergraduate Admissions & Student Aid Main Lobby of Pleasant Hall _____ 2. Office of the University Registrar 112 Thomas Boyd Hall _____ 3. Office of Bursar Operations Lobby of Thomas Boyd Hall _____	
My registration at Louisiana State University for the following reason: (check one) <input type="checkbox"/> 1. Serve in the U.S. Armed Forces <input type="checkbox"/> 2. Serve in official church mission <input type="checkbox"/> 3. Serve with foreign aid service of the U. S. Government <input type="checkbox"/> 4. Other (please explain below)			Signatures from Additional Approving Offices (check if applicable): <input type="checkbox"/> Academic Center for Student Athletes 101 Gym Annexation _____ <input type="checkbox"/> Department of Residential Life (if residing in a dormitory or apartment) 89 Grace King Hall _____ <input type="checkbox"/> International Service Office (for International Students only) 101 Heliker Hall _____ <input type="checkbox"/> Veteran's Certifying Official 112 Thomas Boyd Hall _____ <input type="checkbox"/> Academic Affairs (if retroactive for more than one year) 156 Thomas Boyd Hall _____ <input type="checkbox"/> Student Advocacy & Accountability 340 Student Union _____	
Student's Signature _____				
This portion to be completed by the dean's office:				
The resignation/cancellation of this student is approved for:				
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Intercession				
Effective Date _____				
Issue Date _____ Dear _____				

INSTRUCTIONS

Resignation

- This form must be completed by all students wishing to withdraw from all course work for the semester/term by the deadline for resigning.
- Students must complete name, college, and LSU ID; items 1 through 4; and signature line. All other items must be completed by the academic dean's office or other approving offices.
- All students resigning must report to the first three offices listed above and the latter six offices, if applicable.
- This resignation must be completed or withdrawn within 10 working days of the date issued. You are considered a continuing student for the next regular semester. Undergraduates who do not register for the next regular semester must apply for readmission.
- Federal grant and loan recipients are required to verify class attendance to retain funds received based on enrollment status. A Class Attendance Verification Form can be obtained in the mail lobby of Pleasant Hall or by going to the Forms link at www.lsu.edu/information.

Cancellation of Resignation

- Students who complete registration (pay fees) and decide not to attend LSU prior to the first day of class, should cancel their registration. Students who cancel the registration, will receive a 100% refund (less \$10 registration fee).
- This form may be completed by the student or the academic dean's office. Undergraduates who cancel their registration for fall or spring must apply for readmission for the next regular semester or summer term in which they wish to enroll. Students who cancel their registration for the summer term may opt into the fall without readmission. New and noncontinuing graduate students who cancel their registration for fall or spring must apply for readmission for the next regular semester or summer term in which they wish to enroll.
- Retroactive cancellation after classes begin must be approved by the first three offices listed above and the latter six offices, if applicable.
- This resignation must be completed or withdrawn within 10 working days of the date issued. You are considered a continuing student for the next regular semester. Undergraduates who do not register for the next regular semester must apply for readmission.
- Federal grant and loan recipients are required to verify class attendance to retain funds received based on enrollment status. A Class Attendance Verification Form can be obtained in the mail lobby of Pleasant Hall or by going to the Forms link at www.lsu.edu/information.

REV 10/15