

DOCTORAL DEGREE AUDIT GUIDELINES

(To be submitted with General Exam Request)

The **Degree Audit** is an agreement between the student and their department, and outlines the student's individualized degree requirements as determined by the student's major professor and advisory committee. The **Degree Audit** form must be submitted by the student's 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 and from Graduate Student Services. Below are guidelines for completing the forms and avoiding common mistakes. Errors may result in the forms' return and may delay Graduate School approval.

Please pay attention to the following while completing the succeeding forms:

- **Major Fields** must be as listed in the Graduate Bulletin (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 and are monitored by the department.
 - **Committee Members** must be members of the graduate faculty. The *General Catalog* and one's 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 Exam. If one includes a member of Southern University's graduate faculty, they ought to indicate this with (SU) after the faculty's typed name.
 - **Signatures** must be original. No one else may sign for a committee member.
 - **Course Work:** the **Degree Audit** must include the required numbers 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, 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 should 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 Student Services.
 - **Questions** may be directed to Graduate Student Services at (225) 578-3181.
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Request for Doctoral Examination and Degree Audit

(One typed original must be submitted to the Graduate School **three weeks prior** to examination date and by current semester deadline for graduation.)

Student Information

Name: LSU ID: Department/School: Major: Minor: Exam Date: Time & Place: Has this Exam been Previously Scheduled?	For Office Use Only GPA: CW: TIME: REG: COM:
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Suggested Committee

Note: Doctoral committees must include at least one full member of the graduate faculty from the major department. **All general exams will be assigned a dean's representative.** If you are including a member of Southern University's graduate faculty, indicate it with a (SU) after their name.

Typed/Printed Names:	Signatures:
Chair: _____	Chair: _____
Minor Prof: _____	Minor Prof: _____
Member: _____	Member: _____
Member: _____	Member: _____
Member: _____	Member: _____
Member: _____	Member: _____

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

COMPLETED COURSEWORK

List Subject, Course Number, and Hours of Credit.
(Example: CHEM 4492 (3), POLI 7991 (3), etc.)

Note: Courses in which D, F, I, AU, or U grades were received are not applicable.

Major Courses at LSU:

Total Major Credit Hours at LSU: _____

Major Courses at Other Institutions (If Applicable):

Total Major credit hours at: _____
(Name of Institution) (Total Hours)

Minor Courses at LSU:

Total Major Credit Hours at LSU: _____

Minor Courses at Other Institutions (If Applicable):

Total Minor credit hours at: _____
(Name of Institution) (Total Hours)

Other Courses at LSU:

Total Major Credit Hours at LSU: _____

Other Courses at Other Institutions (If Applicable):

Total Minor credit hours at: _____
(Name of Institution) (Total Hours)

PROBABLE FUTURE COURSEWORK

List Subject, Course Number, and Hours of Credit.

The Graduate Council has strongly recommended to include at least nine (9) hours of dissertation research.

(Example: CHEM 7990 (3), POLI 7980 (3), etc.)

Major Courses:

Total Major Credit Hours: _____

Minor Courses:

Total Minor Credit Hours : _____

Other Courses:

Total Other Credit Hours : _____

Signatures:

(Signature of Student)

Date

(Signature of Major Department Chair or Advisor)

Date

(Signature of Minor Department Chair or Advisor)

Date

Approved:

(Signature of Dean of Graduate School)

Date

Date Received