



**Graduate Student
Policies and Procedures Manual**

2020

Part 1: Registration Processes

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

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:

- x A transfer credit petition is not required for the Education Specialist degree. The time limit does not apply to this degree.
- x 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.
- x 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

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



	_____	_____	
		_____	_____
	_____	_____	





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	_____	
	_____	_____	

	_____	_____	
	_____	_____	
	_____	_____	

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

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 (I)hav Rean's Representative. The DeanTbnse

Part 5. Uploading

spend time attempting to find you, it is your responsibility to remain available to her until your document receives final approval.

- x The abstract you insert must be identical to the one in your document.
- x 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.
- x 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.

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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:

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

Tuition Exemption

20 hour GA (50% FTE)

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

10 hour GA (25% FTE)

- x 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.
