

GRADUATE SCHOOL REGULATIONS

The following discussion of general Graduate School regulations should be read in conjunction with the section "Requirements for Advanced Degrees."

Graduate School requirements are minimal, and in many cases, are exceeded by those of individual departments. Statements of specific departmental requirements for degrees are included in the departmental section of this bulletin. Most departments also have brochures describing their programs and requirements in detail.

PROGRAM CHANGE

Graduate students must assume full responsibility for knowledge of Graduate School policies and departmental requirements concerning their individual degree programs. Advances in knowledge and changes in methodology at times require alterations in degree programs. Therefore, graduate students should be aware of the current regulations and requirements of the Graduate School and of their departments at all times. Current regulations and requirements take precedence over any previously promulgated policies.

Between *LSU General Catalog* and *LSU Graduate Bulletin* issues, notices of changes will be available from the Graduate School and from each department.

GRADUATE CREDIT

A student may receive graduate credit only for courses taught by members of the graduate faculty or other persons approved in advance by the dean of the Graduate School. Except as noted, a student may receive graduate credit only for work taken while officially enrolled as a graduate student.

Any student dropped from a graduate program because of unsatisfactory performance will not be permitted to take courses for credit toward a graduate degree beyond the semester in which the student is dropped. In addition, graduate students may not take credit examinations in graduate-level courses.

Graduate Credit in Law

Students registered in the Graduate School may receive graduate credit for certain courses offered by the Hebert Law Center if the courses have been approved in advance by the Hebert Law Center and the dean of the Graduate School. Students should submit a written petition to the Graduate School for such approval. They must obtain permission from the vice chancellor of the Paul M. Hebert Law Center in order to register for these courses.

JD/MBA Joint Degree Program

The E. J. Ourso College of Business and the Paul M. Hebert Law Center offer a joint degree program allowing students to earn both a JD and an MBA degree.

Students enrolling in the joint program must be admitted separately to the MBA program and the Law Center. Students should consult with the admissions office of each institution prior to enrolling concerning his or her intent to earn a joint degree.

The first year of the program must be spent exclusively either at the Law School or the Ourso College of Business. Scheduling of subsequent semesters is flexible. The Ourso College of Business will waive the 15-hour concentration requirement, essentially giving a concentration in law. The Law School will award 12 hours of credit for classes taken in the MBA program. The transfer of credits will allow a student to complete the joint JD/MBA program in four years. Without transfer of credits, completion of the two degrees would take a minimum of five years.

A student successfully completing the program will receive two degrees, a JD awarded by the LSU Law Center and a MBA awarded by the E. J. Ourso College of Business.

Transfer of Credit

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 nonmatriculating student may, in some cases, be used in a master's degree program if approved by the department chair and the dean of the Graduate School. This includes a maximum of six hours at the 6000 level and above for LSU extension or nonmatriculating credit.

A maximum of 12 hours of transfer credit from other schools may, in some cases, be used in a master's degree program if approved by the department chair and the dean of the Graduate School. Only six hours applied toward a previous master's degree may be applied toward a second master's degree (see the section "Second Master's Degree").

To petition for acceptance of these credits, the student must be currently enrolled, must have completed at least nine hours of graduate residence course work in a degree program at LSU, and must be in good academic standing.

Transfer credit from other schools must have been earned for graduate residence credit. This course work 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. Transfer work may not be used to fulfill the master's program requirement that at least one-half of the minimum required credit be in courses at or above the 7000 level. Course work completed at institutions outside the U.S. is not accepted for transfer credit toward a master's degree at LSU.

No more than 12 hours of combined credit transferred from other schools and earned as an LSU extension or nonmatriculating student may be applied toward a master's degree at LSU. Credit earned as an LSU extension or nonmatriculating student or transferred from another institution must be for course work in which the student earned a grade of "A" or "B." Courses in which a grade of "C" was earned will not be accepted for transfer into a master's degree program.

Transfer work must have been completed within five years of the time the student is eligible to petition. Once transfer credit is approved, it is valid as long as the master's degree is completed within the five-year time limit or the transfer work is within five years of degree completion.

Graduate work transferred from other institutions may be applied toward degree requirements, but the grades earned will not be computed in the LSU graduate average nor will transfer work appear on the official transcript. Graduate course work taken at other campuses within the LSU System is not considered transfer credit, and any number of hours may be applied toward a degree if approved by the chair of the student's department on this campus.

Graduate Credit for LSU Seniors

A senior at LSU who needs fewer than 15 semester hours to complete requirements for the bachelor's degree, who has maintained a grade point average of at least 3.00 during the preceding year at LSU, and who has a cumulative grade point average of at least 2.75, may be permitted to register for graduate credit in courses numbered 4000-4999, provided he or she registers for all the remaining courses required for graduation and for no more than 15 semester hours total. This privilege applies only during the final semester of the student's undergraduate work and is extended only upon recommendation of the dean of the student's college and approval of the dean of the Graduate School. The head of the department in which the student plans to enroll as a graduate student must also approve courses taken for graduate credit.

A student must complete all undergraduate degree credit courses in order to retain the privilege of obtaining graduate credit for the remaining courses. The requested signatures of approval must be submitted—on a form designed specifically for this program—to the Graduate School by the last day to add classes in the semester in which graduate credit is desired.

Superior Undergraduate Student Program

Superior undergraduate students may register for 4000- and 7000-level courses. However, these courses do not count for graduate credit. Requirements for undergraduate enrollment in these graduate courses are as follows:

- 4000-level courses—Student must have earned at least 30 semester hours with a cumulative grade point average of 3.50 or higher.
- 7000-level courses—Student must have earned at least 75 semester hours with a cumulative grade point average of 3.50 or higher.

Approval by the instructor and the dean of the student's undergraduate college is required.

Correspondence Study

No graduate credit is allowed for work done by correspondence study at this or any other university.

ELIGIBILITY OF FACULTY AND STAFF FOR GRADUATE DEGREES

LSU System regulations govern LSU employees' eligibility to work toward graduate degrees. A faculty member above the rank of instructor may not work toward a graduate degree at this University. Other employees who, in the opinion of

the Graduate Council, are of equivalent status may not work toward graduate degrees. Non-faculty, professional staff, and/or administrators may pursue master's degrees; only those who do not hold positions where there is a potential conflict of interest will be permitted to pursue doctoral degrees.

If an employee serving as a professional staff member and/or administrator wishes to pursue a doctoral degree, the employee, his or her immediate supervisor, and the chair of the department in which he or she wishes to pursue the degree must submit to the dean of the Graduate School statements outlining the employee's job responsibilities and providing an analysis of the independence of the employee's official duties from the department in which doctoral work is to be taken. The Graduate Council will review these statements and make a recommendation through official channels to the chancellor.

GRADES

Graduate Grading System

Grades in the Graduate School have the following meanings:

- Marks carrying advanced degree credit are "A," "B," "C" (up to, but no more than six hours); "S" (satisfactory); and "P" (pass).
- Marks carrying no credit for advanced degrees are "D" (poor), "F" (fail), "I" (incomplete), "W" (withdrawn), "U" (unsatisfactory), and "NC" (no credit).
- Cumulative grade point average is the average based only on graduate work graded "A," "B," "C," "D," and "F" ("A" = 4, "B" = 3, "C" = 2, "D" = 1, "F" = 0).
- Semester grade point average is the average based on graduate and undergraduate work graded "A," "B," "C," "D," and "F."

The University's policies and procedures governing grade appeals are described in the *LSU General Catalog*:

"I" Grade: An "I" grade indicates that course performance was satisfactory, but because of circumstances beyond the student's control, all requirements were not met. Authorization from the dean of the Graduate School is not required to assign an "I" grade to a graduate student.

An "I" grade should never be given to enable a student to do additional work to bring up a deficient grade. A task should not be assigned to a class that will take longer than a semester to complete, thus causing everyone in the class to get an "I" grade. An "I" grade may not be given for a course taken in the semester in which the student graduates if that course is listed on the application for degree or if changing the "I" grade to an "F" would result in the student's cumulative average being less than 3.00. Authorization from the dean of the Graduate School is not required to assign an "I" grade to a graduate student. An "I" grade should never be assigned for thesis/dissertation research. "S" (satisfactory) and "U" (unsatisfactory) grades are given for thesis (8000) and dissertation (9000) research courses up to and including the semester the student graduates.

An "I" grade is valid only until the final date for submission of grades at the end of the next regular semester (fall or spring), whether or not the student is enrolled. "I" grades received in the spring semester or the summer term are valid until the end of the fall semester. "I" grades received in the fall semester are valid until the end of the spring semester. There will be no extension of time. Responsibility for changing an "I" grade lies both with the student and the faculty member concerned. The faculty member's failure to submit a "Grade Correction Report" to change the "I" grade by the final date for submission of grades for the next regular semester will result in the "I" grade becoming a permanent "F" grade.

Unusual circumstances that preclude a student from completion of course requirements may—at the discretion of the dean of the Graduate School—permit assignment of a permanent "I" grade. Unusual circumstances might include, but would not be limited to, withdrawal of the student from the University because of prolonged medical problems, or death or resignation of the faculty member concerned, and the absence of another faculty member to supervise the unfinished work. The student must initiate the petition for a permanent "I" grade. This petition must be accompanied by a letter of justification from the faculty member concerned, if possible. The petition must also be endorsed by the chair of the student's department before it is submitted to the dean of the Graduate School.

"W" grade: A "W" grade indicates that a course has been dropped between the dates specified in the academic calendar. In extraordinary cases, the dean of the Graduate School may authorize a resignation and/or course drop after the last date specified.

Pass-Fail Option

With approval of the student's major professor, department chair, instructor of the course involved, and the dean of the Graduate School, a graduate student may register on a pass-fail basis for courses not included in the major or minor

requirements. The deadline for changing from pass-fail grading to letter grading, or vice versa, is the last day for adding courses for credit.

If the student's major department agrees, graduate courses passed with a grade of "P" may be offered for degree credit, but the grade will not be considered in computing the grade point average. For graduate-credit courses, a grade of "P" will be assigned only if the work is of at least "B" quality. A grade of "F" in a pass-fail course will be treated as any other "F." Some departments have designated certain research and seminar courses to be taught on a pass-fail basis. All students enrolled in these courses will be graded in this manner.

Grade Requirements

Good Standing: Graduate students are considered to be in good academic standing, (making satisfactory academic progress), if they earn a 3.00 cumulative average on all graduate course work taken within the LSU System; earn a 3.00 semester average on all course work (undergraduate and graduate); and earn a grade of "S" in research.

Probation and Dismissal: A student whose cumulative average is below 3.00 and/or whose semester average in either graduate course work or total course work is below 3.00 will be placed on probation, except that a student whose semester and/or cumulative average is as low as 2.75 may be dropped from the Graduate School without having a probationary period. For these purposes, a summer term is counted the same as a regular semester. A student already on probation whose cumulative and/or semester average is below 3.00 will be dropped from the Graduate School. A student receiving a "U" grade in research will be placed on probation. A student receiving a second "U" in research may be dropped from the Graduate School. Rules governing students admitted on probation are given in the "Graduate Admission" section of this bulletin. The grades recorded determine the student's academic status, even if the student changes to a different graduate degree program.

Students who have been dropped from a graduate degree program and are ineligible to continue in the Graduate School may not reapply as nondegree students.

Applicants admitted on probation and students placed on probation may not be appointed to a graduate assistantship. Refer to PS-21 in the appendix of this bulletin for further details concerning assistantships and students on probation.

Academic Dishonesty: Academic integrity and honesty must be fundamental qualities of any graduate student's program, and a graduate student's conduct must be above reproach. Academic dishonesty undermines the entire academic enterprise. As a result, it cannot and will not be tolerated. It is the responsibility of all students to familiarize themselves with the Code of Student Conduct and other University rules and regulations governing student conduct and activities.

The Office of the Vice Chancellor for Student Life has administrative responsibility for coordinating all University disciplinary procedures and practices.

Graduation: To receive a graduate degree, students must be enrolled for the semester and have at least a 3.00 cumulative average on all graduate course work taken that is applicable to the degree program and on all graduate course work 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 course work with a grade of "C" may be counted toward degree requirements.

GRADUATE REGISTRATION

Specific registration dates for each semester or summer term are listed in the academic calendar. Registration procedures are published in the schedule of classes each semester.

COURSE LOADS

Any graduate student who is utilizing University facilities and/or faculty time must register for an appropriate course load. Graduate students engaged in writing or defending theses or dissertations are expected to register for research hours commensurate with the amount of University resources (faculty time, equipment, library facilities, and/or office space) to be utilized that semester. There is a continuous registration requirement for doctoral students who have passed the general examination.

Full-time Study in Graduate School

Full-time graduate students are expected to register for at least nine semester hours of work in the fall and spring semesters and six hours in the summer term.

Graduate students may, with prior written approval of the dean of the Graduate School, receive credit for work taken concurrently at another university. For example, LSU has a cooperative registration program with Southern University and some cooperative graduate programs with other universities in Louisiana.

Course Loads of Graduate Assistants

Graduate students holding graduate assistantship appointments must meet certain minimum registration requirements. Such students are expected to register for a full load—nine hours in the spring and fall, at least six of which must be at the graduate level, and six hours in the summer, at least three of which must be at the graduate level—each semester until all degree requirements are completed.

Course Loads of Graduate Students Taking Examinations

Students must be registered for a minimum of one to three semester hours of credit during any semester in which they are taking the master's final examination or doctoral general examination, including the qualifying examinations required by some departments. Doctoral students who have completed the general examination should see the "Continuous Registration Requirement" section in the "Requirements for Advanced Degrees" section of this bulletin.

Course Loads of Full-Time Faculty and Other Academic Employees

A member of the faculty holding the rank of assistant professor or above may register for a maximum of four semester hours of credit each semester or summer term, provided written approval has been given by the department chair and the dean of the college or school in which the faculty member is employed.

Full-time instructors and associates may register for a maximum of four semester hours of course work at the 7000 level or six semester hours (four during summer term) at the 4000 level.

Course Loads of Part-Time Faculty and Staff

Persons employed by the University half-time or less may register as full-time graduate students. Persons employed more than half-time by the University should not register as full-time graduate students. The maximum load permitted will depend on the extent of employment. Written permission to register as a full-time student must be obtained from the employee's supervisor and academic advisory committee. Audits are not counted in the permitted load.

Registration of Employed Persons

The sum of the fraction of full-time registration and the fraction of full-time employment of nonacademic LSU employees should not exceed one and one-half. Written permission to exceed this registration/employment sum must be obtained from the employee's supervisor and academic advisory committee.

"Degree Only" Registration

Students who have completed all degree requirements, including final examinations taken in a previous semester, may register for "degree only" and pay only the graduation fee. "Degree only" registration is only allowed for students whose theses or dissertations are submitted to the Graduate School on or before the last day to add courses for credit. Eligible students must submit an application for degree and inform the Graduate School of their intent to register for "degree only." Non-thesis students may also register "degree only," provided all degree requirements are met in a previous semester.

Registration of Candidates for Degrees

Students expecting to receive their degrees in the current semester must be registered for course work or research hours unless they qualify to be registered "degree only" (see "'Degree Only' Registration"). Eligible students must submit an "Application for Degree" by the published deadline.

Adding or Dropping Courses

A course may be added or dropped only in accordance with the dates indicated in the academic calendar. During the drop/add period, the student will initiate the action using the PAWS online registration system. A change from credit to audit is treated as a drop and add action, but it must be approved by the Graduate School by the published deadline. See the "Auditing Courses" section below for additional information about auditing courses.

Auditing Courses

Regularly enrolled graduate students may audit courses with the consent of individual instructors. Auditors will not receive degree credit for courses audited, nor will they later be permitted to take a credit examination on work audited. However, courses previously audited may be taken for credit later. Audited courses do not count in total course loads and are not recorded on official transcripts.

CHANGING DEGREE PROGRAMS

A student in one degree program who wishes to change to another degree program, or a student who completes one degree and wishes to pursue another degree, must obtain approval of the Graduate School and the department in which admission is sought. An "Application for Change of Department or Dual Degree" form may be obtained from the Graduate School.

Students wishing to pursue a different degree in the same department must obtain approval from the department. The department must notify the Graduate School in writing of such a change.

RESIGNATION FROM THE UNIVERSITY

Dropping an entire course load constitutes resignation from the University for that semester. A graduate student who wishes to resign must first secure approval of the dean of the Graduate School. A resignation must be completed within 10 days of the date approved by the dean, and in no case later than the date shown in the academic calendar as the final date for resigning from the University. Completion of resignation involves clearance through certain administrative divisions of the University, as shown on the resignation form provided by the Graduate School. A student who abandons courses without resigning will receive a grade of "F" in each course.

INTERINSTITUTIONAL COOPERATION

Academic Common Market

Louisiana participates with 13 other southern states in the Academic Common Market, an interstate agreement for sharing uncommon programs. Residents of these states who are accepted for admission into selected out-of-state programs can enroll on an in-state tuition basis.

To enroll as Academic Common Market students, applicants must be accepted for admission into a program to which their state has made arrangements to send its students, and obtain certification of residency from the Common Market Coordinator in their home state. Applications for admission should be made directly to the institution offering the program. Additional information about the Academic Common Market and programs available at in-state tuition rates for residents of Louisiana can be obtained from the Office of the University Registrar.

Cooperative Program with Southern University

See the section "LSU–Southern University Cooperative Programs" in the *LSU General Catalog* for information about this program.

Multicampus Registration, LSU System

With appropriate approval, LSU graduate students may take courses for resident credit at the University of New Orleans or the LSU Health Sciences Center in New Orleans. Fees paid at LSU will be for the number of hours to be taken at LSU plus the number of hours to be taken at one of the other campuses in the LSU System.

An application for multicampus registration may be obtained from the LSU Office of the University Registrar. In order to prevent delay in registration, this form should be submitted at least two weeks before the scheduled time of registration. Approval for multicampus registration must be obtained from the student's major department, the LSU Graduate School, the LSU Office of the University Registrar, the dean of the other campus' college, and registrar of the other campus.

Cooperative Graduate Programs

Several of LSU's graduate degree programs have specific cooperation with other universities in Louisiana. These programs include applied statistics, economics, education, oceanography and coastal sciences, physics, psychology, and

systems science. Details and additional information may be obtained from the graduate coordinator in the appropriate area.

FOREIGN EXCHANGE PROGRAMS

In order to provide students with a variety of culturally enriching experiences, the Graduate School has student exchange programs with foreign universities. Additional opportunities for study abroad are available through other campus offices. For more information, contact the Graduate School.

REQUIREMENTS FOR ADVANCED DEGREES

Satisfaction of the minimum requirements of the Graduate School, as stipulated in this bulletin, does not relieve graduate students of the responsibility for satisfying any additional requirements deemed appropriate by the graduate faculty of the degree programs in which they are enrolled.

REQUIREMENTS FOR THE MASTER'S DEGREE

Programs in liberal arts and social sciences ordinarily lead to the MA degree. Programs in other fields usually lead to the MS degree or to specialized master's degrees.

Hours Required

The minimum requirement is 30 semester hours of graduate work, 24 hours of which must be in course work and six hours in thesis research. In programs not requiring a thesis, the minimum requirement is normally 36 semester hours. At least one-half of the minimum required credit in the student's master's program must be in courses at or above the 7000 level. Transfer work from other institutions may not be counted toward this requirement. Six hours of thesis credit will be counted as work above the 7000 level. Students pursuing a 36-hour nonthesis option must complete a minimum of 18 hours in courses numbered at or above 7000. A student's efforts will be concentrated in one major field, but a department may require a minor of six or more semester hours of credit in one or more related fields.

A maximum of 12 semester hours of transfer credit from other schools and/or credit taken while classified as an LSU extension or nonmatriculating student may, in some cases, be used in a master's degree program if approved by the department chair and the dean of the Graduate School. See the "Transfer of Credit" section in the "Graduate School Regulations" section of this bulletin.

Application for Degree

Early in each semester or summer term there is a deadline for submitting the "Application for Degree" to the Graduate School. Master's candidates are required to submit the "Application for Degree" form along with the "Master's Application for Degree" forms. On these forms, a student lists all course work taken that applies toward the degree. Submission of the application carries with it the implication that the student intends to graduate that semester. If circumstances prevent graduation, an updated "Application for Degree" must be submitted to the Graduate School by the designated application for degree deadline for the next semester in which the student plans to graduate.

Time Limit

Programs for master's degrees must be completed within five years from entrance into a degree program. Credit for individual courses taken at LSU more than five years before the termination of a program may be revalidated by the student's graduate committee through an examination. This examination may be oral, written, or both oral and written, depending on the requirements of the department concerned. The documentation of such an examination must be signed by members of the committee and the department's graduate advisor and reported to the Graduate School on the appropriate form before the request for the student's final examination will be approved. Students are responsible for verifying if their department has a revalidation policy. No more than 50 percent of the courses in a student's program may be revalidated and counted toward the degree requirements. For regulations regarding time limits and eligibility of transfer work, see the "Transfer of Credit" section in the "Graduate School Regulations" section of this bulletin.

The Thesis and the Master's Committee

In most departments, the preparation of a thesis is an important element in the program leading to the master's degree. The master's thesis should demonstrate capacity for research, originality of thought, and facility in organizing materials. The thesis must be acceptable in subject matter and exhibit creditable literary workmanship. At least six semester hours of thesis credit are required for the master's degree with the thesis option. For additional information concerning thesis preparation, consult the electronic thesis and dissertation guidelines available at etd.lsu.edu.

Final acceptance of the master's thesis rests with a committee of three or more members of the graduate faculty nominated by the chair of the major department and appointed by the dean of the Graduate School. See the "Graduate Faculty" section of this bulletin for definitions of full, associate, and affiliate members of the graduate faculty.

The major professor, who must be from the major department, is designated as chair or co-chair of this committee. If either an adjunct or a non-tenure-track faculty member is the major professor, a full-time tenured or tenure-track graduate faculty member must co-chair the committee. Other committee members may be from the major department or from other pertinent departments. If there is an external minor, one committee member must represent the minor department. Both thesis and nonthesis committees must include at least one full member of the graduate faculty, and at least one-half of the committee's graduate faculty members must be full-time tenured or tenure-track faculty members at LSU. Any additions to or changes in the makeup of this committee must be approved in advance by the dean of the Graduate School. The dean of the Graduate School may serve as a member of any committee or may appoint additional members.

Nonthesis Programs

Some departments offer optional nonthesis programs for the master's degree. Departmental announcements indicate whether this option is available.

Comprehensive Final Examination

Candidates for master's degrees in most programs are required to pass a comprehensive final examination. This examination may be oral, written, or both oral and written, depending on the requirements of the department concerned. In nonthesis programs, greater weight is ordinarily given to this examination, and it will probably be broader in scope than the examination given to a student who completes a thesis.

At least three weeks prior to the time this examination is to be given (and by the current semester deadline if the student is a degree candidate), the student's department should submit to the Graduate School a request for appointment of the examining committee. Normally, a candidate for the master's degree will take the final examination during the semester in which he or she plans to graduate. If a student wishes to take the final examination at an earlier date, the student's committee must furnish the graduate dean with a sound academic reason for doing so. To be eligible to take the final exam, the student must have a 3.00 cumulative average. Examinations may not be scheduled between semesters. In nonthesis programs, all degree requirements must be met no later than the deadline in the regular semester following the final examination.

This committee, nominated by the chair of the student's major department and appointed by the dean of the Graduate School, is ordinarily composed of those faculty members who served as the student's thesis committee. For the nonthesis option, the committee must consist of three or more members of the graduate faculty nominated by the chair of the major department and appointed by the dean of the Graduate School. At least one member of the examining committee must be a full member of the graduate faculty. The major professor serves as chair or co-chair of the examining committee. Representatives of the graduate faculty may be added by the dean.

For students defending a thesis, the examining committee must have copies of the thesis at least two weeks prior to the final examination.

In order for a student to pass this examination, there may not be more than one dissenting vote. Dissenting votes, along with assenting votes, must be recorded on the examination cards and the thesis approval sheets submitted to the Graduate School.

Timely Completion of the Degree After Final Exam

Approved theses, including Graduate School corrections, must be submitted to the Graduate School no later than the deadline for submission of approved theses in the regular semester following the final examination. As with thesis candidates, nonthesis students who pass the final exam in one semester must complete degree requirements no later than the next regular semester following the final exam. A final examination may be voided by the dean of the Graduate School for failure to submit the approved thesis in a timely manner as described.

Second Master's Degree

Students who wish to obtain a second master's degree from the University must meet all academic and residence requirements set by the Graduate School and the department concerned. A maximum of six hours from the first degree may be applied toward the second degree. These hours must be listed on the "Application for Degree" for the second master's degree under the "Transfer or Petitioned Credits" section.

Accelerated Master's Degree Program

The accelerated master's program is open to superior undergraduate students who have completed at least 60 semester hours of credit (including AP credit) with a grade point average of at least 3.50 for all work taken at LSU. To be eligible,

transfer students must have a 3.50 average on all undergraduate work taken prior to attending LSU and must complete at least one semester at LSU with a 3.50 gpa.

Acceptance into the accelerated program requires approval from the following: (1) chair of the undergraduate department in which the student is enrolled; (2) dean of the college in which the student is enrolled; (3) chair of the department or the coordinator of the interdisciplinary program in which the student proposes to work toward the master's degree; and (4) dean of the Graduate School. The requested approvals will be given as signatures on a form designed specifically for this program. It is the responsibility of the chair or coordinator of the graduate program to appoint the student's graduate faculty advisory committee.

Other admission requirements for graduate study, such as the GRE and the GMAT, will be waived until the student receives the baccalaureate degree and is ready to enter Graduate School. Until that time, admission into the accelerated program will constitute provisional admission to the graduate program. Students will register as graduate students only after receiving the baccalaureate degree and satisfying departmental and Graduate School admission requirements.

Continuing eligibility for the accelerated master's program will require maintenance of a 3.50 average in all courses that apply to the undergraduate degree and a 3.00 average for all graduate course work.

Students who wish to obtain a master's degree under this program must meet all academic and residence requirements set by the Graduate School and the department concerned. Requirements for the baccalaureate degree will not be affected.

Students may take a maximum of half of the required hours for the master's degree while enrolled as undergraduates. These hours may be applied toward the master's degree, provided a gpa of 3.00 in graduate course work is maintained and provided none of these hours apply toward the baccalaureate degree.

A student may wish to apply some graduate course work toward the undergraduate degree. In such instances, the graduate committee can alter the distribution of course work and independent study required for the master's degree. No course credit can be applied toward more than one degree.

REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE

The Doctor of Philosophy (PhD) is the highest earned degree offered by universities. It is conferred only for work of distinction in which the student displays decided powers of original scholarship and only in recognition of marked ability and achievement. Nothing in the following summary of minimum standards should be construed to imply that the degree will be granted merely in recognition of faithful performance of prescribed work.

Satisfaction of the minimum requirements of the Graduate School, as stipulated in this bulletin, in no way relieves a doctoral student of responsibility for satisfying any additional requirements deemed appropriate by the graduate faculty of the degree program in which he or she is enrolled. The basic requirements are: (1) students must exhibit unmistakable evidence of mastery of a broad major field. Such evidence is ordinarily provided by passing a general examination; and (2) students must prove ability to complete a significant program of original research by preparing a dissertation embodying creative scholarship and by passing a rigorous final examination. The dissertation must add to the sum of existing knowledge and give evidence of considerable literary skill.

Course Work

While the Doctor of Philosophy degree cannot be earned solely by passing courses, the program of work prescribed by a department ordinarily provides for a substantial amount of course work, equivalent to three years of full-time study beyond the requirements for the baccalaureate degree. Some departments require considerably more course work.

Although course work requirements are concentrated in the student's major field, a certain amount of work may be required in one or two minor fields. If there is minor course work, the Graduate Council recommends that the minor field requirement include at least one 7000-level course. The course work and the number of hours needed to satisfy the minor field requirement are determined by the graduate faculty in the minor department.

Program of Study

The Graduate School does not require a formal qualifying examination or procedure for doctoral students, although departments may, if they wish, administer such examinations or procedures. A student is eligible to work toward a doctoral degree beginning with the semester in which he or she is formally admitted into a doctoral program.

After meeting with the student, the advisory committee will be required to submit to the Graduate School for approval a planned program of study during the first or second semester following the student's formal admission to the doctoral program. If the student already has a master's degree, the program of study should be formulated during the first semester; if the student is bypassing the master's degree, formulation may be delayed until the second semester. The advisory committee, which should include at least one representative from the minor field (if appropriate), is not necessarily

identical to the student's committee for the general examination. The suggested general examination committee will be approved when the request for the general examination is submitted to the Graduate School.

The student's program of study is subject to Graduate School policy and departmental requirements. Graduate course work taken at another institution with grades of "A," "B," "P," and "S," or the equivalent, is not subject to the policy on transfer of credit for the master's degree, and may be included in the program of study if accepted by the department and the student's advisory committee.

Advisory Committee

During the entire period of work toward the doctorate, the student's program is directed by a special advisory committee. This advisory committee consists initially of three members of the graduate faculty. See the "Graduate Faculty" section of this bulletin for definitions of full, associate, and affiliate members of the graduate faculty. After the outlines of the program have assumed more definite form and the direction of research has been clearly established, this special committee is enlarged to four or more members. This enlargement must take place prior to the general examination.

The full advisory committee must comprise at least four members of the graduate faculty, including the major professor, who acts as chair or co-chair and who must be from the major department. If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure-track graduate faculty member must co-chair the committee.

At least one-half of the graduate faculty on doctoral committees must be full-time tenured or tenure-track faculty at LSU. A minimum of two of those faculty members must be from the student's major department and at least one of whom must be a full member of the LSU graduate faculty. The remaining members may be from the major department or may be from outside the department if pertinent to the student's area of concentration, with the proviso that at least one of the remaining members must be a full member of the graduate faculty.

Any declared outside minors require representation, either from among the first four members of the committee or by additional appointments to the committee. The dean of the Graduate School may serve as an ex officio member. Members of the special advisory committee are nominated by the chair of the major department and appointed by the dean of the Graduate School, who may make any changes deemed desirable.

In addition, the dean of the Graduate School appoints a member or members of the graduate faculty to serve on doctoral general and final examination committees. These individuals represent the dean and the entire graduate faculty. They are full voting members of the committee with all the rights and responsibilities of the other committee members. In the case of final examinations, it is the responsibility of the department chair to ensure that the dean's representatives receive copies of dissertations as soon as possible, but no later than two weeks before the date of the examination.

Full-time Residence Requirement

One full academic year of continuous residence (two consecutive semesters—fall and spring or spring and fall) as a full-time graduate student must be earned at LSU after the "Program of Study" is received by the Graduate School. If the "Program of Study" is received in a semester on or before the date specified in the "Academic Calendar" and the student is enrolled full-time, that semester may be counted as the first of the two consecutive semesters of full-time residence required.

Students who are in residence for the purpose of this requirement are devoting essentially all of their energies to graduate study under the direct supervision of a major professor and an advisory committee.

General Examination

It is in the best interests of students that those with high probability of continuing successfully toward a doctoral degree be identified as soon as possible. Doctoral students are, therefore, required to pass a rigorous qualifying examination or the general examination within three calendar years (36 months)—or a period deemed equivalent for part-time students—of their classification as doctoral students. Exception may be made to this if a department so petitions the Graduate School.

Whether a qualifying or general examination is used to meet the above requirement, the procedure should be sufficiently rigorous so as to provide reasonable confidence that the student who passes it may proceed successfully to a doctoral degree.

A student becomes eligible to take the general examination after demonstrating to the advisory committee adequate academic and professional aptitudes. Examinations may not be scheduled between semesters. Students on probation will not be allowed to take the general examination. Students must be registered for a minimum of one to three hours of credit during the semester in which they are taking the general exam.

There is no Graduate School requirement that doctoral students pass a pre-general examination before becoming eligible to take the general examination. However, since pre-general examination requirements may be retained by individual departments, students should check with the appropriate departmental office concerning this requirement.

A request for the general examination must be submitted to the Graduate School by the student's department chair at least three weeks prior to the proposed examination date. This request must state the time and place proposed and the names of faculty members nominated to serve as the examining committee. Under ordinary circumstances, these will be the members of the enlarged advisory committee; one or more representatives of the graduate faculty will be appointed by the dean of the Graduate School. Any additions to or changes in the makeup of this committee must be approved in advance by the dean of the Graduate School. At this time, if there are any changes in the program of study, a "Request for Change in the Program of Study for the Doctoral Degree" form should be completed and submitted to the Graduate School.

The general examination is ordinarily the most rigorous test in the entire doctoral program. In order for the student to pass this examination, there may not be more than one dissenting vote. Dissenting votes, along with assenting votes, must be recorded on the examination cards submitted to the Graduate School.

The examination may be oral, written, or 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 examination. The examination must be comprehensive enough to demonstrate expert competence over broad segments of the major field and a high degree of familiarity with the content of and current progress in one or more minor fields (if appropriate).

The general examination should be regarded as the culmination of a student's program in course work. 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 examination. When a student passes the general examination, report cards should be completed in duplicate and forwarded to the Graduate School.

Continuous Registration Requirement

Doctoral candidates must maintain continuous registration for a minimum of three semester hours of credit each regular semester (excluding summers) from the completion of the general examination to the end of the semester in which an approved dissertation is submitted to the Graduate School.

The dean of the Graduate School may exempt a student from the continuous registration requirement upon departmental certification that the student is in absentia from the University and is not drawing directly upon University resources. Exemptions are intended to accommodate students whose dissertation research requires extended periods of absence for field work in distant archives and laboratories; exemptions are not intended for students who have accepted positions as employees in business, industry, or education.

Dissertation

Students who have passed the general examination normally direct most of their energies toward preparation of the dissertation, which must be a contribution to knowledge in the major field of study. The dissertation must demonstrate a mastery of research techniques, ability to do original and independent research, and skill in formulating conclusions that in some way enlarge upon or modify accepted ideas.

The form of the dissertation must be in accordance with the instructions in the electronic thesis and dissertation guidelines available online at etd.lsu.edu.

LSU Alumni Association Distinguished Dissertation Award

The Distinguished Dissertation Award, consisting of \$1,000 and a certificate, is presented annually to two doctoral students whose research and writing epitomize superior scholarship. One award is designated for a student in the arts, humanities, or social sciences and one for a student in science, engineering, or technology. These awards are made each spring in conjunction with the Distinguished Research Master Award.

Final Examination

A request for the final examination must be submitted to the Graduate School by the student's department chair at least three weeks prior to the proposed examination date and by the current semester deadline, if the student is a candidate for a degree (see the academic calendar for all pertinent dates). This request must specify the major and minor fields (if appropriate), dissertation title, time and place proposed for the examination, and nominations for the examining

committee. The examining committee, including the dean's representative, must have copies of the dissertation at least two weeks prior to the final examination. Examinations may not be scheduled between semesters.

Permission to hold the final examination will be granted by the dean of the Graduate School only after all the foregoing conditions are satisfied and one academic year has elapsed since the student passed the general examination. "One academic year" in this case is the interval between a general examination held early in one term and a final examination held toward the close of the following term.

The dean of the Graduate School will approve the final examination committee. In most cases, it will consist of the student's special advisory committee or a similarly constituted group to which one or more additions have been made as representatives of the dean and the graduate faculty. Any additions to or changes in the makeup of this committee must be approved in advance of the examination.

Although the final examination is traditionally conducted as an oral test primarily concerned with the dissertation and related problems, the committee determines procedure and content, which may extend into subject matter related to major and minor fields (if appropriate), even though well removed from topics suggested by the dissertation.

In order for the student to pass this examination, there may not be more than one dissenting vote. Dissenting votes, along with assenting votes, must be recorded on the examination cards and the approval sheets submitted to the Graduate School.

Timely Completion of the Degree After Final Exam

Approved dissertations, including Graduate School corrections, must be submitted to the Graduate School no later than the deadline for submission of approved dissertations in the regular semester following the final examination. A final examination may be voided by the dean of the Graduate School for failure to submit the approved dissertation in a timely manner as described.

Application for Degree

Early in each semester or summer term, there is a deadline for submitting the "Application for Degree" to the Graduate School. Doctoral candidates are required to submit the "Application for Degree" form.

Submission of this form carries with it the implication that the student intends to graduate that semester. If circumstances prevent graduation, an updated "Application for Degree" must be submitted to the Graduate School by the designated deadline for the semester in which the student plans to graduate.

Certification of Completion of Requirements

Upon timely submission of the "Application for Degree," when the student has passed the final examination with no more than one member of the committee dissenting, and upon submitting a dissertation in acceptable form to the Graduate School, the student will be certified to the LSU Board of Supervisors by the dean of the Graduate School as having fulfilled all requirements for the degree of Doctor of Philosophy. This certification takes place at the next commencement, at which time the degree is conferred.

Time Limit

The program for the doctoral degree must be completed within seven years from the time a student is classified as a doctoral student. This time limit may not be exceeded except by special permission of the dean of the Graduate School. No less than one academic year may elapse between the passing of the general examination and the completion of all requirements for the doctoral degree.

REQUIREMENTS FOR THE DOCTOR OF MUSICAL ARTS DEGREE

The Doctor of Musical Arts (DMA) is a professional degree in music. The course work, residence requirements, and examination sequences are similar to those for the PhD degree. Major differences in the two programs are in the dissertation and minor field requirements (if appropriate).

For the special admission and course requirements for this degree, consult the School of Music.

FULFILLING DOCTORAL DEGREE REQUIREMENTS

Submit Program of Study	<ul style="list-style-type: none"> • During the first semester after the master's degree is awarded or during the first full year of full-time graduate study for a student not taking the master's degree.
Satisfy Full-time Residence Requirement	<ul style="list-style-type: none"> • After submission of "Program of Study." • One full academic year of continuous full-time enrollment.
Request General Examination	<ul style="list-style-type: none"> • After completing most course work. • Request for the general examination must be submitted to the Graduate School by the student's department chair at least three weeks prior to the proposed examination date.
Request Final Examination	<ul style="list-style-type: none"> • At least one academic year after passing the general examination. • Request for the final examination must be submitted to the Graduate School by the student's department chair at least three weeks prior to the proposed examination date and by the current semester deadline, if the student is a candidate for the doctoral degree.