Human Resource Education (HRE)

Graduate Student Handbook

2017-18
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Introduction:
The following contains information regarding policies and procedures for Human Resource Education (HRE) graduate students. This document was created with the goal of integrating both Graduate School and departmental rules and procedures specifically related to the HRE training program. However, it is not intended to be a substitute for the Graduate Bulletin and students are encouraged to read the “General Graduate School Regulations” as well as the “Requirements for Advanced Degrees” sections of the Graduate Bulletin. Students are responsible for knowing and following Graduate School policies and departmental requirements. If after consulting this document, you still have questions, please contact your advisor (for academic/research matters etc.) or the Graduate School and SLHRD staff (forms, deadlines, etc.).

Failure to follow procedures may result in delay of your progress, result in a loss of funding and/or possible dismissal from the program.

General Rules and Guidelines:
1) You are responsible for maintaining frequent communication with the department during your enrollment in the MS and Ph.D. programs. It is also your responsibility to inform the department of your most current and accurate contact information; including email, telephone numbers and address.
   - Remember when problems arise, the faster we are able to find you, the faster the problem can be resolved. Expediting contact with you can be very important with time sensitive issues.
   - Please provide a working email address. Full mailboxes and/or closed email accounts do not allow you to receive the necessary information. SLHRD sends out numerous emails throughout the year with notices of new information and/or reminders of deadlines, rules and other important information to students.
   - Occasionally, new rules are implemented during or between semesters that will not be found in the books you have received. You will be informed of any changes via email.
   - If you are not able to receive email for any reason, contact SLHRD immediately so that other arrangements can be made.

2) If you have questions about the rules or what step to take next, read the information you have been given. After reading it, if you are still unsure, contact your advisor (for academic/research matters etc.) or SLHRD (forms, deadlines, etc.). This handbook and the Graduate Bulletin, along with links to the Graduate School website and Graduate School forms are also available on the SLHRD website at http://sites01.lsu.edu/wp/SLHRD/.

3) Most of your professors are 9-month employees and therefore not always available during the Summer semester. It is possible that you will not be able to hold a meeting (proposals, defenses, exams, etc) during the Summer semester so plan accordingly.

4) The terms “successfully propose,” “successfully defend” or “successfully pass” an exam mean that you have your necessary paperwork (forms differ for each exam) signed as passed by your committee.
5) You are not allowed to attempt a dissertation proposal and defense during the same semester. If approved by your advisor, you may schedule the general exam and the dissertation proposal during the same semester. You cannot propose or defend between semesters. A semester begins on the first day of orientation. The day prior to graduation is the final day of the semester for these major exams.

6) Any student with grievances is eligible to appeal the issue at hand. The guidelines for the appeals process are given in LSU Policy Statement 48 (PS-48 can be found at http://appl003.ocs.lsu.edu/ups.nsf/d18275cbffaad4b10625635a006e196c/266da3186d2ba0eb86256c250062ae8?OpenDocument.)

7) Any graduate student wishing to be appointed as an instructor of record on a graduate assistantship must fulfill the following requirements to apply.
   ✔ Applicants must have earned their HRE master’s degree prior to beginning of the appointment.
   ✔ Applicants must have completed at least 18 (of the 30) hours of core courses.

8) SLHRD expects the highest ethical and professional behavior from all graduate students at all times. This includes adhering to the LSU Code of Student Conduct (this can be found at www.lsu.edu/deanofstudents.) Unethical or improper behavior (on or off campus) may warrant disciplinary action by the department and/or the university.

Graduate School Information:

The department is your liaison to the Graduate School. If you have questions or concerns about Graduate School rules or procedures, call or email SLHRD. Ms. Melissa Tournage is the appropriate contact. Please do not initiate contact with the Graduate School. You should never send/bring any documents/forms directly to the Graduate School (exceptions are the final thesis and final dissertation documents). The department must submit all paperwork and we retain copies in your departmental file.

You must be registered continuously for at least 3 credit hours each regular semester. The Graduate School considers the Spring and Fall semesters as “regular semesters” but not the Summer.

You must maintain a GPA of 2.7 or better (cumulative and semester GPA) to remain “in good standing” with the Graduate School. The first semester your GPA is below 2.7, you will be placed on academic probation. Academic probation is NOT considered “in good standing.” While on academic probation, you are not eligible for funding of any kind. If after one semester of academic probation, your cumulative and semester GPA are not 2.7 or better, you will be terminated from the university.

If you are the recipient of an assistantship, you must secure written permission to work additional hours outside of that assistantship. The additional work must be related to your education in some way to merit approval. If you wish to apply for additional compensation, please contact SLHRD to inform of where you will be working, what services you will provide, how many hours per week you will be working, as well as your beginning and ending date for that commitment. Appropriate paperwork will then be filed to request permission.
**Required Core Courses:**

Satisfactory completion of the qualifying core courses is required to be qualified for advanced doctoral study. Satisfactory completion constitutes passing the required courses with a grade of “A” or “B” by the end of your 2nd year in the program. It is recommended that as many of these classes as possible be taken during the first year of graduate school. Each course is generally offered once a year. If you feel you have a particularly strong background in one or more of the core areas, you may take the final exam in any course; you will have satisfied the core requirement if you earn a grade of “A” or “B.” You must secure a letter from the course instructor giving your exam grade for inclusion in your file, as evidence of satisfying this requirement.

You have two attempts to complete these core courses. Failure to do so will result in dismissal from the program. Any new student failing more than one core course on the first take will be dismissed from the program.

### Ph.D. Curriculum Worksheet (Effective Spring 2018)

<table>
<thead>
<tr>
<th>REQUIRED CONTENT CORE (36 hrs)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>HRE 7002 Perspectives on Leadership &amp; Human Resource Development</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7025 Advanced Adult Learning Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7571 Performance and Needs Analysis in HRD</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7602 Program Development &amp; Evaluation I</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7701 Introduction to Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7575 Managing Change in Organizational Systems</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7577 Training and Development in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7304 Cultural Competency and Diversity</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7200 Philosophy of Organizational Science: Epistemology in LHRD</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7110 Team and Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7910 HR Analytics</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7024 Applied Research Methods and Analysis</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED RESEARCH CORE (35 hrs)</th>
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<tbody>
<tr>
<td>HRE 7905 Advanced Research Design</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7912 Qualitative and Mixed-Methods</td>
<td>3</td>
</tr>
<tr>
<td>HRE 7703 Tests and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>ELRC 7006 Statistical Principles I (May sub EXST 7003)</td>
<td>4</td>
</tr>
<tr>
<td>ELRC 7016 Statistical Principles II (May sub EXST 7013)</td>
<td>4</td>
</tr>
<tr>
<td>Choose 2 *Qualitative Methods (ELRC 7243), Multivariate Statistics (MKT 7716); Structural Equation Modeling (MKT 7488).</td>
<td>6</td>
</tr>
<tr>
<td>HRE 9000 Dissertation Research</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>35</strong></td>
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</tbody>
</table>

**Total Minimal Number of Core (Content and Research) Credit Hours** 71

### ELECTIVE COURSES (19 hrs—Select Appropriate Courses With Your Committee)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HRE 7171 Instructional Design for HRD</td>
<td>3</td>
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<tr>
<td>HRE 7271 Leading Learning in HRD</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>HRE 4573</td>
<td>Managing the HRD Function</td>
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<tr>
<td>HRE 4585</td>
<td>Consulting in Organizations</td>
</tr>
<tr>
<td>HRE 4581</td>
<td>Advanced Organization Psychology and Human Workplace Dimensions</td>
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<tr>
<td>HRE 7122</td>
<td>Program Development &amp; Evaluation II</td>
</tr>
<tr>
<td>HRE 7725</td>
<td>Leadership Development Strategies</td>
</tr>
<tr>
<td>HRE 7809</td>
<td>Practicum in HRE (3-9 credits)</td>
</tr>
<tr>
<td>HRE 7727</td>
<td>Advanced Leadership Theory &amp; Practice</td>
</tr>
<tr>
<td>HRE 7731</td>
<td>Current Topics in Leadership Development</td>
</tr>
<tr>
<td>HRE 7005</td>
<td>Workforce Planning &amp; Analysis</td>
</tr>
<tr>
<td>HRE 7724</td>
<td>Determinant Leadership &amp; Individual Development</td>
</tr>
<tr>
<td>HRE 4901</td>
<td>Global Leadership</td>
</tr>
<tr>
<td>HRE 7001</td>
<td>Principles of Workforce Development</td>
</tr>
</tbody>
</table>

**Total Minimum Number of Credit Hours** 90

Additional elective courses may be approved by the student’s advisor and documented in the program of study.

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**MS Curriculum Worksheet (Effective Spring 2018)**

<table>
<thead>
<tr>
<th>REQUIRED COURSES (36 hrs)</th>
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<tbody>
<tr>
<td>Course Code</td>
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<table>
<thead>
<tr>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td></td>
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</tbody>
</table>
## RECOMMENDED COURSE MAPS:

### Course Map: PhD Students

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Fall</td>
<td>HRE 7002 Foundations of Leadership &amp; Human Resource Development</td>
</tr>
<tr>
<td></td>
<td>HRE 7900 Applied Research Methods and Analysis</td>
</tr>
<tr>
<td></td>
<td>HRE 7200 Philosophy of Organizational Science</td>
</tr>
<tr>
<td>2nd Spring</td>
<td>HRE 7700 Introduction to Leadership Development</td>
</tr>
<tr>
<td></td>
<td>HRE 7602 Program Development &amp; Evaluation</td>
</tr>
<tr>
<td></td>
<td>HRE 7577 Organizational Training &amp; Development</td>
</tr>
<tr>
<td>3rd Fall</td>
<td>HRE 7571 Performance Analysis/Needs Assessment</td>
</tr>
<tr>
<td></td>
<td>HRE 7575 Managing Change in Organizational Systems</td>
</tr>
<tr>
<td></td>
<td>HRE 7910 HR Analytics</td>
</tr>
<tr>
<td>4th Spring</td>
<td>HRE 7025 Advanced Adult Learning Theory &amp; Practice</td>
</tr>
<tr>
<td></td>
<td>HRE 7304 Cultural Competency &amp; Diversity</td>
</tr>
<tr>
<td></td>
<td>HRE 7110 Team &amp; Group Dynamics</td>
</tr>
<tr>
<td>5th Fall</td>
<td>HRE 7703 Tests and Measurement</td>
</tr>
<tr>
<td></td>
<td>HRE 7905 Advanced Research Design</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td>6th Spring</td>
<td>ELRC 7016/EXST 7013 Statistical Principles I</td>
</tr>
<tr>
<td></td>
<td>Choose One/Research Core</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td>7th</td>
<td>ELRC 7006/EXST 7003 Statistical Principles I</td>
</tr>
<tr>
<td></td>
<td>Choose Two/Research Core</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td>8th</td>
<td>Elective</td>
</tr>
<tr>
<td>9th</td>
<td>Elective</td>
</tr>
<tr>
<td>10th</td>
<td>Elective</td>
</tr>
<tr>
<td>11th</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>General Exam</td>
</tr>
<tr>
<td></td>
<td>(need minimum of 4 hours)</td>
</tr>
<tr>
<td>10th</td>
<td>Dissertation</td>
</tr>
<tr>
<td>11th</td>
<td>Dissertation</td>
</tr>
</tbody>
</table>

**Total hours:** 90 hours
**Course Map: MS Students**

1\(^{st}\) Semester/Fall
- HRE 7002 Foundations of Leadership & Human Resource Development
- HRE 7900 Applied Research Methods and Analysis
- HRE 7200 Philosophy of Organizational Science

2\(^{nd}\) Semester/Spring
- HRE 7700 Introduction to Leadership Development
- HRE 7602 Program Development & Evaluation
- HRE 7577 Organizational Training & Development

3\(^{rd}\) Semester/Fall
- HRE 7571 Performance Analysis/Needs Assessment
- HRE 7575 Managing Change in Organizational Systems
- HRE 7910 HR Analytics

4\(^{th}\) Semester/Spring
- HRE 7025 Advanced Adult Learning Theory & Practice
- HRE 7304 Cultural Competency & Diversity
- HRE 7110 Team & Group Dynamics
Elective Courses

Transfer of Credits:
The following transfer policy applies to all SREWHD graduate students regardless of whether they are enrolled in the MS or Ph.D. program.

Students must complete 9 hours of graduate-level LSU SLHRD coursework before transfer agreement can be negotiated, except when the coursework was completed in another graduate program at LSU. All credits are evaluated by the graduate student’s advising faculty member in consultation with the committee as needed. Transfer negotiations are to be based on official transcripts only. Massive online courses like Coursera, Khan, etc. are not transferrable.

Up to 12 credits (max) may transfer and no more than half (6 credits) can be core courses.

Courses may transfer in substitution for CORE courses IF:
- the transfer credits were earned at a peer institution (or better)
- the earned grade in the transfer course is an A or B
- the number of transfer credits is equivalent to (or greater than) the core course
- the course was completed within 7 years
- the transfer course has roughly the same course title with approximately 80% or more of content overlap between granting institution syllabus and our course
  - Criteria: Course description and syllabi will be used to determine transferability

Courses may transfer in substitution for an ELECTIVE course IF:
- the transfer credits were earned at a peer institution (or better)
- the earned grade in the transfer course is an A or B
- the number of transfer credits is equivalent to (or greater than) the core course
- the course was completed within 7 years
- the transfer course is on a topic related to the field of HR as determined by course description and syllabi
Program of Study:
This document represents your individualized degree program. You will list the classes you have taken as well as the classes you intend on taking. It will be your contract between yourself and the department of your requirements to obtain your doctoral degree.

1) **Deadlines/Timelines:** You are not allowed take your General Examination until your Program of Study (POS) has been approved by your graduate advisor.

2) **Advisory Committee:** Your Advisory Committee will consist of at least 3 members: your major professor, your minor professor (if applicable), and 1 (supporting or minor) professor pertinent to your path of study. At least 2 members of your committee must be from your specialty area and at least 2 members must have the status as full members of the Graduate Faculty.

3) **General Information:** Please do your best to get the information on your POS form correct. If changes are required, the Graduate School requires another form to be completed. No one wants additional paperwork. The Program of Study downloaded from the “Graduate School Forms.” (See Appendices E and F)

**Minor or Concentration (optional):**
You should discuss the requirements for the minor degree with your major and minor professors. Once the requirements are agreed upon, the requirements should be put in writing and signed by you, the minor professor. You should give this written agreement to SLHRD. Depending on minor field, you are usually required to complete a minimum of 9-12 credit hours for your minor, which may include a minor project.

The minor must be complete prior to the General Exam.
General Exam:

No general exam is required for the MS degree. However, the General Exam is a comprehensive examination required of every doctoral student. This is a written and oral exam. If a minor is to be earned, the minor professor is to participate in all aspects of the General Exam.

The Graduate School requires that any student receiving a Ph.D. demonstrate proficiency in the broad competency areas of leadership, organizational change and development, research methods and analytics, theory development, and professional practice. The General Examination is an oral and written demonstration of this proficiency. If a minor degree is to be awarded, the student must show proficiency in this area as well. For this reason, the minor requirements must be met at the time of the General Exam and the minor professor must be present at the oral portion of the General Exam.

The General Exam will consist of a 9-hour closed-book typed exam administered by the LSU Test Center, unless other arrangements are permitted by the advising faculty member or the Office of Disability Services. The written portion of the exam can be taken in one 9-hour day or broken up over 3 days (within a one-week period). The student is responsible for scheduling the exam with the Test Center at least one month before the exam is to begin. The student will notify the committee of the exam reservation and timeline (e.g., taken in one day or broken into multiple days) one month before the exam date. The advisor will solicit exam questions (and readings if applicable) from the committee and will provide the exam questions and test taking instructions to the Test Center one week prior to the written exam. The graduate committee may opt to assign required readings and/or exam themes or topics to the student, but doing so is not mandatory.

The oral portion of the General Exam will occur 2 weeks after the written exam is complete. This 2-3 hour exam provides the student an opportunity to defend, explain, and expand upon the written exam responses. New exam questions may be posed during the oral exam by the committee members.

1) Deadlines/Timeline: This exam is generally taken by 3rd or 4th year students.
   - □ You must complete all required core courses and electives prior to attempting the General Exam. You may be enrolled in one course the semester you take the General Exam, leaving you with only ONE remaining seminar after your first attempt to pass the General Exam.
   - □ When a student is ready to file the POS form, the committee will work together to ensure that all competencies relative to the student’s declared expertise are assessed through the construction of the exam.
   - □ SLHRD Administrative Staff (I.e., Ms. Melissa Tournage) must be notified of the proposed exam, proposal, and defense timelines. All forms and documents can be obtained in coordination with her office.
   - □ If you are sitting for the fall exam, you should initiate this process no later than April 15th. If you are sitting for the spring exam, you should communicate this intent to your committee by October 15th.
   - □ The General Exam may be taken at two times during the year. Fall written exams should occur around mid-October and no later than mid-November for oral exams. In the spring, written exams should occur on or around mid-March with oral exams scheduled no later than mid-April.
   - □ You cannot propose your dissertation until you have successfully passed your General Exam and you cannot defend your dissertation until a year after passing
your General Examination. If approved by your advisor, you may schedule the general exam and the dissertation proposal during the same semester.

2) You must apply to the Graduate School for your oral exam (form: Request for Doctoral General or Final Examination) at least 3 weeks prior to the oral exam meeting. After approving your defense meeting, the Graduate School will send the required score cards to SLHRD for your meeting. Committee members will also evaluate General Exam performance using an internal evaluation rubric.

3) Exam Committee: Your Exam Committee will consist of at least 4 members: your major professor, your minor professor (if applicable), and 1 (or 2) other professors pertinent to your interests and POS. At least 2 committee members must be from your specialty area and at least 2 members must be full members of the Graduate Faculty. The Graduate School will appoint your 4th member, your Dean’s Representative, for your defense meeting (The Graduate School will make sure this person is available for the date and time of your meeting/exam). This person is also assigned to your future dissertation committee. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to SLHRD, in writing, immediately. All committees are subject to approval by the department chair. It is important to remember that the faculty member who has acted as your POS Advisor does not necessarily need to be the Chair of your Exam Committee. Students are encouraged to select an Exam Committee Chair whose research interests parallel those of the student.

4) Dissertation Overview (OPTIONAL Pre-Proposal): It is recommended that a brief one-page dissertation overview (including problem statement, brief literature review, general research question and intended methodology) be submitted to the student’s major advisor at the time of the scheduling of the General Exam. The goal of this portion of the General Exam is for the student to demonstrate independent thinking, specifically in the area of designing and writing a research project. It is not expected that the version that is turned in for the exam will be directly reflected in the final version of the dissertation proposal, but is to indicate a general topic area of interest and intended methodological approach to study.

5) General Information:

☐ The General Exam cannot be taken in the summer.

☐ Only one dissenting vote is allowed for a student to successfully pass the General Exam regardless of the number of committee members. If a second attempt is needed to complete the General Exam, a minimum of one semester must pass between attempts and the maximum time between attempts is 12 months. An unsuccessful second attempt of the General Exam will result in an immediate dismissal from the program.
Dissertation:
All doctoral students must fulfill the Graduate School requirement of completing a written dissertation with an oral defense.

Proposal:
1) Deadlines/Timeline:
   o You are to consult with your doctoral committee chair in writing at least 3 weeks prior to the exam and no later than the 10th class day of the semester you intend to attempt the exam.
   o You cannot propose your dissertation until you have successfully completed your General Examination.
   o You cannot defend your dissertation for 1 year after passing your General Exam.
   o Two weeks prior to your proposal meeting, give your committee members a bound copy of your proposal.
   o Most students generally propose in their 4th year.

2) Registration Rules: You must register for dissertation hours (HRE 9000) any semester you are working on the dissertation research project. This includes the semester you propose and the semester you defend.

3) Dissertation Committee: Your committee must have at least 4 members: your committee chair, your previously appointed Dean’s Representative, minor professor (if applicable), and 1 additional faculty member from SLHRD. At least 2 members of your committee must be from SLHRD and at least 2 members must be full members of the Graduate Faculty. As a departmental rule and as a courtesy, you are to invite the Dean’s Representative to your proposal meeting. You are to accommodate him/her as well as the remaining members of your committee when scheduling the proposal. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to SLHRD, in writing, immediately. All committees are subject to approval by the department chair.

1) Data Collection: You may not begin collecting data with human participants until your proposal has been formally presented to and accepted by your Dissertation Committee and the project has been approved by the IRB committee (Institutional Review Board). This process may take some time depending on the status of your project (e.g., expedited versus full review). Include any instruments and procedures you plan to use. You can download the IRB form and other IRB documents from http://appl003.lsu.edu/osp/osp.nsf/$Content/LSU+IRB+Documents?OpenDocument.

2) General Information: You will need to see SLHRD staff for the necessary paperwork for your proposal, and for assistance with booking a room and equipment for the committee meeting (multi-media etc.).

   Only one dissenting vote is allowed for a student to successfully pass the dissertation proposal regardless of the number of committee members.
   You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.
Defense:

1) **Deadlines/Timeline:**
   - You cannot propose your dissertation until you have successfully completed your General Examination. You cannot defend your dissertation for 1 year after passing your General Exam.
   - Most students generally propose in their 4th year. Most students generally defend in their 5th year.
   - You must apply to the Graduate School for your defense meeting (form: Request For Doctoral General or Final Examination) at least 3 weeks prior to your meeting. After approving your defense meeting, the Graduate School will send the required score cards to SLHRD for your meeting. An internal evaluation rubric will also be used to assess your dissertation defense performance.
   - Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates.
   - Two weeks prior to your proposal meeting, give your committee members a bound copy of your proposal.

2) **Registration Rules:** You must register for dissertation hours (HRE 9000) any semester you are working on the project. This would include the semester you defend. Although you do not have to be registered for dissertation hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of 1 credit hour with the university. (If you are registered as “degree only” you are not eligible to meet with the editor.) You must have a minimum total of 12 dissertation credit hours to defend your dissertation.

3) **Committee:** Your committee should not change from your proposal to your defense except under extraordinary circumstances and with the approval of the committee chair and the chair of the department. Any changes to the committee for any reason must be reported to SLHRD, in writing, immediately. The Dean’s Representative must attend the defense meeting.

4) **General Information:**
   - You cannot hand in your final dissertation to the Graduate School editor until the semester you graduate.
   - Your dissertation must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in 114 David Boyd Hall. Pay close attention to this format or you will end up with a lot of revisions.
   - You will need to find an agreeable time and date for you and your committee members. Once this has been done, inform SLHRD Staff of the date and time to arrange room and equipment needs.
   - You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.
   - Only one dissenting vote is allowed for a student to successfully pass the dissertation regardless of the number of committee members. In the event the defense exam is failed, you will be dismissed from the program. Only at the discretion of the student’s committee may a single, additional attempt be made.
   - If the second attempt is approved, a minimum of one semester must pass between attempts.
Application for Degree:

At the beginning of the semester in which you defend your thesis or dissertation, you should obtain the “materials for candidates for XXX (fill in the appropriate degree – MS or Ph.D.) degree” from the Graduate School. These materials contain instructions and forms necessary to meet requirements for graduation. It will include your “Application for Degree,” an application for your final exam, a Graduate School calendar as well as additional information/forms. Check the calendar for the various deadlines for all necessary paperwork. **You should obtain this information from the Graduate School the prior semester or at the very beginning of the semester in which you intend to graduate.**

If you choose to participate in the commencement ceremonies, please contact the LSU Bookstore to order your regalia.

Graduation Time Limits:

Optimally students who have a B.A or B.S. degree will proceed to the Ph.D. degree in five years, counting the internship requirement. The maximum time allowed from entrance to the completion of the Ph.D. is 7 years. A student must have special permission from the Dean of the Graduate School to exceed this time limit. (This permission is not routinely given, and must involve exceptional circumstances.) Leave of absence is no longer formally recognized by the Graduate School. Failure to complete the Ph.D. program within the seven-year period will result in termination from the program.

*** Graduation Time Limit (For Master’s and Ph.D.): ***

The Graduate School requires students to graduate within 1 semester of completing their defense and internship (if applicable).

Example: If you defend your dissertation in the Spring 2018, you must receive your degree either Spring 2018 or the following Fall 2018. NO later!

If you defend your dissertation in Fall 2018, you must receive your degree in either the Summer 2019 or the Fall 2019.

**If this deadline is missed, the student will be required to re-defend in order to graduate.**

Probationary Status

A student may be appointed to Probationary Status when no faculty member in the School is willing to serve as the student’s Program of Study, General Exam or Dissertation Committee advisor and chair. Students will be formally notified of this status in written correspondence and in an in-person in consult with the Director.

Students on Probationary Status are granted permission to attempt to complete the stage of progress they are working toward (e.g., course completion, General Exam, or Dissertation Defense). The student is entitled to minimal guidance from the faculty in the form of administrative information (e.g., forms, deadlines, procedures), but faculty feedback on drafts and products in advance of the evaluation is not required.

The student’s performance on the exam or defense will be evaluated by Faculty Committee comprised of all members of the SLHRD graduate faculty. This committee will oversee the evaluation of performance to determine whether the student has met standards for
successful completion. Under Probationary Status, the evaluation of performance requires a consensus vote from the Faculty Committee.

The performance evaluation may result in one of three outcomes:

- **Failed Performance** – The student’s performance attempt is deemed unsuccessful resulting in dismissal from the program.
- **Successful Performance** - The student is successful in completing the attempted stage. Permission is granted to remain in the program for one additional year, after which time the student must leave the program even if the dissertation or degree is not complete.
- **Success/Continuation** - The student is successful in completing the attempted stage. Probationary Status is revoked, and the student is allowed to continue progress in the program according to normal protocols. A faculty advisor/committee chair will be appointed by the Department.

**Retention in the Program:**

Compliance with the following will aid students with remaining in good standing with the program.

- Maintain semester and cumulative grade point average of 3.0 or better.
- Complete core courses with a grade of “B” or better within the first 2 years in the program.
- Successfully propose thesis preferably in the 3rd semester and no later than the 10th class day of the 4th semester.
- Successfully defend thesis no later than the last day of final exams of the 5th semester in the program.
- Successfully complete the general exam with no more than 2 attempts.
- Successfully complete internship (if applicable) within 7 years of entering the program.
- Successfully defend dissertation within 7 years of entering the program.

**Final Note:** This document was created to help you understand the guidelines required by the Graduate School and the department. Read it carefully. You should not expect faculty or staff to spend time explaining what is in this document. However, it is unrealistic to think that one such document can be all-inclusive. Questions always come up and when they do, please do not hesitate to contact your advisor (for academic/research matters etc.) or SLHRD (forms, deadlines, etc.). It is our job to help you.