

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 at <http://www.lsu.edu/graduateschool/current-students/enrolled-student-forms.php>. 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., no 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. Internal minors need not be listed as they are monitored by the department.
- **Committee Members** must be members of the graduate faculty. The *General Catalog* and the departmental graduate advisor are the best sources for information on committee composition and graduate faculty status. Additional members can be added at the time of the General Defense. If one includes a member of Southern University's graduate faculty, it should be indicated with '(SU)' after the faculty's printed name.
- **Signatures:** No one else may sign for a committee member. Electronic signatures are 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 the 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:
 - 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.)
 - Course work must have a grade of **A, B, P, or S** or the verified equivalent.
 - 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.
 - 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 Requirements** should be checked prior to submission to Graduate School Academic Services.

Questions may be directed to the Graduate School Academic Services office at (225) 578-2311.

Request for Doctoral General Defense and Degree Audit

This form must be submitted to The Graduate School *three weeks prior* to the defense. *Email submission to gradsvcs@lsu.edu. Please ensure that your department receives a copy of this form.*

Student Information:

LSU Student ID:

Defense Date:

Name:

Time & Place:

Department:

Previously Scheduled?

Major:

Minor:

Committee Information:

The full advisory committee must comprise at least three members of the graduate faculty, including two full members of the graduate faculty, one being from the major department. If a minor is declared, the minor department must be represented. If you are including a member of Southern University's graduate faculty, indicate the institution with '(SU)' after the name. **Co-Chair (if applicable) and Minor professor can be represented in any 'Member' line if necessary. All General Examinations will be assigned a dean's representative who will serve at the final defense as well.**

Committee Members *(Print and Sign Names Below)*:

Committee Chair:

Member:

Member:

Member:

Member:

Member:

Please state area of research below (be as specific as possible):

For Office Use Only:

GPA:

CW:

TIME:

REG:

COM:

MINOR:

LSU | Graduate School

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:

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Total Major Credit Hours at LSU: _____

Major Area Courses from Other Institutions (Name Institution):

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Total Major Credit Hours from Other Institution: _____

Minor Courses at LSU (if declared):

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Total Minor Credit Hours at LSU: _____

Minor Courses at Other Institutions (Name Institution):

--

Total Minor Credit Hours at Other Institution: _____

Other Courses at LSU (electives and any other relevant courses):

--

Total Credit Hours: _____

Other Courses at Other Institutions (Name Institution):

--

Total Credit Hours: _____

LSU | Graduate School

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: _____

Department Chair or Grad Advisor: _____

Date: _____

Minor Department Chair or Advisor: _____

Date: _____

Approved:

Dean of the Graduate School: _____

Date: _____