

Master's Degree Audit and Defense Requirement Checklist

You are responsible for reviewing this checklist before the defense is scheduled. Failure to satisfy the listed criteria will result in the given defense being disallowed, in which case it must be retaken.

Student Information:

- Registered for semester during in which the defense occurs. This may include Thesis or non-thesis hours, depending on your department.
- Have an approved degree audit.
- Overall LSU GPA for eligible courses since beginning graduate work at LSU is greater than or equal to 3.000 (includes half of the coursework at the 7000-level in courses taken while in a graduate program, but does not include transfer courses to meet the half requirement.)
- Overall LSU GPA on the degree audit (excluding transfer courses) is greater than or equal to 3.000.
- All committee members have agreed to attend the oral portion of the defense or have requested a substitute. There must be at least one full member of the graduate faculty for master's students and two full members for doctoral students. There may not be a substitute for the chair. If a minor is declared, the minor department must be represented on the committee. If you are including a member of Southern University's graduate faculty, indicate the institution with '(SU)' after the name.
- At the end of the semester in which the defense is given, there are no more than a minimal number of course work hours remaining. *For questions, contact your Graduate School academic officer.*

Request for Master's Defense and Degree Audit

This form must be submitted to The Graduate School *three weeks prior* to the defense date or by current semester deadline for graduation.

Email submission to gradsvcs@lsu.edu.

Name: _____

LSU Student ID: _____

Department: _____

Degree Type (M.A., M.S.): _____

Official Major: _____

Official Minor: _____

Defense Information:

Defense Date/ Time: _____

Select One:

Thesis

Non-Thesis

Location/ Room: _____

Thesis Title: _____

Note: If the title changes after the defense, please ensure the Approval Sheet reflects the new title.

Committee Members (Print Names Below):

Committee Chair: _____

Signature: _____

Co-Chair (if applicable): _____

Minor Professor (if applicable): _____

Signature: _____

Member: _____

Member: _____

Department Chair/Grad Advisor: _____

Signature: _____

Dean of the Graduate School: _____

Date: _____

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):

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|--|
| |
|--|

Courses Transferred or Petitioned (list institution):

| |
|--|
| |
|--|

Total Hours Completed: _____

Courses Remaining:

| |
|--|
| |
|--|

Total Hours Remaining: _____

For Office Use Only:

GPA: _____

REG: _____

CW: _____

COM: _____

TIME: _____

MINOR: _____