

Graduation Workshop Spring 2025

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Application for Degree

- Application for Degree (AFD)
- Must be received before the AFD deadline (See Grad School Calendar):
<https://www.lsu.edu/graduateschool/students/calendars.php>
- All of the AFD forms can be found on the Grad Student Forms page:
https://www.lsu.edu/graduateschool/students/grad_student_forms.php
- The AFD is submitted electronically, by clicking “Submit Form”.



Application for Degree (continued)

- ▶ The AFD tells the Grad School that the student plans to complete all of the degree requirements in the current semester.
- ▶ The student will be entered in the Mainframe as a degree candidate for that semester.
- ▶ Each degree candidate's record will be audited in order to make sure that all degree requirements have been completed.
- ▶ Students who will not complete the degree requirements will be removed from the graduation list.
- ▶ Students who do not graduate will submit a new AFD.

Graduation List

- Graduation List Reports (“Degree Candidates by Type of Degree”) are sent out to the departments at four points each semester:
 - After the AFD deadline
 - After the Document Uploading Deadline
 - After the Document Approval Deadline
 - At the end of the semester
- These lists should be reviewed each time they are sent out.
- In the Grad List Report, there is a separate section for each degree program.

Degree Only

- ▶ Students who have completed all degree requirements by the last day of the previous semester can choose “Degree Only” on the AFD form.
- ▶ This will put the student on a list of students who will be audited during the Degree Only processing period.
- ▶ If the student is approved for Degree Only, the student will be contacted by email, prompting the student to complete registration in MyLSU as a degree only candidate.

Good Academic Standing

Good Academic Standing Policy – 3.0 semester and 3.0 cumulative

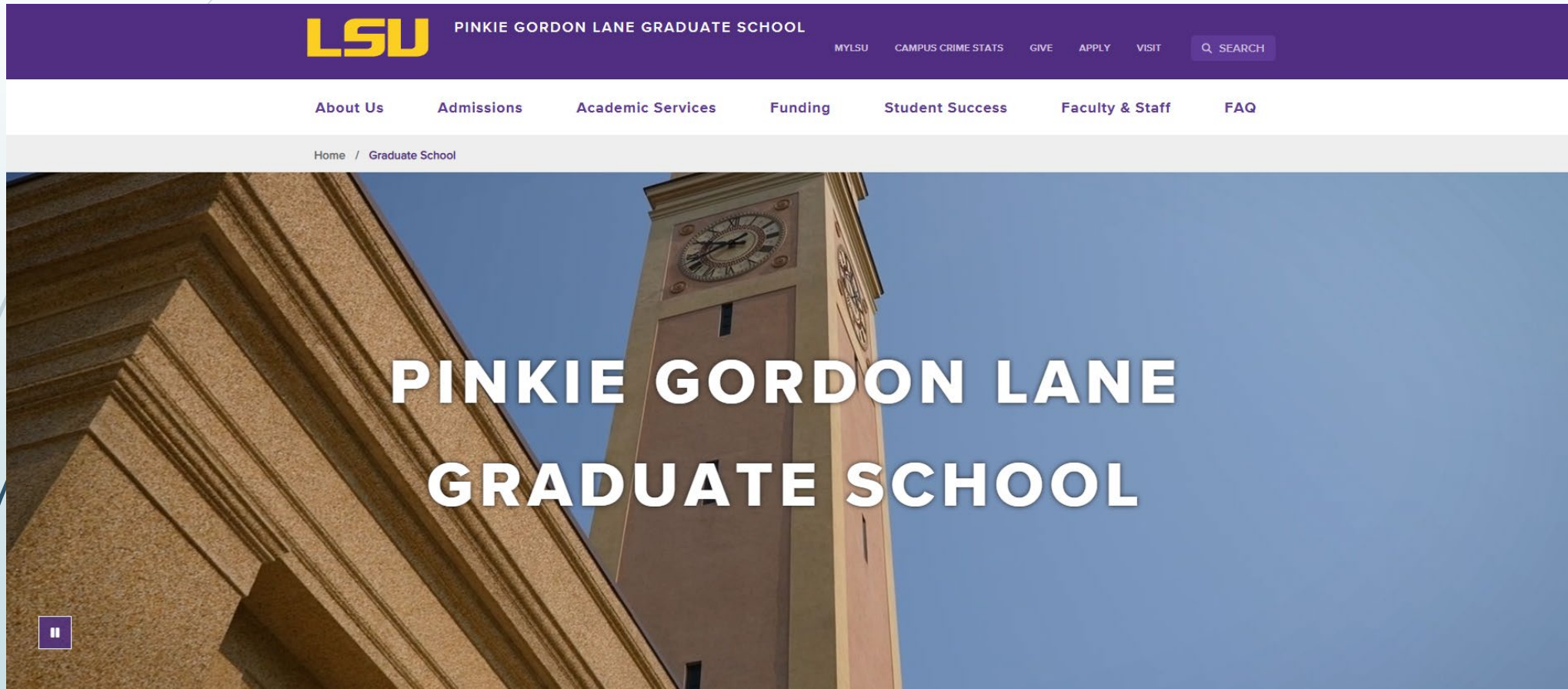
Implications for Graduate students not in good academic standing:

- ▶ Student may receive an academic probation or academic drop
- ▶ Student will not be eligible to do a general defense, final defense or take a comprehensive final exam
- ▶ Student will not be eligible to graduate if they receive less than a 3.0 cumulative GPA the semester in which they are graduating

Enrolled Student Information



Graduate School Website : <https://www.lsu.edu/graduateschool/index.php>



Pinkie Gordon Lane
Graduate School

Enrolled Student Information (continued)



LSU PINKIE GORDON LANE GRADUATE SCHOOL

MYLSU CAMPUS CRIME STATS GIVE APPLY VISIT

[About Us](#) [Admissions](#) **[Academic Services](#)** [Funding](#) [Student Success](#) [Faculty & Staff](#) [FAQ](#)

- STUDENTS HOME
- NEW STUDENTS
- IMPORTANT STUDENT RESOURCES
 - GRADUATE STUDENT FORMS**
 - GRADUATE SCHOOL CALENDAR
 - THESIS & DISSERTATION PREP
 - THREE MINUTE THESIS COMPETITION
 - GRADUATE ASSISTANT INSURANCE & STIPENDS
 - GRADUATE RESEARCH CONFERENCE
 - GRAD LIFE

Request for Defense and Degree Audit

Important Deadlines

► Request for Final Defense Submission Deadline

- Typically due the next business day after the final date to add courses. For the Spring semester, the date is **January 24th.**
- Due to the Graduate School three weeks prior to the defense date but no later than the submission deadline

► Thesis and Dissertation Submission Deadline

- Documents must be submitted by **March 28th** to the LSU Scholarly Repository.
- Ensure there is enough time between your defense date and the submission deadline.

► Approval Deadline

- Students should ensure their document is finalized and ready to be approved by this date. For the Spring semester, the date is **April 17th.**

NOTE: SAVE ALL SUBMISSION CONFIRMATION EMAILS!!!

Request for Defense and Degree Audit

(continued)

Advisory Committees

► **Master's and Doctoral Committee Makeup**

- Minimum of three faculty members
- Committee Chair must be from the major department
- Master's students must have at least one member with full graduate faculty status
- Doctoral students must have at least two members with full graduate faculty status (one of those members must be from the major department)
- Minor professor if student is declaring a minor

► **Administrative Approvals**

- These requests are submitted for potential committee members who do not have graduate faculty status and/or are not faculty employed at LSU
- Requests for AA are processed internally by the Academic Service Officer. The student/department should only list that person(s) name on the form. If there are issues, the Dean's Office will reach out to the academic department

Degree Audit

Coursework Information:

List all relevant LSU graduate courses and hours required toward this degree only. (Ex: CHEM 7947 (3), CHEM 8000 (6), etc.)

Coursework Earned in Major Program:**Coursework Earned in Minor Program (if a formal minor has been declared):****Courses Transferred or Petitioned (list institution):**

Total Hours Completed:

Courses Remaining:

Total Hours Remaining:

Coursework Earned in Major

Coursework Information:

List all relevant LSU graduate courses and hours required toward this degree only. (Ex: CHEM 7947 (3), CHEM 8000 (6), etc.)

Coursework Earned in Major Program:

- Only list completed coursework needed for this degree
- Include research hours
- List course number and amount of hours.
- For Example: CHEM 7947 (3), CHEM 8000 (6)
- Do not list courses that you are currently enrolled in

Coursework Earned in Minor

Name:	<input type="text"/>	Department:	<input type="text"/>
LSU Student ID:	<input type="text"/>		
Degree Type (M.A., M.S.):	<input type="text"/>	Official Major:	<input type="text"/>
		Official Minor:	<input type="text"/>

- To declare an Official Graduate School Minor – Type it in outlined box shown above
- Must have a minor professor serving on the committee

Coursework Earned in Minor (continued)

Coursework Earned in Minor Program (if a formal minor has been declared):

- If declaring a minor, list all coursework earned for minor in the box shown above
- Use the same format – Ex. CHEM 7947 (3), CHEM 8000 (6)

Courses Transferred

Courses Transferred or Petitioned (list institution):

- Any transfer work needs to be listed in the box above
- Please list coursework in the same format – Ex. CHEM 7947 (3), CHEM 8000 (6)
- List the University name next to the courses

Transferring Coursework

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

Email submission to gradsvcs@lsu.edu

Student Information:

LSU Student ID	Last Name	First Name	Middle Name
Date	Department/School		
Degree (M.A., M.S., M.S. in E.E., etc.)		<input type="checkbox"/> Thesis	<input type="checkbox"/> Non-Thesis

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: _____

*****Only for Master's Students*****

- Fill out Request for Transfer work
- Signed by:
 - Committee Chair
 - Department Head or Grad Advisor
- Send with your Request for Masters Defense

Transferring Credit Requirements

******For Master's Students Only******

- ▶ Must be in Good Academic Standing (not on probation)
- ▶ Must have earned 9 hours of graduate credit in a degree program at LSU
- ▶ Non-Matriculating Coursework taken at LSU must be transferred to be counted towards degree
- ▶ All transfer work must have been taken for Graduate credit with a grade of a "B" or higher
- ▶ A maximum of ½ of the coursework requirement can be transferred (including non-matriculating credits)
- ▶ A maximum of 6 credit hours at the 6000 level & above can be transferred
- ▶ Transfer work must have been completed within 5 years of the time the student is able to

Transferring Credit Requirements (continued)

*****For PhD Students Only*****

- List transfer work on Request for General Defense & Degree Audit in Transfer Coursework section (include name of University).
- Transfer coursework cannot be more than half of the required coursework for the degree.

Courses Remaining

Courses Remaining:

Total Hours Remaining:

- Courses that are in-progress during the semester you are defending/graduating go in this section
- When you submit your Request for Final Defense, all coursework required for the degree must be completed or in-progress during the current semester
- Please list coursework in the same format – Ex. CHEM 7947 (3), CHEM 8000 (6)

Requirements for Approval

For Office Use Only:

GPA:

REG:

CW:

COM:

TIME:

MINOR:

- Semester and LSU Cumulative GPA must be above a 3.0
- Master's students must be registered for at least 1 credit hour in the semester the student defends
- PhD students must be registered for at least 3 credit hours in the semester the student defends
- Must meet coursework and thesis hour requirements for your degree
- Committee must meet all requirements
- All coursework must not be older than 5 years or it will need to be revalidated
- The minor will be entered into the system if all requirements are met

Graduate Defense Results

LSU | Graduate School

Graduate Defense Results

Email submission to gradsvcs@lsu.edu

Student Information:

Name: _____ LSU Student ID: _____
Official Major: _____ Official Minor: _____
(if applicable)

Defense Date: _____

Exam Type:

Master's Doctoral DMUS (Non-Thesis)
 Thesis Non-Thesis General Final Pass Fail
 Pass Fail Pass Fail

Exam Results: We, the undersigned committee members, were present and voted as follows:

Print Name	Sign Name	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
Committee Chair	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Chair (if applicable)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean's Representative	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minor Professor (if applicable)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

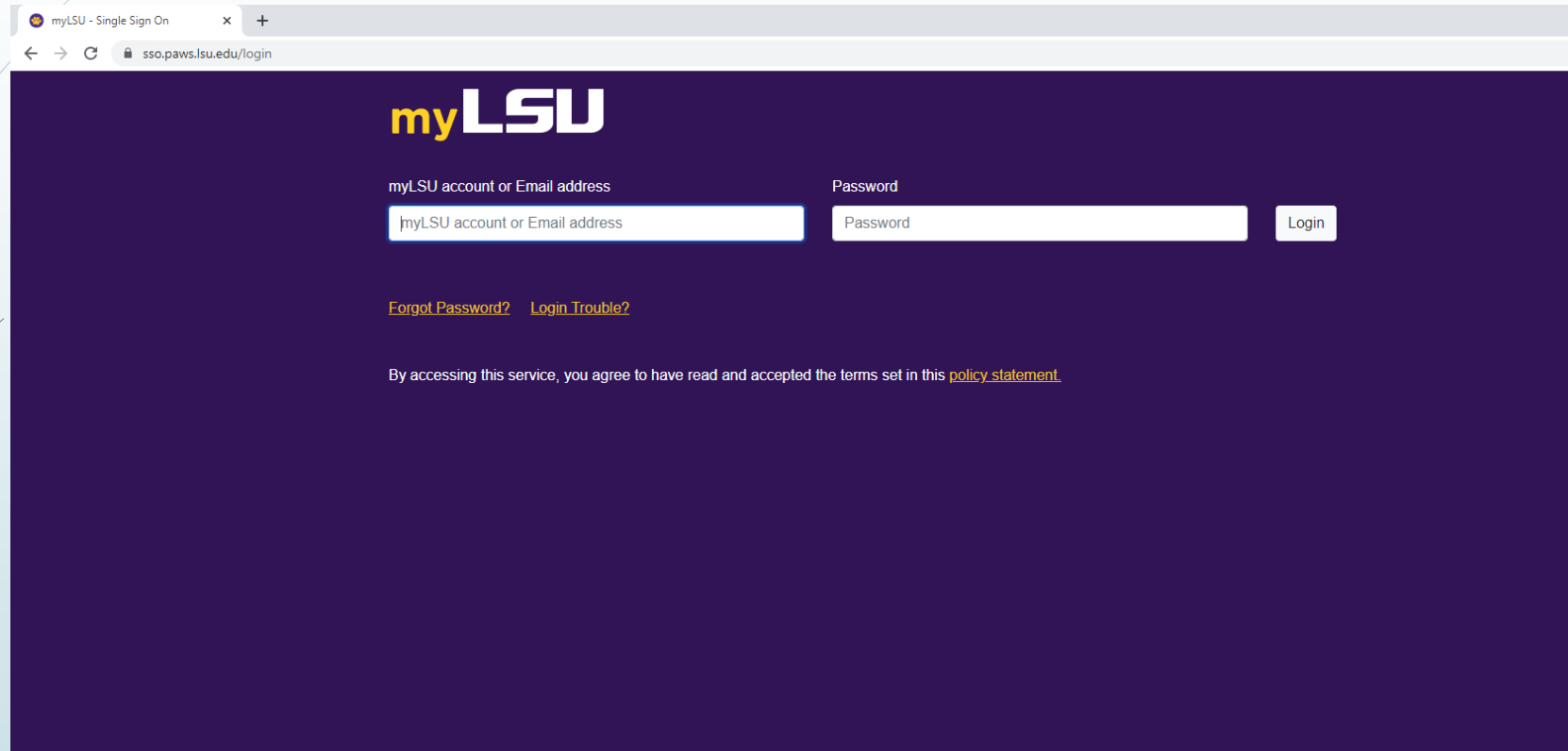
If a student fails the exam and/or retake has been requested, please attach explanation specifying if the student will be allowed to retake the exam and, if so, the amount of time he/she has to retake it.

Administrative Approval

Dean of the Graduate School: _____ Date: _____

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Updated 11/2018

Path to Graduate Milestones: Step 1



A screenshot of a web browser showing the myLSU login page. The browser tab is titled "myLSU - Single Sign On" and the address bar shows "sso.paws.lsu.edu/login". The page has a dark purple background with the "myLSU" logo in white and yellow. Below the logo, there are two input fields: "myLSU account or Email address" and "Password". A "Login" button is positioned to the right of the password field. Below the input fields, there are two links: "Forgot Password?" and "Login Trouble?". At the bottom, there is a line of text: "By accessing this service, you agree to have read and accepted the terms set in this [policy statement](#)."

myLSU

myLSU account or Email address

Password

myLSU account or Email address

Password

Login

[Forgot Password?](#) [Login Trouble?](#)

By accessing this service, you agree to have read and accepted the terms set in this [policy statement](#).

STEP 2: Find the Student Services Option

The screenshot displays the myLSU website interface. On the left is a vertical navigation menu with a search bar at the top labeled "Search Apps...". The menu items are: MYLSU, CAMPUS COMMUNITY, COMPUTING SERVICES, DIRECTORY INFORMATION, EMPLOYEE RESOURCES, FINANCIAL SERVICES, INSTRUCTIONAL SUPPORT, LIBRARY RESOURCES, PERSONAL PREFERENCES, REGISTRATION SERVICES, RESEARCH SUPPORT, STUDENT SERVICES, and TRAVEL RESOURCES. The "STUDENT SERVICES" item is highlighted with a light blue background and a white border. A large blue arrow points from the left towards this item. Below the menu is a "Contact Support" button with a headset icon and the text "Powered by Unified. © 2022".

The main content area on the right is titled "myLSU" and contains several sections:

- Quick Links:** A purple header section containing six icons and labels: Email, IT Service, Moodle, Geaux Grants, Workday, and Watermark.
- Resource Pages:** A purple header section containing four links: Student Resources, Staff Resources, Faculty Resources, and Campus Resources.
- myNews:** A purple header section containing one link: Prioritizing Panopto.

STEP 3: Select the Graduate Milestone

The screenshot displays the myLSU website interface. On the left, a vertical navigation menu is open under the 'STUDENT SERVICES' header. The 'Graduate Milestones' option is highlighted with a grey box, and a blue arrow points to it from the left. A large black arrow also points from the left towards the right side of the page. The main content area on the right is divided into three sections: 'Resource Pages' (with links for Student, Staff, Faculty, and Campus Resources), 'myNews' (with links for Prioritizing Panopto and Faculty-Designer Showcase Video Series), and 'Web Resources' (with links for Faculty Resources & Support, ITS Service Desk, LSU A-Z, Service Status, and TigerWare).

Doctoral Graduate Milestones



Log Out

:: Graduate Milestones ::

Listed below are the milestones associated with your degree program and the current status on file with the Graduate School. If you have questions, contact your Departmental Advisor or the Office of Graduate Records. Refer to the LSU Graduate Bulletin or General Catalog for deadlines regarding these milestones.

Graduate Degree Information

Degree Type	PHD	Description	Political Science
Program Type	Doctoral	Original Term	Fall 2016

Milestone Information

Milestone	Status	Date	Term
Program of Study			
General Exam Reqst	Approved	01/29/2019	
General Exam			
Final Exam Request			
Final Exam			
Appl for Degree			
Degr Cand Check-out			
Dissertation			
Survey Earned Doc			
Restrict Document			

Master's Graduate Milestones

myLSU Log Out

:: Graduate Milestones ::

Listed below are the milestones associated with your degree program and the current status on file with the Graduate School. If you have questions, contact your Departmental Advisor or the Office of Graduate Records. Refer to the LSU Graduate Bulletin or General Catalog for deadlines regarding these milestones.

Master Graduate Degree Information

Degree Type	PHD	Description	Kinesiology
Program Type	Thesis	Original Term	Spring 2018

Milestone Information

Milestone	Status	Date	Term
Final Exam Request			
Final Exam			
Appl for Degree			
Degr Cand Check-out			
Thesis			
Restrict Document			
Transfer/Non-degree Petition	No		

How to Have a Smooth Final Review of Your Thesis or Dissertation

Alicia B. Paxton
Dissertation Editor
apaxto5@lsu.edu
gradetd@lsu.edu

Linda K. Levy
Thesis Editor
llevy@lsu.edu
gradetd@lsu.edu

What is the final review of a thesis or dissertation?

It is the Graduate School editors' examination of your finished document to be certain that you have consistently formatted it according to the Graduate School's guidelines. The editors do not read the document word-for-word. Instead, they look at items such as:

- ▶ how you ordered your material—and all the details that create order, such as consistently styled headings and subheadings throughout
- ▶ whether you used an acceptable style of documentation throughout
- ▶ your attention to copyright matters.

This review occurs following your defense and within a day or two after you upload the document to the LSU Scholarly Repository website. The editor frequently sends an email asking for a few changes. Following your response to the email, and the editor's approval, your document remains in the LSU Scholarly Repository, where it will be archived for access by other researchers.

Why the format of your thesis or dissertation matters

Other major research universities require graduates to follow a thesis and dissertation format much like the one we use here at LSU. Theses and dissertations share common features that all researchers expect to see and that clearly lay out your work. When you put your document together according to our required format, you not only aid the scholarly cause on a professional level, you make yourself—and LSU—look good! As you near graduation and exhaustion, having spent epic sums of money and years of focused work here at LSU, the Graduate School wishes to honor your effort and make this final task as easy as possible for you

Doing it right

Go to the **THESIS & DISSERTATION PREP** section of the Graduate School website—today—and familiarize yourself with the resources that will guide you:

- ▶ the steps to preparing and submitting the document
- ▶ due dates and deadlines
- ▶ necessary forms
- ▶ the *Thesis & Dissertation Handbook*, which contains the complete formatting guidelines
- ▶ *four different document templates* from which you may select the one most suited to your discipline. The use of a template is not required. Many students prefer to follow the written guidelines in the handbook.

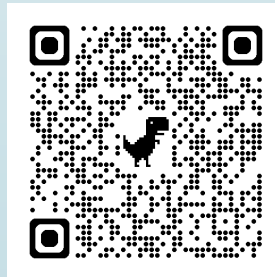


Doing it right (continued)

Let me suggest that you take a few relaxing minutes early in the semester to read slowly through the complete guidelines, whether you plan to use a template or not. (We're talking about only 10-12 pages of solid information plus sample pages.)

When you begin to compile your document, that initial reading will stick with you enough to alert you whenever you need to consult the guidelines for a specific formatting element. Consult the guidelines periodically as you write.

When you've achieved a final draft, scroll through it, making certain that you've consistently applied the formatting throughout. Right before you upload the finished document to the LSU Scholarly Repository, consult the checklist located near the end of the ***Thesis & Dissertation Handbook***.





Things that are good to know

- Departments and professors do not preside over your document's final format, and therefore they place varying degrees of emphasis on format (and, in some cases, none). It is entirely up to you to save yourself from the last-minute, panicked realization that your *graduation date can be jeopardized* by a failure to format your document correctly and on time.
- Remember: Editors do not tell you how to format. They only check that you have applied the LSU format to your document.
- Schedule your defense no later than two weeks before the deadline for uploading your document to LSU Scholarly Repository. That will give you time to polish your format.

Things that are good to know (continued)

- Never upload a document to LSU Scholarly Repository if your committee has not given its final approval or if you have not completed the required formatting. If you do, a cranky editor will return it to you unreviewed.
- After an editor approves your final document, you can make no further changes. It will be archived as is.

Extra help



- Either right before or right after your defense, you may email me with a request to do a quick Preliminary Review of specified pages in your thesis or dissertation. Please see the instructions for a preliminary review in the ***Thesis & Dissertation Handbook***. A preliminary review is not required, especially if you are using a template or feel confident that you have successfully followed the guidelines.
- Early every semester, the Graduate School holds an hour-long *Thesis and Dissertation Workshop*. Look for the flyer advertising it.
- Before you contact me with a question, look for the answer in the *Thesis & Dissertation Handbook*. It is usually right there.

Thank You!

- ▶ Please keep an eye out for emails from the Graduate School and visit our social media platforms for important announcements and workshops!

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Graduate School

