Ph.D. Checklist by Semester
(If entered the Program in the Fall Semester)

Student:_____________________________________________
Semester entered the program:_______________________________________

All forms are turned in to Heather Lee for your record once completed.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td><strong>1st Semester:</strong></td>
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<tr>
<td>Choose Advisor/Select Major Area of Concentration -submit form</td>
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<tr>
<td>Submit Advisory Committee Semester Report to your Committee</td>
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<tr>
<td>Submit Semester Checkout List</td>
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<tr>
<td>Submit TA and/or GA Performance Evaluation to Committee – required by Graduate School</td>
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<tr>
<td><strong>2nd Semester:</strong></td>
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<tr>
<td>Select Dissertation Committee-submit form</td>
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<tr>
<td>Submit Graduate Student Annual Report (Due February 15th)</td>
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<tr>
<td>Submit Program of Study to Heather Lee by end of semester</td>
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<tr>
<td>Submit Advisory Committee Semester Report to your Committee</td>
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<tr>
<td>Submit Semester Checkout List</td>
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<td>Submit TA and/or GA Performance Evaluation to Committee – required by Graduate School</td>
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<tr>
<td><strong>3rd Semester:</strong></td>
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<tr>
<td>Bring PhD Evaluation form and Research Proposal Exam form to Proposal Defense</td>
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<tr>
<td>Defend Dissertation Proposal to Committee – copy to Heather Lee</td>
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<tr>
<td>Submit Advisory Committee Semester Report to your Committee</td>
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<td>Submit Semester Checkout List</td>
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<tr>
<td>Submit TA and/or GA Performance Evaluation to Committee – required by Graduate School</td>
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<tr>
<td><strong>4th Semester:</strong></td>
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<tr>
<td>Submit Doctoral Degree Audit form along with General Exam request.</td>
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<tr>
<td>Submit Request for General Exam (if completed all coursework, must be submitted to the Graduate School at least 3 weeks prior to your exam date or by the current semester deadline in order to graduate the following semester)</td>
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<tr>
<td>Submit Graduate Student Annual Report (Due February 15th)</td>
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<tr>
<td>Submit Advisory Committee Semester Report to your Committee</td>
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<tr>
<td>Submit TA Semester Checkout List</td>
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<tr>
<td>Submit TA or GA Performance Evaluation to Committee – required by Graduate School</td>
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<tr>
<td><strong>5th Semester:</strong></td>
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<tr>
<td>Submit Advisory Committee Semester Report to your Committee</td>
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<tr>
<td>Submit Semester Checkout List</td>
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</table>
Submit TA and/or GA Performance Evaluation to Committee – required by Graduate School

<table>
<thead>
<tr>
<th>6th Semester:</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Submit Graduate Student Annual Report (Due February 15th)</td>
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<tr>
<td>Submit Advisory Committee Semester Report to your Committee</td>
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<tr>
<td>Submit Semester Checkout List</td>
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<tr>
<td>Submit TA and/or GA Performance Evaluation to Committee – required by Graduate School</td>
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<tr>
<td>Schedule Defense with Committee</td>
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<tr>
<td>Submit Request for Final Exam (must be submitted at least three weeks prior to your defense date or by the Graduate School deadline… whichever comes first, if you are planning on graduating during this semester) a full three calendar months must have been completed since your General Exam</td>
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<tr>
<td>Provide a defensible copy of dissertation at least 2 weeks prior to defense to your entire committee and Heather Lee</td>
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<tr>
<td>Submit Application for Degree (must meet the Graduate School deadline in order to graduate during this semester)</td>
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<tr>
<td>Post Defense Announcements 2 weeks prior to defense</td>
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<tr>
<td>Make an appointment to meet with the Graduate School Editor after defense and corrections have been made by your committee</td>
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<tr>
<td>Submit paper and electronic copies of dissertation to the Graduate School</td>
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<tr>
<td>Submit bound copy to the Geology Department (Heather Lee)</td>
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► If you are not graduating during your 6th semester and would like to request additional departmental funding (TA), you must contact the Admissions Committee or Graduate Advisor (Dr. Bentley) in writing before October 1st.

► It is the student’s responsibility to meet all of the above requirements. Any delays in meeting the deadlines can result in you: not graduating on time, losing your graduate assistantship, and/or being dismissed from the program.

► If you have any questions, please contact Heather Lee either by email (heather@lsu.edu) or phone (225-578-2946)

► ALL FORMS MUST BE TURNED IN TO HEATHER LEE EITHER FOR YOUR RECORD OR SO SHE CAN RETAIN A COPY BEFORE IT IS SUBMITTED TO THE GRADUATE SCHOOL. IF THE GRADUATE SCHOOL HAS QUESTIONS ABOUT THE FORMS, THEY WILL CONTACT HEATHER LEE AND IF THERE IS NO RECORD ON FILE WITH HER, IT MAY RESULT IN PROBLEMS WITH YOUR PROGRAM, INCLUDING GRADUATING ON TIME.