
DOCTORAL DEGREE AUDIT GUIDELINES

The Degree Audit is an agreement between the student and the department. It outlines the individualized degree requirements as determined by the major professor and advisory committee. The Degree Audit form must be submitted by the advisory committee through the department chair or graduate advisor for final approval by the Dean of the Graduate School. These forms are available on The Graduate School's website [www.lsu.edu/graduate](#). Below are guidelines for completing the forms and avoiding common mistakes. Please be aware that errors may result in the form's return, and may delay Graduate School approval.

Please pay attention to the following, while completing the succeeding form

- Major Fields must be as listed in the Graduate Catalog (i.e., subfields or specialties should be listed.)
- Minor Fields must be in a curriculum offering a graduate degree, requires a committee member from the minor department and approval of the minor department chair. Internaminors need not be listed as they are monitored by the department.
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- Signatures: No one else may sign for a committee member. If a signature is allowed where possible.
- Course Work: the Degree Audit must include the required number of hours listed according to the departmental requirements, but may not list excess hours taken. The department reserves the right to determine acceptability of courses with respect to the age of the courses and applicability to current degree requirements.
- Undergraduate Courses may not be listed. This includes departmental prerequisites and required English and/or foreign language requirements.
- Courses from Other Institutions must be listed as they appear on the official transcript:
 - o Official transcripts must be on file from all institutions the student attended and work must be completed at the graduate level (as indicated on the "Credential Analysis" sent to the department from Graduate Admissions.)
 - o Course work must have a grade of A, B, or S or the verified equivalent.
 - o Departments should determine that course work from foreign institutions is comparable to graduate courses at LSU in terms of semester hours, quality of instruction, and grading.
 - o Quarter hours will be converted to semester hours at the rate of 2/3.
- Repetition of Courses is based on the maximum number of hours specified in the General Catalog.
- Departmental

Completed Coursework

List subject, course number, and hours of credit.

(EX: CHEM 4492 (3), POLI 7991 (3), etc.)

Note: Courses in which D, F, I, AU, or U grades were received are not applicable.

Major Area Courses at LSU:

Total Major Credit Hours at LSU: _____

Major Area Courses from Other Institutions (Name Institution)

Total Major Credit Hours from Other Institution: _____

Minor Courses at LSU (if declared)

Total Minor Credit Hours at LSU: _____

Minor Courses at Other Institutions

Probable Future Coursework

List subject, course number, and hours of credit. (EX: CHEM 7990 (3), POLI 7980 (3), etc.)

The Graduate Council has strongly recommended to include at least nine (9) hours of dissertation research.

Major Courses:

Total Major Credit Hours: _____

Minor Courses:

Total Minor Credit Hours: _____

Other Courses:

Total Other Credit Hours: _____

Required Signatures:

Student Signature:

Date:

Dep D U W P H Q W Chair R U * U D G Advisor:

Date:

Minor Department Chair ~~RA~~ Advisor:

Date: