LSU PETE Graduation Checklist for MS and PhD Students

(GS = Gradate School; ISO = International Student Office; DGA = Dept. Graduate Advisor; DGC = Dept. Graduate Coordinator)

Please note that students are fully responsible for meeting the GS and ISO guidelines for graduation. This form is developed only for general guidance purpose in the department.

Any forms requiring signatures from either the department chair or the department graduate advisor must go to the department graduate advisor.

Your Name (last, first) _____; Supervisor Name _____

Your Degree Program PhD_____; MS Thesis_____; MS Non-thesis____

Before your last semester

All "Degree-Only Registration" students:

You have checked with GS for all graduation requirements. Yes __NA____

If international, you have checked with ISO for your legal status (visa, OPT, etc.). Yes __NA____

MS Non-thesis (if "No" to any of these below, you are not ready to graduate this semester):

You have already completed at least 3 CHs of PETE 7256 with passing grades. Yes __NA____

If this is a new change to non-thesis, you have informed GS and DGC of this change in writing. Yes __NA____

First weeks of last semester - Please confirm GS deadlines.

- Application for Degree form filled out and submitted to DGC. Yes _____
- Request for Final Defense form filled out and submitted to DGC. Yes _____
- Check with DGA for graduation requirements (CHs; core; committee). Yes _____

Middle of last semester - Please confirm GS deadlines.

- Deliver your dissertation/thesis/report to your committee 3 weeks before your exam date. Yes _____
- Request your final exam announcement to DGC, 1 week in advance. Yes _____
  (Include information such as title, supervisor, date and location)
- After the exam, check with GS and DGC if the followings are submitted before the deadline.
  (This deadline, in general, is mid March in Spring and mid October in Fall semester.)
  - Approval form; Defense Results form Yes _____
  - Your final corrected dissertation/thesis/report; ALL other related forms. Yes _____

If all these tasks are completed, submit this form to DGC; return your keys and other university properties accordingly (i.e., facilities service).

If you are unable to meet all deadlines/requirements and graduate this semester, check with GS regarding next timelines and guidelines (eg. For Degree-Only Registration next semester, you must complete everything before the commencement date of the previous semester.)

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