Disclaimer: This "Handbook" does not overrule, substitute or amend in any way the requirements of the Graduate School. The Department of Geology and Geophysics will accept no responsibility for overlooking or inadvertently omitting any Graduate School requirements. Therefore, obtain and read the 2013-2014 "General Catalog" and the 2013-2014 “Graduate Bulletin.”
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Introduction

This Handbook is to be used together with the "General Catalog", which is published by the Graduate School and may be bought at the University Bookstore in the Union, or found at this link: http://catalog.lsu.edu/. The information contained in the following pages is intended to assist incoming and resident graduate students in fulfilling their degree requirements. It is plainly stated on the inside front cover of the "General Catalog" that all graduate students must keep current of any changes in the requirements that the Graduate School may implement after their admissions, and be certain to adhere to any new policies which may result. As for Departmental regulations, the Department of Geology and Geophysics allows the student to choose to follow either the old requirements, under which he/she was admitted, or the new requirements that the Department may implement after he/she has been admitted to the program.

Academic rules and University policies are described in the "Code of Student Conduct" issued by the Office of the Chancellor. If during your studies, additional questions arise concerning such topics as Graduate Assistantships, courses not being offered, or financial aid, do not hesitate to approach the appropriate staff or faculty member. In particular, consult with the Graduate Advisor and Graduate Coordinator as soon as possible over any doubts in requirements you may have.

Good luck with your studies. It is hoped that the information included in this Handbook will make your path towards an advanced degree easier.

In reading this Handbook please remember these points:

- All mentions of Graduate School requirements are unauthorized and must be verified in detail in the General Catalog.
- If you are uncertain of any terms used in the Handbook (e.g., current semester deadline) consult Appendix V.
- All forms are mentioned with a number, e.g., "Thesis Committee' form (#3)". The number corresponds to that form's listing in Appendix VI, where they are described. All of these forms may be retrieved from the Graduate Coordinator.
- All Department personnel (e.g., Graduate Coordinator) are listed in Appendix III.
- All offices mentioned in the text are listed in Appendix IV.

Corrections or updates of any information contained in the Handbook should be given to both the Graduate Advisor and Graduate Student Representative.
## Important Graduate School Phone Numbers:

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<th>Name</th>
<th>Title</th>
<th>Phone</th>
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<tbody>
<tr>
<td></td>
<td>Gary Byerly</td>
<td>Dean</td>
<td>8-3885</td>
</tr>
<tr>
<td></td>
<td>Marie Hamilton</td>
<td>Assistant Dean</td>
<td>8-3885</td>
</tr>
<tr>
<td></td>
<td>Chantelle Collier</td>
<td>Assistant to the Dean</td>
<td>8-1353</td>
</tr>
<tr>
<td></td>
<td>Renee Renegar</td>
<td>Director of Student Services</td>
<td>8-1641</td>
</tr>
<tr>
<td></td>
<td>Madalina Robison</td>
<td>Program Officer</td>
<td>8-7461</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College of Science</td>
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<td></td>
<td>Call for appointment</td>
<td>Thesis/Dissertation Editor</td>
<td>8-0423</td>
</tr>
</tbody>
</table>
1. Master of Science Degree in Geology and Geophysics at Louisiana State University

The student must satisfy both the requirements of the Graduate School as stated in the "GENERAL CATALOG" and those of the Department of Geology and Geophysics before Louisiana State University will grant a degree. Furthermore, it is the student's responsibility to keep current of any changes in the requirements that the Graduate School or the Department of Geology and Geophysics or both may impose during the course of studies.

Please Note: The process has changed for turning in forms. All forms must now be turned in to the Graduate Coordinator in the department. Originals are kept on record in the office while the Graduate Coordinator files a scanned copy with the Graduate School electronically.

Forms requiring the signature of the Chair are to be placed in the “to be signed” box outside the Chair’s office. Signed forms will be placed in the “signed; ready to pick up” box.

1.1 Summary of Graduate School requirements for the Master's Degree

This section is an unauthorized summary of the Graduate School requirements. For approved details refer to the "General Catalog". All updates or changes are available from the Graduate School.

Any exception to the Graduate School requirements requires a written waiver on file in the Graduate Coordinator's office signed by the Dean of the Graduate School.

All examinations must be taken while the University is open for business.

a) Final Examination (Thesis Defense):

At least three weeks prior to the proposed examination date the student must submit the "Request for Master's Examination" form (#4) to the Graduate Coordinator for approval. The examination must be scheduled before the current semester deadline if the student is a degree candidate.

b) Degree Candidates (Graduation):

If the student intends to graduate, i.e., receive his/her degree, during a particular semester he/she must have taken his/her Final Examination and submitted their thesis to the
Graduate School before the current semester deadlines. Furthermore, the student must submit the "Master’s Application for Degree" form (#5) to the Graduate Coordinator for approval prior to the current semester deadline. Should the student for some reason be unable to graduate in the semester in which form (#5) was submitted, the student must get taken off of the Graduate School’s graduation list for the semester in which he/she applied by filing a Title, Advisor Change or Deletion form (#13) to the Graduate Coordinator and an Application for Degree Update form (#14) must be submitted for approval to the Graduate Coordinator the following semester.

c) Time Limits:

The program for the Master's Degree must be completed within five years from admittance to the degree program. The student's thesis committee must revalidate credit for courses taken at LSU more than five years before the completion of a program. This is usually in the form of an examination for each course. All members of the thesis committee must sign the results of such an examination and reported to the Graduate Coordinator before the request for the student's Final Examination will be approved.

d) Course Requirements:

Students are required to have completed a minimum of 30 hours, 24 hours must be in course work and 6 hours in thesis research.

e) Revalidation of Coursework:

Most departments allow for revalidation of master’s coursework if a student does not complete the master’s degree within the 5 year lifespan of courses, as stated in the Graduate Bulletin. Our new default policy is that “no more than 50% of the courses in a student’s program of study may be revalidated and counted toward the degree requirements.” All other policies relative to program of study and degree requirements apply. If a department has a more restrictive policy, including allowing no course revalidation, then the more restrictive policy applies. If a department has no policy, then the Graduate School’s default policy applies. No department’s revalidation policy should suggest to students that the Graduate School will accept revalidation of more than 50% of courses.

There is a new form for you to use when submitting information on revalidated courses. Obtain this form from the Records division of the Graduate School.

f) Major Professor and Thesis Committee:

The major professor, who must be from the major department, is designated as chair of this committee. Other committee members may be from the major department or from
other pertinent departments. If there is an external minor, one committee member must represent the minor department. Both thesis and nonthesis committees must include at least one full member of the graduate faculty, and at least one-half of the graduate faculty members must be full-time tenured or tenure-track faculty members at LSU.

g) Timely Submission of Approved Thesis:

Approved theses, including Graduate School corrections, must be submitted to the Graduate School not later than the deadline for submission of approved theses in the regular semester following the final examination. A final examination may be voided by the dean of the Graduate School for failure to submit the approved thesis in a timely manner as described. “Regular semester” refers to Fall and Spring semesters. The decision to void an examination will not be taken lightly. A student and his/her major professor will be given an opportunity to petition regarding unforeseen delays in the submission of the final document to the Graduate School.

1.2 Department of Geology and Geophysics requirements for the Master's degree

An unauthorized summary of some Graduate School requirements has been included in this section, these portions are indicated by italicized text. The student must consult the General Catalog for a comprehensive listing of the requirements. For any of the forms required, you can request them from the Graduate Coordinator and it will be emailed to you.

Any exception to the Department requirements requires a written waiver on file in the Graduate Coordinator’s office signed by the student’s thesis committee, the Graduate Advisor, and the Department Chair.

a) Thesis:

1) Advisor (Major Professor) - The choice of Advisor is made by the student with the consent of that faculty member, who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics. This choice must be completed by the end of the first semester in residence and be on file, using the "Thesis Committee" form (#3), in the Graduate Coordinator’s office.

2) Thesis committee - This consists of the Advisor who acts as Chair of the committee, and at least two additional Full Members, Associate Members or Affiliate Members of the Graduate Faculty. At least one of the members of the committee must be a Full Member of the Graduate Faculty from the Department of Geology and Geophysics. If the major professor is an adjunct faculty member in Geology and Geophysics, then the thesis committee must contain a majority (> 50%) of Geology and Geophysics faculty members. Selection of the faculty on the committee is made by the student
with the consent of each faculty member. If a Minor field is chosen, one member of the committee must represent the Minor department. The choice of committee members must be completed by the end of the second semester in residence and be on file, using the "Thesis Committee" form (#3), in the Graduate Coordinator’s office. The members of the committee may be changed at any time, by filing a new "Thesis Committee" form (#3) in the Graduate Coordinator's office. However, it is recommended that changes should not occur close to the Final Examination date.

3) The student must meet with his/her committee members at least once each semester to have his/her progress reviewed by the committee and submit a "Advisory Committee Semester Report" form (#2), to the Graduate Coordinator.

4) Thesis proposal - A copy of the thesis proposal, signed and approved by the thesis committee, must be on file in the Graduate Coordinator's office by the end of the second semester in residence.

5) Annual progress report - A progress report on the student's scholarly activities during the previous calendar year must be submitted each year by February 15, using the "Graduate Student Annual Report" form (#1), to the Graduate Coordinator.

b) MS Language Requirement:

There is no foreign language requirement.

c) MS Course Requirements:

1) Successful completion of at least 30 semester hours, 6 semester hours of which must be in thesis research, and 24 semester hours in graded class work in courses numbered 4000 or above.

2) Of the 24 semester hours in graded class work, a minimum of 13 semester hours must be in 7000-level courses. The 13 hours of 7000 level courses must include at least 4 semester hours in graduate seminars. In this context, a course is defined as a class in which formal instruction is a major portion of the time i.e., this excludes independent research work (e.g., GEOL 7909).

3) A minimum semester/cumulative GPA of 3.0 or better must be maintained during the student’s residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.

d) Thesis Defense:

1) Completion of a thesis must demonstrate the candidate's capacity for research, originality of thought, and facility in organizing materials. It must be acceptable in
subject matter and exhibit creditable literary workmanship to the satisfaction of the thesis committee and meet with the approval of the Graduate School.

2) A public defense of the thesis is required once the thesis committee has approved a final draft.

3) Schedule - A complete copy of the thesis, as it is to be defended, must be given to each committee member and to the Graduate Coordinator at least two weeks prior to the public defense. See additional Graduate School requirements in section 1.1.a.

4) Public notice - A two week public notice prior to the defense is required. For any questions, please see the Graduate Coordinator.

5) Defense - Consists of a short presentation (approximately 20-30 minutes) on the thesis work accomplished by the student, after which questions may be asked from members of the public. This is followed by a closed session in which only the thesis committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.

6) Pass/Fail decision - A pass is granted if not more than one dissenting vote is given by the members of the thesis committee. A second failure of the defense will result in dismissal from the degree program.

7) Exam Pass/Fail form – Once the student receives results of Thesis defense on the Pass/Fail form, the student is required to bring the form to the Graduate Coordinator. A student will not be allowed to turn in the Pass/Fail form to the Graduate School for any reason.

e) Final Copy of Thesis:

1) The thesis must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the thesis prior to final submittal. Students should obtain the publication "Guidelines for the Preparation of Theses and Dissertations" from the Graduate School for a list of the requirements.

2) The final form of the thesis to be submitted to the Graduate School must be in accordance with the instructions in the pamphlet Guidelines for the Preparation of Theses and Dissertations, available from the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.

3) The student, however, must submit a paper copy of the thesis to the Department. The paper copy should contain hard copies of text and figures and appropriate supplementary material on CDs.
4) The student must also supply a copy of the thesis to the Major Professor and to each of the other members of the thesis Committee. The members of the thesis Committee can specify whether they prefer paper or electronic copies.

1.3 Department of Geology and Geophysics requirements for the Accelerated Master's degree

The Accelerated Master’s degree program in the Geology Department allows a student to receive a Bachelor’s degree and a Master’s degree in five years. Students in the program work with a faculty advisor and tailor their undergraduate 4000 – level elective credits to develop a foundation for their Master’s theses.

An unauthorized summary of some Graduate School requirements has been included in this section, these portions are indicated by italicized text. The student must consult the General Catalog for a comprehensive listing of the requirements. For any of the forms required, you can request them from the Graduate Coordinator and it will be emailed to you.

Any exception to the Department requirements requires a written waiver on file in the Graduate Coordinator's office signed by the student's thesis committee, the Graduate Advisor, and the Department Chair.

a) Requirements before graduating with a Bachelor's Degree:

1) Application into the program

An undergraduate interested in pursuing an Accelerated Master’s Degree should apply for the program by turning in two separate forms. Located on the Graduate School website, the student must fill out a Graduate School Accelerated Master’s Degree Program Application form approximately three semesters before the starting semester as a graduate student (not including the summer). Also, the student must fill out a G&G Accelerated Master’s Application form, found on the Geology website and turn in to the department. Both of the links to the appropriate forms can be found on our Geology webpage at this link: http://geology.lsu.edu/UndergraduateStudents/CurrentStudents/Accelerated%20Masters%20Program/item45325.html Once these initial applications are approved by the Graduate School and department, the student should apply online through the Graduate School according to its deadlines and requirements for that semester.

2) Major Professor and Thesis Committee

It is required that a Major Advisor is chosen by the date the student applies to the department; however, it is preferable that a full committee be chosen by that date.

Advisor (Major Professor) and Thesis Committee – The choice of Advisor is made by the student with the consent of that faculty member, who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member.
of the Department of Geology and Geophysics. The thesis committee consists of the Advisor who acts as chair of the committee, and at least two additional Full Members, Associate Members or Affiliate Members of the Graduate Faculty. At least one of the members of the committee must be a Full Member of the Graduate Faculty from the Department of Geology and Geophysics. If the major professor is an adjunct faculty member in Geology and Geophysics, then the thesis committee must contain a majority (>50%) of Geology and Geophysics faculty members. Selection of the faculty on the committee is made by the student with the consent of each faculty member. If a Minor field is chosen, one member of the committee must represent the Minor department.

3) Course Requirements:

The Master’s Degree requires successful completion of at least 30 credit hours, 6 credit hours of which must be in thesis research, 24 credit hours in graded course work numbered 4000 or above which includes 13 credit hours of 7000–level (4 credit hours of 7000 level must be in seminars). The student is required to maintain a 3.0 GPA for graduate course work.

To fulfill these requirements, some of the graduate credits are required to be taken during the undergraduate degree. The following is a list of the undergraduate requirements:

a) Successful completion of research courses 3909 and 3999 which must support topic selected for research 8000 level, for a total of six (6) credit hours over the last 3 semesters of the Bachelor’s Degree (not including summer semester).

b) Successful completion of GEOL 3666 (Senior Field Camp).

c) Successful completion of six (6) credit hours of graduate credit (4000 level or above) during the senior year. Keep in mind that 13 credit hours of the 24 credit hours in graded course work required need to be 7000-level including 4 credit hours of seminars.

To take graduate level courses as an undergraduate, students are required to gain approval first through the Graduate School. Use this link to find the “Graduate Credit for LSU Seniors Program” form and follow Graduate School procedures:
http://gradlsu.gs.lsu.edu/Enrolled%20Students/Forms/item11981.html
b) Requirements after graduating with a Bachelor's Degree:

1) Thesis proposal - A copy of the thesis proposal, signed and approved by the thesis committee, must be on file in the Graduate Coordinator's office by the end of the first semester in residence as a graduate student.

2) Course Requirements:

The Master’s Degree requires successful completion of at least 30 credit hours, 6 credit hours of which must be in thesis research, 24 credit hours in graded course work numbered 4000 or above which includes 13 credit hours of 7000–level (4 credit hours of 7000 level must be in seminars). The student is required to maintain a 3.0 GPA for graduate course work.

To fulfill these requirements, some of the graduate credits were required to be taken during the undergraduate degree. The remainder of these credits are required to be finished during the first year as a graduate student. Those credits are as follows:

   a) Successful completion of six (6) credit hours of 8000 level thesis research credit.

   b) The remaining 18 credit hours (6 should have been taken during the undergraduate degree) of graduate graded course work. 13 credit hours are required to be 7000-level and include 4 credit hours of seminars.

3) Final Exam (Thesis Defense):

The Final Exam should be scheduled the second semester in residence as a graduate student.

At least three weeks prior to the proposed examination date the student must submit the "Request for Master's Examination" form (#4) to the Graduate Coordinator for approval. The examination must be scheduled before the current semester deadline if the student is a degree candidate. Also, the “Master’s Application for Degree” form (#5) must be submitted by the current semester deadline.

a) Completion of a thesis must demonstrate the candidate's capacity for research, originality of thought, and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship to the satisfaction of the thesis committee and meet with the approval of the Graduate School.

b) A public defense of the thesis is required once the thesis committee has approved a final draft.
c) Schedule - A complete copy of the thesis, as it is to be defended, must be given to each committee member and to the Graduate Coordinator at least two weeks prior to the public defense. See additional Graduate School requirements in section 1.1.a.

d) Public notice - A two week public notice prior to the defense is required. For any questions, please see the Graduate Coordinator.

e) Defense - Consists of a short presentation (approximately 20-30 minutes) on the thesis work accomplished by the student, after which questions may be asked from members of the public. This is followed by a closed session in which only the thesis committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.

f) Pass/Fail decision - A pass is granted if not more than one dissenting vote is given by the members of the thesis committee. A second failure of the defense will result in dismissal from the degree program.

g) Exam Pass/Fail form – Once the student receives results of Thesis defense on the Pass/Fail form, the student is required to bring the form to the Graduate Coordinator. A student will not be allowed to turn in the Pass/Fail form to the Graduate School for any reason.

4) Final Copy of Thesis:

a) The thesis must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the thesis prior to final submittal. Students should obtain the publication "Guidelines for the Preparation of Theses and Dissertations" from the Graduate School for a list of the requirements.

b) The final form of the thesis to be submitted to the Graduate School must be in accordance with the instructions in the pamphlet Guidelines for the Preparation of Theses and Dissertations, available from the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.

c) The student, however, must submit a paper copy of the thesis to the Department. The paper copy should contain hard copies of text and figures and appropriate supplementary material on CDs.

1.4 Minor in Geology

The department provides for graduate students in other departments to take a minor in Geology and Geophysics. The minor consists of nine (9) hours of graded course work in Geology (GEOL) at the graduate level with at least three (3) hours at the 7000-level in graded course work in Geology (GEOL).
2. Doctor of Philosophy Degree in Geology and Geophysics at Louisiana State University

The student must satisfy both the requirements of the Graduate School as listed in the "GENERAL CATALOG" and those of the Department of Geology and Geophysics, as specified below, before a degree will be granted from Louisiana State University. Furthermore, it is the student's responsibility to keep current of any changes in the requirements the Graduate School or the Department of Geology and Geophysics or both may impose during the course of studies.

Please note: There have been changes made when submitting forms to the Graduate School. Please turn in ALL forms to the Graduate Coordinator to be kept on file in your record. The originals will be scanned and sent electronically to the Graduate School.

Forms requiring the signature of the Chair are to be placed in the “to be signed” box outside the Chair’s office. Signed forms will be placed in the “signed; ready to pick up” box.

2.1 Summary Graduate School Requirements for the Doctoral Degree

This is an unauthorized summary of the Graduate School requirements. For approved details refer to the "General Catalog". All updates and/or changes are available from the Graduate School.

Any exception to these requirements requires a written waiver on file in the Graduate Coordinator's office signed by the Dean of the Graduate School.

All examinations must be taken while the University is open for business.

a) Continuous Registration:

   Doctoral candidates must maintain continuous registration for a minimum of three semester hours credit each regular semester (excluding summers) from the completion of the General Examination to the end of the semester in which an approved dissertation is submitted to the Graduate School.

b) Program of Study:

   A "Program of Study" in which the student specifies his/her intended coursework must be submitted to the Graduate Coordinator by the end of the second semester in residence, using the "Program of Study" form (#7). Any changes or additions to the Program of Study must be documented by resubmitting an updated Program of Study prior to the general exam.
c) Minimum Time Lapse between General and Final Exam:

At least three calendar months must elapse after the General Examination before the student may schedule the Final Examination.

d) PhD Course Requirements:

Students are required to have completed a minimum of 9 hours of dissertation research (9000). A total of 60 credit hours are required for graduation. See Geology and Geophysics section (2.2.e) for further course requirements. *Transfer of credits from other academic institutions must be approved by the student's dissertation committee and by submitting the Doctoral Degree Audit form (#9) to the Graduate Coordinator when applying to take the General Exam.*

e) General Examination and Doctoral Degree Audit:

This is regarded as the culmination of a student's program in coursework. During or immediately following the semester in which all coursework is completed and with the approval of the student's dissertation committee and Department Chair, the "Request for the Doctoral General or Final Examination" form (#11) and a “Doctoral Degree Audit” form (#9) may be submitted for approval to the Graduate Coordinator. The student must submit this at least three weeks prior to the proposed examination date. If any changes occur to coursework taken during program, a “Degree Audit Change” form (#10) must be submitted for approval as soon as this change takes place.

f) Final Examination (Dissertation Defense):

No sooner than three calendar months after passing the General Examination and with the approval of the student's dissertation committee and the Department Chair, and before the current semester deadline if student is planning to graduate, the "Request for the Doctoral General or Final Examination" form (#11) may be submitted for approval to the Graduate Coordinator. The student must submit this at least three weeks prior to the proposed examination date. Check with your advisor and/or the Graduate Coordinator for further details.

g) Degree Candidates (Graduation):

If the student intends to graduate, i.e. receive his/her degree, during a particular semester, he/she must have taken his/her Final Examination and submitted the dissertation to the Graduate School before the current semester deadline. Furthermore, the student must submit the "Doctoral Application for Degree" form (#12) to the Graduate Coordinator for approval, prior to the current semester deadline. Should the student for some reason be unable to graduate the semester in which the "Doctoral Application for Degree" form (#12) was submitted, the student must get taken off of the Graduate School’s graduation list for the semester by submitting a Title, Advisor Change or Deletion form (#13) and an
"Application for Degree Update" form (#14) must be submitted for approval to the Graduate Coordinator for the following semester.

h) Major Professor and Dissertation Committee:

The full advisory committee must comprise at least three members of the graduate faculty, including the major professor, who acts as chair or co-chair and who must be from the major department. If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure-track graduate faculty member must co-chair the committee.

At least one-half of the graduate faculty on doctoral committees must be full-time tenured or tenure-track faculty at LSU. A minimum of two of those faculty members must be from the major department at LSU and at least one of whom must be a full member of the LSU graduate faculty. The remaining member(s) may be from the major department or may be from outside the department if pertinent to the student’s area of concentration, with the proviso that at least one of the remaining members must be a full member of the graduate faculty.

i) Time Limits:

Programs for Doctoral Degrees must be completed within seven years from entrance into the degree program. This time limit can be extended only by special permission from the Dean of the Graduate School.

j) Timely Submission of Approved Dissertation:

Approved dissertations, including Graduate School corrections, must be submitted to the Graduate School not later than the deadline for submission of approved theses/dissertations in the regular semester following the final examination. A final examination may be voided by the dean of the Graduate School for failure to submit the approved dissertation in a timely manner as described. “Regular semester” refers to Fall and Spring semesters. The decision to void an examination will not be taken lightly. A student and his/her major professor will be given an opportunity to petition regarding unforeseen delays in the submission of the final document to the Graduate School.

2.2 Department of Geology and Geophysics Requirements for the Doctoral Degree

An unauthorized summary of some Graduate School requirements has been included in this section, these portions are indicated by italicized text. The student must consult the "General Catalog" for a comprehensive listing of the requirements.
Any exception to the Department requirements requires a written waiver on file in the Graduate Coordinator's office signed by the student's dissertation committee, the Graduate Advisor, and the Department Chair.

a) Dissertation:

1) Major Professor (Advisor) - *The student makes the choice of Major Professor with the consent of that faculty member who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics.* This choice must be completed by the end of the first semester in residence and be on file, using the "Dissertation Committee" form (#6), in the Graduate Coordinator's office.

2) Dissertation Committee - *A full advisory committee must comprise at least three members of the graduate faculty, including the major professor, who acts as chair.* Doctoral committees must include a minimum of two graduate faculty members from the major department, at least one of whom must be a full Member. If the major professor is an adjunct faculty member in Geology and Geophysics, then the dissertation committee must contain a majority (> 50%) of Geology and Geophysics faculty members. The remaining member(s) may be from the major department or may be from another department if pertinent to the student’s area of concentration, with the proviso that at least one of the remaining members must be a full Member of the graduate faculty. *The selection of the committee is made by the student with the consent of each faculty member. In addition, the dean of the Graduate School appoints a member or members of the graduate faculty to serve on doctoral general and final examination committees. If a Minor field is chosen, one member of the committee must represent the Minor department.* Graduate students have administrative approval to place people who are not members of the graduate faculty onto their committees. However, they are in addition to the normal makeup of the graduate committee. The choice of committee must be completed by the end of the second semester in residence using the "Program of Study" form (#7) and the "Dissertation Committee" form (#6), with approval from the department and should be on file in the Graduate Coordinator's office. Check with the Graduate Coordinator for the procedure on obtaining approval for non-LSU committee members. The members of the committee may be changed at any time by resubmitting an updated “Program of Study” form (#7) and by filing a new "Dissertation Committee" form (#6) in the Graduate Coordinator's office after approval has been granted by the department. However, it is **recommended** that changes should not occur close to the Research Proposal Exam, General Examination or Final Examination dates.

3) The student must meet with his/her committee members at least **once each semester** to have his/her progress reviewed by the committee, and submit a "Advisory Committee Semester Report" form (#2), to the Graduate Coordinator.

4) Dissertation proposal - A copy of a dissertation proposal, which has been approved and signed by the dissertation committee, must be on file in the Graduate Coordinator's office.
by the end of the third semester in residence along with the Research Proposal Exam form (#8) with the results of the proposal defense.

5) Annual progress report - A progress report on the student's scholarly activities during the previous calendar year must be submitted each year by February 15, using the "Graduate Student Year-End Report" form (#1), to the Graduate Coordinator.

b) PhD Research Proposal Exam:

Research Proposal Exam: - The research proposal is intended to test the student's ability to conduct original, independent research. This exam must be completed by the end of the student's third semester in residence.

The exam is based on a short, written research proposal prepared by the student, an oral presentation, and a subsequent question and answer period. The research proposal is usually based on the dissertation research topic, but it need not be as detailed as the final dissertation.

The proposal must be submitted to each committee member at least 10 working days before the oral presentation. The proposal should be no more than 10 single-spaced pages in length (exclusive of title page, table of contents, bibliography, figures and tables, and appendices). Appendices must include a budget, a timetable, and the candidate’s vita. The proposal should be organized as follows:

1) Title Page (with the following information): Name of candidate, proposal title, area of specialty, committee members
2) Table of Contents
3) Abstract of Proposed Research (250 word maximum)
4) Significance of Research (150 word maximum)
5) Detailed Description of Proposed Research
6) Bibliography
7) Appendices
   a) Budget and Budget Justification
   b) Timetable
   c) Vita (with publications)

The proposal must be submitted to each committee member at least 10 working days before the oral presentation.

The examining committee for the Research Proposal consists of the student's Major Professor and two other members of his/her Dissertation Committee. The oral component of the exam consists of a short presentation (no more than 20-30 minutes) on the proposed work, followed by questions from the committee.
The candidate will be considered to have passed if there is no more than one dissenting vote from the committee members. Pass or fail decisions will be made at the completion of the proposal exam. A “Research Proposal Exam” form (#8) indicating the completion of this exam must be signed by the committee and filed with the Graduate Coordinator on completion of the exam.

Any student failing this exam by more than one dissenting vote must retake the exam by the end of the following semester. A second failure will result in dismissal from the Ph.D. program.

c) PhD Language Requirement:

There is no foreign language requirement.

d) Major and Secondary Areas of Concentration

Four Departmental subdisciplines are identified as major and secondary areas of concentration. These are:

a. Earth Surface Processes, Sedimentation, Hydrogeology
b. Geochemistry, Mineralogy, Petrology
c. Geophysics, Structural Geology, Tectonics
d. Paleontology, Stratigraphy, Earth History

A Doctoral student must identify a Major area with the Department from one of the above subdisciplines by the end of the first semester. The other three subdisciplines become potential secondary concentrations.

e) PhD Course Requirements:

1) Successful completion of at least 60 semester hours in courses numbered 4000 or above,

2) The Doctoral student must take a minimum of 25 hours of graded course work and seminars beyond the B.S. degree distributed as follows:

a. Major: 4 courses in the subdiscipline identified as the Major. At least two of these courses must be at the 7000-level (12 hours). Up to one of these classes may be taken outside of the department, if approved by the Graduate Advisor and the student’s Major Professor and Dissertation Committee.

b. Secondary: 3 courses distributed between two of the other departmental subdisciplines. At least one of these courses must be at the 7000 level (9 hours). Up to two of these courses may be taken outside the department, if approved by the Graduate Advisor and the student’s Major Professor and Dissertation Committee.
c. Seminar: two 7000 level seminar courses (4 hours).

3) The Doctoral student must take at least 9 hours of GEOL 9000, Dissertation Research.

4) The remaining 26 semesters hours can be any combination of course work and 9000-level graduate credits which meet with the approval of the Major Professor and Dissertation Committee.

5) Up to 24 hours of M.S. or graduate transfer credit in graded course work can be counted toward the Ph.D. course requirements. Transfer of credits from other academic institutions must be approved by the student's dissertation committee and by the Graduate School using the "Doctoral Degree Audit" form (#9). Also see Graduate School Requirements 2.1.d. for additional courses.

6) A minimum semester/cumulative GPA of 3.0 or better must be maintained during the period in residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.

f) Ph.D. General Examination

The General Examination should be regarded as the culmination of a student's program in coursework and the most severe test in the entire doctoral program. The General Examination consists of two parts, a written exam followed by an oral exam. The student will be expected to demonstrate in both portions of the exam expert competence over broad segments of his/her major field and a high degree of familiarity with the content of and current progress in related fields.

The examining committee consists of the student's Advisory Committee, a Departmental representative chosen by the Graduate Advisor, and a member of the Graduate Faculty chosen by the Dean of the Graduate School. The student will meet with each member of the Examining Committee prior to scheduling of the General Examination to establish committee expectations for the exam and to receive possible reading lists.

The members of the Examining Committee will supply questions for the written portion of the exam. The written exam will be closed book, and copies of the written responses will be supplied to all committee members.

The oral exam should be broad in nature and include an in-depth evaluation of the written exam. It should not be dominated by questions related to the student's dissertation research project.

1) Schedule - The examination should be taken during or immediately following the semester in which all coursework is completed. The Doctoral Degree
Audit form (#9) should be turned in at this time to the Graduate Coordinator in order to verify your completed coursework through the Graduate School. When planning your General Exam, please keep in mind that you have to wait three calendar months after taking it before scheduling your Final Exam, and there is a 7-year time limit to your program. A copy of the updated dissertation Proposal must be submitted to each committee member at least 10 workdays before the examination. See additional Graduate School requirements in section 2.1.b. and 2.1.c. Exams may not be scheduled on dates that the university is not open for business (i.e., closed for holidays).

2) Pass-Fail - *A pass is granted when there is no more than one dissenting vote. A student failing the General Examination must retake it the following semester. A second failure will result in dismissal from the Ph.D. program.*

3) Exam Pass/Fail Form – Once the student receives results of Dissertation defense on Pass/Fail form, the student is required to bring the form to the Graduate Coordinator. A student will not be allowed to turn in the Pass/Fail form to the Graduate School for any reason.

g) Final Examination (Dissertation Defense):

1) *Completion of a dissertation must demonstrate the candidate's ability to show a mastery of research techniques, ability to do original and independent research and skill in formulating conclusions that in some way enlarge upon or modify accepted ideas to the satisfaction of the dissertation committee and meet with the approval of the Graduate School.*

2) A public defense of the dissertation is required once the committee has approved a final draft.

3) Schedule - A complete copy of the dissertation must be given to each committee member and to the Graduate Coordinator at least two weeks prior to the examination. See additional Graduate School requirements in section 2.1.d.

4) Public notice - A two-week public notice prior to the defense is required (See the Graduate Coordinator).

5) Defense - This consists of a short presentation (approximately 20-30 minutes) on the dissertation work accomplished by the student, after which questions may be asked by members of the public. This is followed by a closed session in which only the dissertation committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.

6) Pass-Fail - *A pass is granted if no more than one dissenting vote is given by the members of the dissertation committee. A second failure of the defense will result in dismissal from the Ph.D. program.*
7) Exam Pass/Fail form – Once the student receives results of Dissertation defense on Pass/Fail form, the student is required to bring the form to the Graduate Coordinator. A student will not be allowed to turn in the Pass/Fail form to the Graduate School for any reason.

h) Final Copy of Dissertation

1) The dissertation must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the dissertation prior to final submittal. Students should obtain the publication "Guidelines for the Preparation of Theses and Dissertations" available from the Graduate School for a list of the requirements.

2) The final form of the dissertation to be submitted to the Graduate School must be in accordance with the instructions in the pamphlet Guidelines for the Preparation of Theses and Dissertations, available from the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.

3) The student must submit a paper copy of the dissertation to the Department. The paper copy should contain hard copies of text and figures and appropriate supplementary material on CDs.

4) The student must also supply a copy of the dissertation to the Major Professor and to each of the other members of the Dissertation Committee. The members of the Dissertation Committee can specify whether they prefer paper or electronic copies.

i) Timely Submission of Approved Dissertation:

Approved dissertations, including Graduate School corrections, must be submitted to the Graduate School not later than the deadline for submission of approved dissertations in the regular semester following the final examination. This includes all corrections made by the Graduate School. A final examination may be voided by the dean of the Graduate School for failure to submit the approved dissertation in a timely manner as described. “Regular semester” refers to Fall and Spring semesters. The decision to void an examination will not be taken lightly. A student and his/her major professor will be given an opportunity to petition regarding unforeseen delays in the submission of the final document to the Graduate School.

2.3 Minor in Geology

The department provides for graduate students in other departments to take a minor in Geology and Geophysics. The minor consists of nine (9) hours of graded course work in Geology (GEOL) at the graduate level with at least three (3) hours at the 7000-level in graded course work in Geology (GEOL).
3. Graduate Assistantships (GA)

3.1. Requirements:

1) Students who have accepted, but no longer want, a GA must request a formal release from the commitment. See the Graduate Advisor as soon as possible.

2) All GA's are considered 1/2 time employees, involved in 20 hours of work per week. 1/4 time GA's are sometimes available but are uncommon. GA's on 1/2 time employment may not have any work amounting to more than 20 hours a week, whether on or off-campus.

3) Since the University considers GA's part-time employees, they are entitled to Workman's Compensation within the range established by the University for any accident endured while fulfilling their duties. For further information contact the Employee Group Insurance office.

4) GA's must be registered as full-time students (9 semester hours in the Fall and Spring Semester with 6 hours at or above 4000 level, and 6 semester hours during the Summer semester with 3 hours at or above 4000 level if paid during the Summer).

5) Employment begins on the first day of the academic year (consult your General Catalog or Graduate Coordinator). Through the Advance Billing System, the system requires every graduate student 1) to schedule their courses through your myLSU account, 2) to give the addresses where the bills should be sent and submit a 'change of address form' to the Office of Records and Registration immediately if their addresses are incorrect, 3) to select their optional fees (especially parking plans if they park a car on campus). 4) If graduate assistants want to pay through the payroll deduction, they must go to your myLSU account, and select payroll deduction as their payment option. 5) You should receive a fee bill on your myLSU account. 6) After getting the bill they should go to the Bursar's Office or online through your myLSU account and pay it off. If all of their fees are covered by payroll deduction, scholarships, fellowships, etc., and they owe the University nothing, students **still must return the remittance** stub to the Bursar's Office or go on-line and click ‘complete registration’ to complete the fee bill payment. **You are not registered until the Bursars office records your remittance stub on the computer or your myLSU account states ‘registration complete’**. For any more information contact the Graduate Coordinator.

*The Department has the right to, and does, withhold paychecks or even take GA's away if the student does not show up on time.*

6) At the end of each semester all GA's must complete the "Checkout Form" form (#15). This must be submitted to the Graduate Coordinator upon completion of his/her duties, to allow the student to receive his/her final pay check.
7) For more specifics on University policy on GA's, read Policy Statement-21 on Graduate Assistants.

8) Another source of information regarding GA's is the University’s Policy PS-21 on Graduate Assistantships. See the LSU website regarding this policy here and click on the PS-21 link: http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView

9) GA's are entitled to a 10% discount on anything bought at the University bookstore in the Union, upon presentation of their IDs.

10) Attendance at Graduate Assistants' Meetings is a necessary and mandatory duty for all Graduate Assistants. These meetings relate to teaching, proctoring, grading and research duties. They also provide a forum to air problems that may be encountered in the course of your work. A graduate student can hold a GA while on probation for 1 semester with special permission from the Graduate School.

3.2. GA Eligibility:

a) All Students:

Graduate students should be in good academic standing (i.e., not on probation) to be GA's. Otherwise, a student placed on probation will have his/her GA taken away, but it may be reinstated the following semester if the student attains at least a 3.0. GPA in 9 semester hours of graded coursework.

b) Non-Native English Speaking Students:

Non-native English speaking students are all students whose citizenship is not that of: Australia, Canada, Ireland, New Zealand, the United Kingdom, the United States of America, and the following Caribbean Islands: Antigua, Bahamas, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Grenada, Guyana, Jamaica, St. Christopher, St. Kitts, and St. Vincent. The following requirements apply to them:

1) The Graduate School requires that all non-native English speaking students take a speech placement interview prior to registering at LSU and register during their first semester for a course in "Current Spoken American English" (ENGL 1051).

2) The following is from the University policy statement (PS-21) on GA. A copy is available from the Graduate Advisor.

"International students on assistantships, whose native language is not English must take the LSU Comprehensive English Language Test and participate in a speech interview. If either test indicates a deficiency in English competency, students will be required to enroll in and successfully complete the appropriate courses and be certified as proficient in English before they may teach in a classroom." (PS-21, p5).
3) Departmental policy stipulates that International student Teaching Assistants who do not become certified in English by the end of their first semester will have their TA stipend reduced by 5%. If they are not certified by the end of their first year in residence, their TA may be terminated (although they may still hold an RA).

3.3. Duration:

GA's are awarded for the following maximum periods and are based on a 9-month academic year at 20 hours per week:

--M.S. - 4 semesters
--Ph.D. - 6 semesters
--Ph.D. without M.S. – 8 semesters

Any exceptions to the above limitations require special justification from the Department of Geology and Geophysics and the approval of the Dean of the Graduate School.

3.4. Types of GA's:

a) Teaching Assistantship (TA):

TA's are expected to teach both Fall and Spring semesters. Individuals may have just one TA assignment, or they may be assigned two different TA responsibilities as defined below.

1.) Serving as a lecture assistant. The duties may include assisting in preparation of visual aids, handouts, examinations, homework assignments, proctoring examinations, and in grading.

2.) Teaching a laboratory section. This may involve preparing laboratory exercises for students, giving short lectures in laboratory on procedures and principles, answering questions, making up and grading laboratory quizzes and tests, holding office hours, and maintaining safe and proper lab conditions.

b) Service Assistantships (SA):

SAs are expected to serve in both Fall and Spring semesters. Individuals may have just one type of SA, or they may be assigned two different SA responsibilities as defined below.

1) Maintain one or more of the Department's collections by ensuring that the catalog is kept up-to-date, the collection(s) are clean and in good order, and access to the collection(s) is properly controlled.
2) Assist the professor in charge of the Wilbert Lecture series by coordinating arrangements with the Department staff, preparing and posting announcements of the lectures, assisting with receptions on the day of the lecture, and providing any other assistance as deemed necessary by the professor.

3) Assist the professor in charge of laboratory facilities by maintaining instruments and providing assistants to the users.

c) Research Assistantships (RA):

RAs are not awarded by the Department of Geology and Geophysics, but rather by individual professors out of their research grants. The responsibilities of an RA vary, but may include one or more of the following:

1) Laboratory assistant
2) Computer assistant
3) Field assistant

If the student has any TA or SA commitment he/she must get a release from the Graduate Advisor before he/she can accept a RA. All rules and regulations applicable to GA's still apply. However, appointments may be based on 12 months rather than 9 months.

3.5. GA Stipends and Tuition:

Stipends and tuition listed below are subject to change without notice. Stipends of RA’s may be different from those listed below.

a) Fall and Spring (9 month academic year):

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>$15,000</td>
</tr>
<tr>
<td>PhD student</td>
<td>$15,000</td>
</tr>
<tr>
<td>PhD candidate*</td>
<td>$16,500</td>
</tr>
</tbody>
</table>

* defined (for this purpose) as either having a MS degree, or having passed the General Exam.

Students holding a 20-hour per week GA receive an in-state tuition exemption and out-of-state fee waiver. Students holding a 10-hour per week GA receive an out-of-state fee waiver but must pay in-state tuition. All GA’s must pay all required fees. Summer registration is only required if graduate student is receiving an assistantship for that semester.
<table>
<thead>
<tr>
<th>Credit hour Registration Rqmts.</th>
<th>Fees</th>
<th>20-hour GA (1/2)</th>
<th>Tuition to be paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 (Summer)</td>
<td>Must Pay</td>
<td>Exempted</td>
<td>9 (Fall &amp; Spring)</td>
</tr>
</tbody>
</table>

Students who do not hold a GA will be required to pay full tuition and fees. Out of state students without a GA will be required to pay out-of-state tuition. Tuition may be paid all at once at registration, or be deducted from paychecks if on a GA (this option can be chosen on your myLSU account. No forms are necessary). Paychecks are distributed via direct deposit to a bank on or about the 21st of each month. For depositing checks directly to the bank students must fill out direct deposit information on your myLSU account. The first paycheck of the Academic year is not issued until the 21st of September. No pay advance is available from the Department or the University. One possible source of money prior to the first paycheck is a student loan from the Office of Student Aid and Scholarships.

b) Summer:

Students who have been TA's for at least two semesters may be eligible for summer employment teaching lab sections on campus, although the number of positions available are limited. Alternatively, one or more TA's may work at the Department Field Camp in Colorado (see the Director of the camp as early as possible). If employed as a TA during the summer, the stipend is between $2,000 - $3,800.00. Tuition is waived and students must pay all required fees. A few RA’s are also available and should be sought aggressively as early as possible; stipends vary.

3.6. Getting Started and Finishing Up:

1) The student should ensure that the Graduate Advisor has his/her class schedule as soon as possible after registration. Teaching assignments are posted and revised often during the first weeks of the semester (see the "Bulletin Board").

2) TA's teaching 1601/1602 should be prepared to attend a meeting organized by the professor in charge of introductory laboratories during the registration week (time and date will be posted). TA's for other classes should meet with the professor teaching the course before the first class.

3) For safety reasons, an attempt is made to minimize the assignments of female TA's to evening classes. TA's teaching evening classes are encouraged to make students aware of the potential dangers and recommend to female students that they be escorted to their car. Should a student need a phone, phones are available in the lobby of the Old Geology Building and in the hall across from the large lecture rooms in the New Building.
4) Keys to offices, labs, a copy number for the Xerox machine, and access codes to the computer rooms (E337, E232) may be obtained from the Building Coordinator. Teaching supplies such as grade books, chalk, index cards, and transparencies, also extra slide projectors and replacement bulbs are available in the Department office.

5) A TA who has a problem and feels he/she needs help is encouraged to talk to the professor teaching the course, the Graduate Advisor, or the Graduate Student Representative. For any grievances, e.g., unfair amount of time required for a TA duty, refer to section 5.1.

6) GA’s must turn in any textbooks, lab manuals and keys to labs or classrooms used for teaching/work to the Building Coordinator at the end of the semester. GA’s must be registered for the next semester.
4. International Students

This section contains information of special interest to international students. For more information and instructions, consult the International Student Office (ISO) whose role is to assist international students in all matters related to their study at LSU [Phone: 578-3191]. Please also see the GA section on non-native English speakers (section 3.2).

4.1. English Placement Test:

All non-native English speakers are required to take a placement examination in English prior to registering at LSU. If the test indicates a deficiency in English, the student will be required to register for the appropriate courses, e.g., ENGL 1004 and/or ENGL 1005. In the case of a major deficiency in English, the Graduate School may require postponement of enrollment in graduate courses until proficiency is demonstrated. Non-native English speakers are strongly encouraged to fulfill all the requirements stipulated for being a GA, if they have not already done so. See section 3.2.b (regarding ENGL 1051).

4.2. Health Insurance:

All students are required to be enrolled in LSU's Accidental and Sickness Insurance or another insurance plan that is equivalent to the LSU plan at the time of registration (contact ISO for this information). Proof of insurance must be presented at registration.

4.3. Tax:

An international student is subject to U.S. income tax only on income from sources within the U.S.A. However, there are special rules that apply to taxing the income of international students. Check with the Graduate Coordinator and the ISO for more detailed information. There are also publications designed to help in determining the information needed to file U.S. tax returns, such as Publication 519 - U.S. Tax Guide for Aliens. These publications may be obtained at no charge from the Internal Revenue Service (IRS) Forms Distribution Center (1-800-424-1040), http://www.irs.gov, or at Middleton Library in the government documents sections.

4.4. Visa:

To maintain student status, the US Immigration and Naturalization Service requires that a student be registered as full time at all times while in the U.S.A. Exemptions are possible; see the ISO for details.

5. Student Grievances

Students are strongly recommended to air any grievances first through the Department procedures; if these fail, use the University procedures.
5.1. Department Grievances and Procedures:

Although no formal channel exists for the airing of student complaints within the Department, the following approach is suggested.

1. Consult your Advisor or faculty member involved.
2. Consult with the Graduate Student Representative.
3. Consult with the Graduate Advisor.
4. Consult with the Department Chair.
5. Send a formal letter of complaint to the Graduate Advisor and Department Chair.
6. If all else fails, write a formal letter of complaint to the Dean of the Graduate School.

Should you find that step six is necessary, ensure that you inform, in writing, your Advisor, the Graduate Advisor, and Department Chair of your intent.

5.2. University Policies and Procedures:

University Policies on student conduct are listed in the "Student Handbook and Code of Student Conduct". Copies are available from the Office of the Chancellor and on the LSU website, http://appl003.lsu.edu/slas/dos.nsf/index

Grade appeals for courses are outlined in the "General Catalog" and in Policy Statement 48. A copy of each is available from the Graduate Coordinator, and on the LSU website, http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView

University policy on Graduate Assistants is outlined in Policy Statement 21. A copy is available from the Graduate Coordinator, and on the LSU website, http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView

Graduate Assistantship/Employee grievance procedures are outlined in Policy Statement 8. A copy is available from the Graduate Coordinator, and on the LSU website, http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView

5.3. Sexual Harassment Policy:

University policy and procedures are explained in Policy Statement 73 "Sexual Harassment". A copy is available in the Department office. The following excerpt comes from PS-73:

"Sexual harassment is a form of unlawful sexual discrimination. For the purposes of this policy, sexual harassment is defined as unwelcome verbal or physical behavior of a sexual nature. Sexual harassment includes both 'quid pro quo' and 'hostile environment' unlawful discrimination."
'Quid Pro Quo' sexual harassment may involve submission to verbal or physical conduct of a sexual nature, unwelcome sexual advances, or requests for sexual favors when this is made either explicitly or implicitly a term or condition of an individual's employment or student status. It typically involves an authority relationship in which the recipient is vulnerable with respect to employment or academic status so that objection to the offensive behavior or demands may have negative consequences.

'Hostile environment' sexual harassment may include unwelcome verbal or physical conduct of a sexual nature in which the unwelcome conduct unreasonably interferes with an individual's ability to function effectively in an employment or academic setting by creating an intimidating, hostile or offensive environment even if no 'quid pro quo' relationship exists."

Both informal and formal grievance procedures are outlined in PS-73. Any disciplinary sanctions against faculty or employees will be in accordance with PS-8. Any action against students will be in accordance with the "Code of Student Conduct". Anyone having questions or grievances regarding sexual harassment at LSU should contact the Equal Opportunity Programs Office.

5.4. Equal Opportunity Policy

University policy and procedures are outlined in PS-1 "Affirmative Action and Equal Employment Opportunity Policy". A copy is available on the Information Technology Services webpage through this link: http://itsweb.lsu.edu/ITS_Security/IT_Policies/LSU/item614.html
The following excerpt comes from PS-1:

"The University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veterans status in the admission to, participation in, or employment in the programs and activities which the University operates."

Anyone having questions or grievances regarding equal opportunity at LSU should contact the Equal Opportunity Programs Office.

6. Useful Things to Know

Graduate Student Representative:
Two graduate students (one for M.S. and one for Ph.D. students) are elected annually to serve as a liaison between the graduate students and the faculty, primarily through his/her attendance at faculty meetings. The 2013-2014 Graduate Student Representatives are Bryan Killingsworth (Ph.D.) and Laura Sorey (M.S.).
Wilbert Lecture:
Approximately every other week the Department invites a guest speaker, usually from other colleges, universities or organizations to present a lecture. Students are strongly encouraged to attend these lectures and meet the speakers. The lecture usually takes place on Friday afternoons. Check the posted notices for topics, location and time. Students are encouraged to suggest speakers for future lectures to the Chair of the Wilbert Lecture Committee.

Latte Seminar:
This is an informal presentation by graduate students and professors, from within and outside the Department, and is organized by a graduate student volunteer. Students are strongly encouraged to participate both by presenting and attending seminars. It is usually held on Wednesdays at 12:00 p.m.; check the posted notices for topic, location, and time.

AAPG Student Chapter:
The AAPG (American Association of Petroleum Geologists) has a student chapter in the Department, which sponsors field trips, social activities, intramural sports, and some funding for travel to official meetings. Officers (President, Vice-President, Treasurer, Secretary, and Public Relations) are elected annually. The 2013-2014 President is Kathryn Denommee. If interested, contact Kathryn at kdenom1@lsu.edu.

Association for Women in Science-Baton Rouge Chapter (AWIS-BR):
AWIS-BR is a local chapter of the 25-year old national group based in Washington, DC. It is committed to the achievement of equity and full participation of women in all areas of science and technology. The Baton Rouge chapter has lunches twice a month, speakers, social events. AWIS is open to both men and women. AWIS-national offers grants to graduate students and also publishes a pamphlet on grants available to graduate students.

Sigma Gamma Epsilon (Delta Iota):
A National Honorary society for the Earth Sciences has a University chapter, Delta Iota. The Chapter sponsors tutoring for introductory geology courses and refurbishing of departmental displays. Officers (President, Vice-President, Treasurer, and Secretary) are elected annually.

Bulletin Board:
The "Bulletin Board" located in front of the Department office, should be checked periodically for events and activities within the Department as well as around campus.

Graduate Student Association:
A campus wide organization of graduate students which serves to voice and work collectively towards improving the quality of graduate student life at LSU. Watch the "Bulletin Board" for date and time of meetings. For further information write to:

Graduate Student Association of LSU
P.O. Box 16470
Louisiana State University
Baton Rouge, LA 70803
http://gradlsu.gs.lsu.edu

Keys:
Office, laboratory and building keys are available from the Building Coordinator. Students must turn in any keys that are no longer applicable to his/her work assignments, and turn in all of their keys when they graduate. If a student is locked out of his/her office after Department office hours, Campus Police should be called at 578-3231.

Owing to the large inventory of sophisticated equipment, security is a matter of great concern. Please ensure that all office and laboratory doors are locked when not in use, and that the outside doors are securely locked on entering and leaving outside of normal building hours. Do not leave valuables unattended in offices or labs, and especially in the library or in plain sight in a car.

Safety:
The city of Baton Rouge, like many American cities, has a high incidence of violent crimes. Women should not walk by themselves at night and men should also be very cautious at night. Any person on campus who needs a ride at night can call Campus Transit at 578-5555. The service is free, but is limited to the LSU campus only.

An attempt is made to minimize the assignments of female TA's to evening classes. TA's teaching evening classes are encouraged to make students aware of the potential dangers and recommend to female students that they arrange to be escorted to their car by another student. Should a student need a phone, phones are available in the lobby of the first floor of the old building (130) and across from E 134 in the new building, as well as in the computer lab (E336).

CAMPUS POLICE: 578-3231
OFF/ON CAMPUS POLICE/EMERGENCY: 911
CAMPUS POLICE - INTERACTIVE WEBSITE where you can report problems, crimes, etc. The address is http://www.lsu.edu/police

Building Problems:
During office hours, all building maintenance problems (lights out, power off, keys not working, etc.) should be reported to Facility Services (578-3186) or email (workcon@lsu.edu)--24 hours.
Mailboxes:
Mailboxes are located in the Department office, on the far left wall and divided in alphabetical order of surnames. Mail arrives once a day around 12:00/12:30 p.m.

Photocopies:
A photocopier for everyone’s use is available in the small room (E235 A) across from the mailboxes in the main office. It is to be used only for small amounts of class-related items, personal copies may be made at Middleton Library. If you are in a great hurry you can do the copying yourself, but charge it to your major professor, at the Middleton Library photocopy center. See the Assistant to the Chair for further information. Access codes for the Xerox machine may be obtained from the Assistant to the Chair. Copies for research purposes must be cleared with your faculty advisor, as all copies are charged to his/her account.

Recycling:
The University recycles all paper. You may put all paper including glossy and newspaper in your recycling box in your office. See the Academic & Building Coordinator for a recycling box. Recycling is collected by the Janitorial staff. For more information, call the LSU Recycling Hotline at 578-5325. The city of Baton Rouge has curb-side recycling; for more information call 927-1600.

Travel:
When traveling on State, University, Department, or research grant funds, certain University regulations and procedures must be adhered to.

1) All travel must be authorized before departure—regardless of the source of funding for the trip! Additional approvals and time is required for international travel so please submit your travel request in advance. All travel forms are available from the Academic & Building Coordinator. The processing of travel forms and detailed information on current regulations and reimbursement rates can be provided to you by the Academic & Building Coordinator.

   a. If using a LaCarte card, Short’s Travel Management MUST be used to book the travel. This company is the University contracted vender. If personal funds are used, any travel site may be used.

   b. If you find a flight through an alternative travel site that is the same flight as advertised through Short’s Travel and it is 10% less or at least $30 in savings, the LaCarte card can be used, however, PRIOR APPROVAL IS REQUIRED from Accounting Services.

2) All University travel must be authorized in advance – regardless of the source of funding for the trip. This should be done as early as possible before the proposed departure date, using a "Request for Authorization to Travel" form.
(#17). Please note that international travel requires Provost approval and a more detailed explanation of travel, which may take longer for approval.

3) If reimbursement is expected, you are **required** to turn in *original itemized receipts* for all expenses except meals and a brief memo explaining the reimbursement request. Meals do not require receipts unless you expect to be reimbursed at 25% in excess of the allowed rate (this requires prior approval on the Authorization to Travel form). Credit card receipts alone are not acceptable unless this is the only receipt provided. If this is the case, an explanation must accompany the receipt. The Academic & Building Coordinator can provide the current rates of reimbursement for mileage, meals, and lodging. It is recommended that a personal copy of all receipts be kept.

4) Professors are now responsible for booking the student’s travel on their LaCarte cards if using Short’s Travel so you will have to confer with the professor regarding arrangements unless you are planning to pay with personal funds. Students are able to use any airline available. Only professors have to use University contracted airlines.

5) For travel on University sponsored class field trips, you are not required to fill out any forms unless you are attending as a teaching assistant and not a student of the class. If you are attending as a TA, you will be required to fill out an AS292 “Request for Authorization to Travel” form (#17) and submit it to Academic & Building Coordinator, at least 3 days before the anticipated date of departure. Any questions about Trip Travel should be directed to the Academic & Building Coordinator.

6) All students who wish to drive instead of flying need a quote from Short’s Travel (888) 846-6810 (state@shortstravel.com) to show that driving is less than or equal to the airfare quote. Travel in-state is only reimbursable for 99 miles, round-trip at $0.51/mile and gas receipts claimed can be no more than mileage allowance. (Donna Torres must approve special cases requesting full mileage reimbursements within the state) In-state you must use Enterprise for car rental services.

7) All students who wish to drive a department vehicle must be university employees and must submit a "Vehicle Authorization Form, Driver Record” form (#21) available from the Rock Lab supervisor. **All drivers of University vehicles must take a one hour Driver Safety Class.** See the Rock Lab supervisor for class schedule. Each time a vehicle is used, the mileage must be logged into the log book and the keys, gate card, and log book returned to the Rock Lab supervisor. Please remove the trash from the van and report any maintenance concerns to him/her. **The vehicles must be reserved in advance with him/her (578-2243).**

**UNIVERSITY VEHICLES ARE FOR OFFICIAL UNIVERSITY BUSINESS USE ONLY**
8) When traveling in remote areas internationally where credit card transactions are limited and cash is used for payment, you should still get a receipt for verification and documentation of costs and expenses or bring a receipt book with you.

FOR FULL DETAILS ON TRAVEL, PLEASE REFER TO UNIVERSITY TRAVEL REGULATIONS PM-13 OR YOU CAN CONTACT THE ACADEMIC & BUILDING COORDINATOR FOR MORE INFORMATION.

Purchasing Policy
If you need to make a purchase on University funds, please contact the Assistant to the Chair for instructions at either (225) 578-2517 or sonja@lsu.edu.

Health Center:
All full-time students have free access to the Student Health Center having paid for the service in their fee bill. The Health center is staffed and equipped for treating minor illnesses and minor accidents. Facilities include an out-patient medical clinic, a mental health clinic, a pharmacy, a laboratory, and an x-ray department. Charges are made for medicines and for x-ray and laboratory work done at the center. Facilities are open Monday through Friday from 8:00 am to 5:00 p.m. and Saturday morning from 8:00 am - 11:30 am. Appointments must be made ahead of time, at least a day in advance, walk-ins are accepted in emergency situations and on Saturday mornings.

E-mail Access:
The Office of Computing Services provides e-mail accounts to all faculty, staff and graduate students.

Department Computer Facilities: refer to Appendix V.

GEOREF:
GeoRef is currently available in Middleton Library or on campus at www.lib.lsu.edu.

Faxes and Long Distance Phone Calls:
Faxes can be received through the main office. The Fax number is (225) 578-2302. Check with your faculty advisor for permission to send faxes from the main office.

Long distance phone calls cannot be made from departmental phones without a faculty access code or a personal calling card number.
7. Financial Assistance

A list of potential granting agencies is given below. The information listed is subject to change without notice. Please check the "Bulletin Board" section on Grants and Fellowships and see the University Administration Specialist for application forms and additional available sources. One other source is the "Graduate Student Funding" guide published by, and available from, the Graduate School.

Any financial aid a student receives from an external source, if not directly deposited in his/her personal account, must be made payable to the LSU Foundation and not to the University. Furthermore, such payments must never be referred to as "invoices" in any correspondence. For an explanation or further details on form of payments, see the Student Financial Aid Office.

Check the Department Bulletin Board for Announcements.

7.1 Fellowships

Some fellowships may require US citizenship; check with the Assistant to the Chair. Watch the Department Bulletin Board for announcements of other fellowships.

LSU Graduate School Fellowship (US citizens only)
Superior graduate students awarded departmental assistantships and fellowships may, on departmental nomination to the Graduate School and selection by a faculty committee approved by the Graduate Dean, be designated Graduate School Scholars. Students selected for these awards receive a monetary enhancement to their departmental assistantship/fellowship. See graduate school for more details.

Board of Regents Graduate Fellowship Program (US citizens only)
Requirements and benefits are similar to those for the Graduate School Fellowship, with an annual stipend of $18,500 to $22,000 plus tuition. One fellowship is awarded annually in the Department. Contact Marie Hamilton (578-3885) in the Graduate School for further details.

Applied Depositional Geosystems Fellowships
The $25,000 stipend is for 9 months and may be awarded for up to two years. Two or more awards are available. Applications should be made through the Applied Depositional Geosystems Advisory Committee, Dr. Jeffrey Nunn currently chairs the committee.

AAUW Educational Foundation Dissertation Fellowship
For women who are citizens or permanent residents of the US Stipends are $20,000 and are for the final year of writing the dissertation. Applicants must have completed
all coursework, passed all preliminary exams, and had the dissertation research proposal approved. For more information: http://www.aauw.org/

Joint Oceanographic Institutions/Schangler Ocean Drilling Fellowship
Fellowships are awarded twice each year to both M.S. and Ph.D. candidates for either shipboard or shore based research. Both one-year and two-year fellowships are available at an award level of $28,000. For more information: http://www.oceanleadership.org/

National Defense Science and Engineering Graduate (NDSEG) Fellowship
$30,500 ($31,000 for 2nd year and $31,500 for 3rd years) stipend renewable for 3 years - applicants must be US citizens and be at or near the beginning of their graduate study in science or engineering. Grants awarded are based on aptitude and demonstrated ability of the applicant. Doctoral candidates are given preference. For more information: www.asee.org/ndseg

National Physical Science Consortium Fellowship for Minorities and Women
The NPSC offers doctoral graduate fellowships to underrepresented minority groups and women. Each fellowship varies between two to six years depending on the employer and has a stipend of $21,000, $16,000 of which goes to the student. For more information: http://www.npsc.org/

Phi Kappa Phi Graduate Fellowships
Fellowships in support of first-year graduate students. Every year, the Honor Society of Phi Kappa Phi awards fifty-seven Fellowships of $5,000 each and three at $15,000 each to members entering the first year of graduate or professional study. Each Phi Kappa Phi chapter may select one candidate from among its local applicants to compete for the Society-wide awards.

For more information: http://www.phikappaphi.org/

National Science Foundation
Available to Masters or Doctoral students with less than 29 semester hours of graduate credit. For more information: www.nsf.gov/grtp and www/nsfgrfp.org

NRC-NRL Cooperative Research Associate Program
This program provides postdoctoral scientist and engineers the opportunity to pursue research on problems, largely of their own choice, that are compatible with the interests of the sponsoring laboratories, and to contribute to the overall effort of NRL. Associateships in this program are awarded to persons who have held a doctorate less than five years at the time of application and are made initially for two years. At the discretion of NRL, 3-year appointments may be arranged, if warranted. Travel and relocation expenses are paid. The stipend level is $69,764 annually. For more information: http://www.nrl.navy.mil/
ASEE-NRL Postdoctoral Fellowship Program

In this program awards are made to persons who have held a doctorate for less than seven years at the time of application and are made for 1 year, renewable for a second. At the discretion of NRL, 3-year appointments may be arranged, if warranted. The stipend level is $69,764 annually. Travel and relocation expenses are paid, with limited funds available for professional travel if approved by the Laboratory. For more information: [http://www.nrl.navy.mil/](http://www.nrl.navy.mil/)

7.2. Research Grants and Scholarships

LSU Office of Sponsored Programs (OSP) has grant and scholarship information on file. The office is 202 Himes Hall. OSP will also do regular grant-searches for you and send this information to your e-mail address. Call OSP for more information, 8-2760. Check with the Graduate Advisor for other grants and scholarships available and for current applications.

AAPG Foundation Grants-In-Aid Program

Grants from $500 to $3000 are available to graduate students conducting research related to the search for and development of petroleum and energy-mineral resources, and/or to related environmental geology issues. [www.aapg.org](http://www.aapg.org)

American Chemical Society, Petroleum Research Fund

Grants are given to support exceptionally well-qualified graduate students, but usually the graduate student's advisor assumes responsibility as the principal investigator. Grants are awarded on the basis of scientific merit, and appropriateness of the budget. [www.acs.org/prf](http://www.acs.org/prf)

AGI Minority Geoscience Scholarship (US citizens only)

Awards given to Black, Hispanic or Native American (American Indian, Eskimo, Hawaiian or Samoan) students. Recipients are judged on academic achievement, financial need and their potential for future success in the geoscience profession. Deadline approximately in the beginning of March. For more information: [www.agiweb.org/mpp/](http://www.agiweb.org/mpp/)

Association for Women in Science

Predoctoral Awards of $1000 given to women graduate students in science. US and non-U.S. citizens are eligible. AWIS also publishes a financial aid directory of over 400 listings entitled, *Grants at a Glance*. (Deadline- mid-January). For more information: [http://www.awis.org](http://www.awis.org)
Colorado Scientific Society
The Colorado Scientific Society invites graduate students in Master's and Ph.D. programs at accredited colleges and universities to apply for research grants to be awarded in late April. Several grants ranging from $600 to $1000 each will be awarded for field-oriented research on geology, geochemistry, and geophysics on the Rocky Mountain region. In addition, grants as large as $600 are awarded for engineering geology research (with no restriction on geographic area of interest) and one or more grants for as much as $1200 is offered for studies on the Heart Mountain fault in northwestern Wyoming or for Quaternary studies with no geographic restriction. For more information: http://www.coloscisoc.org/grants/grants.html

Dallas Geological Society Scholarships
Awards typically do not exceed $1000 and are given on the basis of scientific merits of the research, the capability of the investigator and an appropriate budget. All scholarships from the Dallas Society are now managed under the Society of Exploration Geophysics. To be eligible, you or your parents (if parents still support you) must be residents of the Dallas area. www.dgs.org/scholarships

The Explorers Club
Awards are from $500 up-to $1500 are made primarily to graduate students and members of expeditions. Applications are judged on the merit of the proposal, the competence of the investigator and the appropriateness of the budget. A few awards may be granted up to a $5000 award level.

Membership to The Explorers Club is not necessary to qualify for an award. www.explorers.org

Geological Society of America
Awards typically do not exceed $1500 and are given on the basis of the scientific merit of the project, the capability of the investigator, and the appropriateness of the budget. For more information: www.geosociety.org/grants

Geological Society of America - Southeastern Section
Grants are competitive and available to both undergraduate and graduate students. Students must be a student Associate member of GSA. For more information: http://www.geosociety.org/sectdiv/southe/index.htm

Gulf Coast Association of Geological Societies Financial Aid Awards
Awards of up to $2000 are given to graduate students conducting research related to energy and minerals in the Gulf Coast region. http://www gcags.org/GCAGS%20Awards/GCAGS_Student_Grant_Program.html
Houston Geological Society-Calvert Memorial Scholarship
Award of $3,000 to a graduate student conducting research in economic geology. For more information: [http://www.hgs.org/](http://www.hgs.org/)

LUMCON
$2000 in research funds to defray expenses of a research program in the Marine Sciences. The research grant may be used to defray room and board expenses, supplies, vessel rental, travel or other approved expenses in connection with research at LUMCON's facilities. For more information: [www.lumcon.edu](http://www.lumcon.edu)

Mineralogical Society of America- Biennial Mineralogy/Petrology Research Grant
Two awards of $5000 each granted to either an undergraduate or graduate student. All proposals are considered together. Money can be spent in any way in support of proposed research. For more information: [www.minsocam.org](http://www.minsocam.org)

National Geographic Society Research Grants
The National Geographic Society awards grants for scientific field research and exploration through its Committee for Research and Exploration. All proposed projects must have both a geographical dimension and relevance to other scientific fields and be of broad scientific interest. While grant amounts vary greatly, most range from U.S. $15,000 to $20,000. For more information: [www.nationalgeographic.com/research/grant/rg1.html](http://www.nationalgeographic.com/research/grant/rg1.html)

The Paleontological Society
Limited number of $750 grants to support research in any field or aspect of paleontology for graduate and undergraduate students. Applications and letters of support will be accepted electronically by email submission to powell@juniata.edu Include last name in subject line of email. PDF preferred. [www.paleosoc.org/grantin.html](http://www.paleosoc.org/grantin.html)

PEO Scholar Awards
Awards to support women in the US or Canada who are pursuing a graduate degree or are engaged in advanced study and postdoctoral research at an accredited college. P.E.O. Scholar Awards are announced annually in May for the ensuing year. The number of awards is determined each year in accordance with funds available. [www.peointernational.org/peo-projectsphilanthropies](http://www.peointernational.org/peo-projectsphilanthropies)

Sigma Xi
Awards up to $1000. Undergraduate and Graduate students from all areas of the sciences and engineering are encouraged to apply. [www.sigmaxi.org/programs/giar/index.shtml](http://www.sigmaxi.org/programs/giar/index.shtml)

SIPES Foundation Scholarship
Society or Independent Professional Earth Scientists stipulates that applicants must be graduate students majoring in the Earth Sciences or Petroleum Engineering, and must
be a U.S. Citizen with a G.P.A. of 3.5 or better. Scholarships for graduate students begin at $1000. For more information: http://www.sipes.org/

**Society of Professional Well Log Analysts**
Scholarship awards of $500 and up in increments of $500 are usually offered. Grants are offered in similar amounts but may be adjusted to cover all or part of the estimated research project budget. Must be full-time graduate student enrolled in a course of study that is directly related to or bears a reasonable relationship to the science of all, gas, or other mineral formation evaluation. Also, must have a GPA of 3.0 or higher. For more information: http://www.spwla.org/

**Youth Activity Fund of the Explorers Club**
Grants to high school and college undergraduate students to enable them to participate in field research in the natural sciences under the supervision of a qualified scientist. From $200-1,000. Awards announced in June. See address for the Explorer's Club above.
www.explorers.org/index.php/expeditions/funding/expedition_grants

**New Orleans Geological Society**
Scholarships to graduate and undergraduate students. From $1000-$2000. Must be nominated by Department. For more information: www.nogs.org

**Shreveport Geological Society**
Scholarships to graduate and undergraduate students. From $500-$1000. Must be nominated by Department. For more information: www.ShreveportGeologicalSociety.org

**Miscellaneous Funding**
Oil companies have in the past provided some students with funding for particular projects. Companies should be contacted directly.
7.3. Funding for Travel to Meetings:

**Graduate Research and Development Support (GRADS)**
Students are eligible for $150 or more each academic year, for travel to conferences, conventions and competitions that are educational, academic or professional in nature. Applications should be signed by the Department Chair. The Assistant Dean gives final approval and signature. Forms can be obtained from:

The Office of Graduate Planning
Louisiana State University
127 David Boyd
(225) 578-1640

**AAPG-LSU Student Chapter**
The Department student Chapter provides funding for travel to Society or Professional meetings in a calendar year. You must submit an abstract of the paper or poster you are presenting. For deadlines, contact the current AAPG President. The 2013-2014 President is Kathryn Denommee. Her contact email is kdenom1@lsu.edu.

**Society/Professional Meetings**
Most organizations provide some funding for students presenting papers, or poster sessions at their meetings. Information on the availability of such funding must be obtained directly from the society/organization.

**GSA Southeastern Section**
Program to support cost of student travel to GSA meetings. All eligible students will receive support, not exceeding $400. Applies to both the annual meeting and Southeastern Section meeting. See GSA Bulletin for details.
APPENDIX I  GLOSSARY

Glossary

Consult the "General Catalog" for other definitions.

**Academic Year**: The period consisting of Fall and Spring semesters. Summer term is considered part of the academic year.

**Calendar Year**: The period lasting from 1 January to 31 December.

**Current Semester Deadline**: These are University deadlines by which certain forms must be submitted and examinations or courses taken by students. These are published every semester and are not flexible. Copies are available from the Graduate Coordinator and the Graduate School.

**Degree Candidates**: A student who intends to graduate, receive his/her degree that semester, and has completed the "Masters or Doctoral Application for Degree".

**Dissertation/Thesis Committee**: This committee guides the student throughout his/her period in residence, in particular their thesis or dissertation work, and evaluates the Final Examination. For details see section 1.2.a. and 2.2.a..

**Final Examination**: Also called thesis or dissertation Defense. This is the examination on the subject of the thesis or dissertation. For details see sections 1.1.a., 1.2.d, 2.1.d, and 2.2.f..

**Full Time**: A student is considered full time if he/she is registered for 9 credit during Fall and Spring semesters and 6 credits during the Summer.

**General Catalog**: The publication issued by the Graduate School, in which all Graduate School requirements are listed. It may be bought at the University Bookstore in the Union.

**General Examination Committee**: This is the committee, usually the same as dissertation committee, that evaluates the student's General Examination. (Ph.D. candidates only). For details see sections 2.1.c. and 2.2.e.

**Grade Point Average (GPA)**: A measure of scholastic performance; the ratio of quality points earned to semester hours attempted.

**Graduate Advisor**: A faculty member designated by the Chair of the Department to serve as a liaison between the graduate students and their committees, and the Graduate School. For appointed member see Appendix IV.
Graduate Faculty: Consists of those members of the teaching and research faculties who have been so designated by the Chancellor according to the following ranking system: Full Member, Associate Member or Affiliate Member. Restrictions apply to the rank of the faculty on the student's thesis or dissertation committee. For a listing of graduate faculty, consult the "General Catalog".

Semester Hours: The unit by which coursework is measured. The number of semester hours assigned to a course is usually determined by the number of hours the class meets per week.
APPENDIX II  COURSES OFFERED NEXT TWO YEARS

Courses routinely offered:

Geol 4012 Introduction to Micropaleontology
Geol 4043 Earth Materials and the Environment
Geol 4044 Petroleum Geology
Geol 4045 Stratigraphy
Geol 4066 Plate Tectonics
Geol 4068 Reflection Seismology
Geol 4081 Chemical Oceanography
Geol 4131 Basin Analysis
Geol 4164 Deltaic Geology
Geol 4182 Physical Hydrogeology

Geol 7061 Sequence Stratigraphy
Geol 7062 Seismic Stratigraphy
Geol 7081 Isotope Geochemistry
Geol 7132 Dynamics of Sedimentation
Geol 7195 Reservoir Characterization
Geol 7200 Scientific Communications and Visualization
Geol 7900 Groundwater in geologic processes

Seminars:
Geol 7911, 7931, 7941, 7961, 7971, 7972, 7981
APPENDIX III STAFF & RESPONSIBILITIES

Departmental Staff and Responsibilities

Throughout your graduate studies in the Department of Geology and Geophysics, the following people will be instrumental in the completion of your degree. Their respective responsibilities are listed.

Office Personnel

Chris Henry – Alumni Coordinator  578-3426 /chenry@lsu.edu  Recruiting, corporate relations, alumni and conference coordination, website management, annual newsletter.

Heather Lee – Administrative Program Specialist  578-2946 /heather@lsu.edu  Graduate coordinator of student admissions, graduate records, graduate payroll; field camp admissions, student worker supervisor/payroll, supplies, scholarships.

Vacant – Academic & Building Coordinator  578-3354  Personnel forms, payroll, leave tracking, class scheduling, undergraduate contact, room reservations, textbook orders, grade sheets, sabbatical requests, promotion and tenure, and travel.

Sonja Scott – Assistant to the Chair  578-2517 /sonja@lsu.edu  Accounting, purchasing, financial reporting. Data entry of all accounting transactions, reconciliation of departmental accounts, faculty allocation reports. Other duties: property inventory, copy codes, AV equipment. Assists with proposal routing. Office supervisor.

Technical Personnel

Wanda LeBlanc – Scientific Research Technologist  - (8-5306 Rm E148), Geochemistry Laboratories. Use of the XRD and geochemistry laboratories.

Hongbin “Peter” Pan – Computer Analyst  – (8-8804 Rm E300)  Subsurface Laboratory computer systems manager.

Rick Young – Research Associate  - (8-2243 Rm E118) Rock Preparation Crushers; polishing; saws; storage of samples; thin sections.

Photographic services (cash or account) are also available in room 52 of Himes Hall.
APPENDIX IV  COMPUTER/ANALYTICAL/REFERENCE COLLECTIONS

Department Computer and Analytical Facilities and Reference Collections

Computers:
1) Department Computers: Generally available computer equipment and contact persons are listed below:

   A. Howe-Russell E336  24-hour access: See Latosha Mullins (lmulli1@lsu.edu) for lock combination.

   LEQSF-sponsored Geology Student Computer Laboratory

   1. Sun w2100z workstation 16GB RAM
   2. Sun w2100z workstation 16GB RAM
   3. Sun w2100z workstation 16GB RAM
   4. Sun w2100z workstation 16GB RAM
   5. Sun w2100z workstation 16GB RAM
   6. Sun w2100z workstation 16GB RAM
   7. Lexmark T520 Printer
   8. HP Scanjet G4010

   Associated (legal) Software

   ESRI arcGIS
   ADOBE CS3
   BASIN2
   ENDNOTE X4
   F-SECURE SSH CLIENT
   MS OFFICE
   MOZILLA FIREFOX
   PAPERCUT
   QUICKTIME
   SYMANTEC ENDPOINT PROTECTION
   WINRAR
   WOLFRAM METHEMATICA
   XMING
   X- WIN 32

   Contact: Support ( geol_support@listserv.lsu.edu )

B. Howe-Russell E235 (main office; office hours only).
1. Xerox Phaser 4500DT Printer
2. Brother IntelliFAX-4750e – HiSpeed (33.6kbps) Business Class Laser Fax
3. Copy Machine CM4341 – Black and White
4. Xerox Phaser 7760DX Color Printer
5. Dell Optiplex GX 620 Desktop – Student Worker
6. Dell Optiplex GX 620 Desktop – Student Worker
7. HP LaserJet 4250 Printer - Student Worker

Associated (legal) Software

ADOBE CS4
MS OFFICE
SYMANTEC ENDPOINT PROTECTION
WINRAR
MOZILLA FIREFOX
PAPERCUT

Contact: Support (geol_support@listserv.lsu.edu)

**C. Howe-Russell E217** 24-hour access: See Latosha Mullins (lmulli1@lsu.edu) for lock combination.

(Landmark Graphics, Texaco, Unocal, Amoco, Burlington Resources, British Petroleum, Exxon, BHP and Geology Alumni sponsored Subsurface Laboratory). This laboratory will be used primarily for classes and student training in subsurface geology.

1. One DDS4 tape drive
2. One HP Design Jet 650C plotters
3. Digitizer
4. Dell 4100MP Data Projector
5. Visual Presenter
6. Entron Controller
7. Bereller Video/Data Presenter
8. Sun w2100z workstation 16GB RAM
9. Sun w2100z workstation 16GB RAM
10. Sun w2100z workstation 16GB RAM
11. Sun w2100z workstation 16GB RAM
12. Sun w2100z workstation 16GB RAM
13. Sun w2100z workstation 16GB RAM
14. Sun w2100z workstation 16GB RAM
15. Sun w2100z workstation 16GB RAM
16. Sun w2100z workstation 16GB RAM
Associated (legal) Software

LANDMARK SOFTWARE
WESTERN GECO SOFTWARE
HAMPSON GECO SOFTWARE
PETREL 2011
BASIN2
ENDNOTE X4
F-SECURE SSH CLIENT
MS OFFICE
MOZILLA FIREFOX
PAPERCUT
QUICKTIME
SYMANTEC ENDPOINT PROTECTION
WINRAR
WOLFRAM METHEMATICA
XMING
X- WIN 32

Contact: (geol_support@listserv.lsu.edu)

D. Howe-Russell E207 (Multimedia Class room; Student Technology Fee)

1. Samsung Video Presenter SVP-6000
2. BenQ 7760 projector
3. Sony VCR SLV-400
4. Extron IO controller SCP 100P
5. Dell Precision T3600 workstation

Associated (legal) Software

ADOBE SOFTWARE
F-SECURE SSH CLIENT
MS OFFICE 2010
CRYSTALMAKER
MOZILLA FIREFOX
QUICKTIME
SYMANTEC ENDPOINT PROTECTION
WINRAR
VLC MEDIA PLAYER

Contact: Support (geol_support@listserv.lsu.edu)

E. Howe-Russell E213 (Multimedia Class room; Student Technology Fee)
1. Samsung Video Presenter SVP-6000
2. BenQ 7760 projector
3. Sony VCR SLV-400
4. Apple iMac G4
5. Extron IO controller SCP 100P
6. Bereler Porta Scribe
7. Dell Precision T3600 workstation

Associated (legal) Software

ADOBE SOFTWARE
MATLAB 2013
MATHMATICA 8.04
F-SECURE SSH CLIENT
MS OFFICE 2010
MOZILLA FIREFOX
QUICKTIME
SYMANTEC ENDPOINT PROTECTION
WINRAR
VLC MEDIA PLAYER

Contact: Support (geol_support@listserv.lsu.edu)

F Howe-Russell E232 (BOR Sponsored Classroom)

1. Dell 4100 MP Projector
2. Visual Presenter EV-400 AF
3. Extron Controller
4. HP Laserjet 4050N
5. HP z800 Workstation 8GB RAM
6. HP z800 Workstation 8GB RAM
7. HP z800 Workstation 8GB RAM
8. HP z800 Workstation 8GB RAM
9. HP z800 Workstation 8GB RAM
10. HP z800 Workstation 8GB RAM
11. HP z800 Workstation 8GB RAM
12. HP z800 Workstation 8GB RAM
13. HP z800 Workstation 8GB RAM
14. HP z800 Workstation 8GB RAM

Associated (legal) Software

ADOBE SOFTWARE
BASIN2
ENDNOTE X4
F-SECURE SSH CLIENT
MATLAB 2013
PETREL 2011
PETROMOD 2011
CRYSTALMAKER
GEOGRAPHIX
STRAGABUGS
CODAOCTOPUS
VIRTUAL LAB CLIENT
MATHMATICA 8.04
MS OFFICE 2010
MIDLAND VALLEY SOFTWARE
MOZILLA FIREFOX
PAPERCUT
QUICKTIME
SYMANTEC ENDPOINT PROTECTION
WINRAR
WOLFRAM METHEMATICA
XMING
X-WIN 32
INKSCAPE
SCHLUMBERGER LOG DATA TOOLBOX
TESSERAL 2D

Contact: Support (geol_support@listserv.lsu.edu)

G. Howe-Russell E233 (Department Systems Room)

1. Dell PowerEdge T410 16GB RAM (Web Server)
2. Sun w2100z workstation 16GB RAM (Redundancy Web server)
3. Dell PowerEdge T310 4GB RAM (Backup Server)
4. Dell PowerEdge T110 4GB RAM (Domain Server)
5. Dell PowerEdge T110 4GB RAM (Printer Server)
6. Dell PowerEdge T110 4GB RAM (File Server)

Contact: Support (geol_support@listserv.lsu.edu)

H. Howe-Russell E232B (NSF/BOR sponsored research laboratory)

1. Sun Blade 2000 with 8Gb Ram, two 24” monitors

Contact: Jeff Nunn (gljeff@lsu.edu), Barb Dutrow (dutrow@lsu.edu), Support (geol_support@listserv.lsu.edu)
This laboratory is for research only. Graduate students wishing to use this facility must submit a short proposal for review by the governing committee (Nunn and Dutrow).

I. Howe-Russell 417 Student Lobby

1. HP Plotter Design Jet 650C (Now in room 430)
2. HP LaserJet 4100N
3. IBM Netvista 1 GB RAM
4. Dell Optiplex GX 260 1GB RAM

Contact: Support (geol_support@listserv.lsu.edu)

J. Howe-Russell E202 (Department Systems Room)

1. Sun w2100z workstation 16GB RAM
2. Epson PowerLite D6155W Projector

Associated (legal) Software

ADOBE SOFTWARE
F-SECURE SSH CLIENT
MS OFFICE 2010
CRYSTALMAKER
MOZILLA FIREFOX
QUICKTIME
SYMANTEC ENDPOINT PROTECTION
WINRAR
VLC MEDIA PLAYER

Contact: Support (geol_support@listserv.lsu.edu)

K. Howe-Russell 347 (Department Systems Room)

1. Extron SCP 100P Control System
2. Epson PowerLite D6155W Projector

Contact: Support (geol_support@listserv.lsu.edu)
2. University Computing facilities

a. CaSPer

The CaSPer stands for the Callaway Advanced Scalable Parallel Environment for Research, which is currently a 50 node IBM SP and RS/6000 cluster. IBM SP systems are used to solve very large and very complex problems in chemistry, physics, engineering and economics, in universities and research institutes around the globe. OCS-HPC's CaSPer implementation provides a state of the art computing service for LSU researchers. Funding for CaSPer is provided by the Louisiana Technology Innovation Fund.

b. SuperMike: LSU's World-class Supercomputer

In an effort to significantly enhance the high-performance-computing resources that are available to Louisiana's students and academic researchers in various subfields of information technology, LSU has acquired through Atipa Technologies a Beowulf-class supercomputer with 1,024 Intel® 1.8 GHz Xeon DP processors that are tightly coupled through Myricom's myrinet network. The system contains 1 Terabyte of RAM and more than 40 Terabytes of disk storage. It has been christened, "SuperMike" (supermike.lsu.edu).

According to the standard HPL (High Performance Computing Linpack) benchmark that is used to rank the performance of supercomputers worldwide, "SuperMike" clocks at 2.207 TeraFlops; that is, it performs over 2 trillion floating point operations every second.

For more information on University Computing Facilities, visit: http://csc.lsu.edu/facilities.html
DEPARTMENT LABORATORIES

Marine Seismic Laboratory

Hardware: 3 Macs, 1 Sun Sparc-10, Novajet II 36” color seismic plotter, Exabyte tape drive, 8 GB hard disk, HP 1600 CM printer, Calcomp 48” x 72” digitizer.
Software: Suite of Geological Software for PC and Macintosh from Rockware, a premier source for commercial geological software. Software includes such tools as Stereonet, well-logger, Rose-diagram, Petro-suite, etc.

Contact: Juan Lorenzo

Geochemistry Laboratory

1) Inductively coupled plasma optical emission spectrometer (Perkin Elmer Optima 3300DV)
2) Ion Chromatography System (Dionex DX500)

Contact: Wanda LeBlanc

Rock Magnetism Laboratory

The Rock Magnetism Laboratory at LSU has the following pieces of equipment:

Three Microscopes with digital camera port and remote TV viewing
   1) Nikon petrographic scope
   2) Nikon binocular scope
   3) Leitz with U-Stage attachment

Two field instruments to measure magnetic susceptibility (MS):
Manufacturer = Bartington, UK

Four laboratory instruments to measure magnetic susceptibility (MS):
   1) Kappa Bridge KLY 3S manufactured by AGICO, Czetch Republic
   2) Custom built, high sensitivity MS instrument
   3) Custom built instrument to measure MS at 6 frequencies
   4) Bartington instrument to measure MS at 2 frequencies

A Spinner Magnetometer
A Cryogenic Magnetometer
An AF demagnetizer
A Thermal demagnetizer

A Syntron MK-1 Dielectric Separator to separate diamagnetic mineral grains
A PerkinElmer Lambda 35 UV/VIS Spectrometer to quantify color of samples.
An acid/vacuum carbonate measuring system with 8 lines for rapid sample measurement.
A RS230 Gamma Radiation Spectrometer

All necessary computer and field equipment is available.

Contact: Dr. Brooks Ellwood

**Palynological Facilities**

1) Processing facilities for extracting palynomorphs and siliceous microfossils from sediments and rocks.
2) A Palynologic Research Library consisting of more than 20,000 reprints and books dealing with pre-Quaternary palynology and an additional 3,000 reprints treating Holocene and Quaternary palynologic studies.
3) A modern pollen reference collection of ~ 8,000 species is available for research, as are some 60,000 palynologic slides from oil wells, primarily from the Gulf of Mexico.
4) A new microscopic facility for graduate students with three Olympus scope BX41 equipped with mounted digital camera and new IMac for convenient image and data handling.

5) Room 144, 152, and 164, Old Geology Building

Contact: Dr. Sophie Warny (swarny@lsu.edu)

**SEM and Microprobe Laboratory**
1) JEOL 840A Scanning electron microscope with digital secondary and backscattered electron imaging capabilities, energy dispersive spectrometer and color-cathodoluminescence detector (SEM-CL)

2) JEOL JXA-733 Electron microprobe with four automated wavelength dispersive spectrometers, digital secondary and backscattered electron imaging capabilities and energy dispersive spectrometer

Contact: Darrell Henry

Stable Isotope Laboratory


2) A 30W CO2 laser (MIR 10) fluorination system, capable of generating O2 from silicates, oxides, sulfates, and phosphates for 18O/16O and 17O/16O measurements

3) A gas chromatograph and two vacuum lines for thermal decomposition of nitrate and perchlorate crystals and for separating and purifying gases

4) A complete wet chemistry laboratory, including three fume hoods, an ion chromatograph (ICS 90) for both cation and anion analyses, low- and high-temperature ovens, a freeze-dryer, centrifuges, and ultrasonic baths.

Contact: Dr. Huiming Bao

Subsurface Laboratory

For information, see computer facilities (above).

Contact Dr. Jeff Nunn

Thin section and polished section rock laboratory

Contact: Rick Young

X-Ray Diffraction Laboratory
X-ray powder diffractometers (Brüker/Siemens)

Contact: Wanda Leblanc

Seismic Shop (E122)

600-channel Sercel Eagle SN388 radio-telemetry system for 0-10 km depth studies
Mobile Seismic Laboratory (‘SEISMEAUXBILE’)
24-channel Seismograph for 0-1 km studies
20 borehole vertical component 1-Hz geophones
1 borehole seisMEAUXgraph

100 Hz, 40 Hz, 14 Hz, 4.5 Hz horizontal- and vertical-component geophones
24 channel towable land streamer
Shallow (1m) and deeper (5m) shot hole drilling machines
1 Lacoste-Romberg Gravity Meter (0.005 mGal precision)

6 field recording GPS units (1m horizontal accuracy)
Digital Theodolite
4-wheel and 6-wheel field vehicles
Electronic and mechanical repair and testing equipment

Contact: Drs. Juan Lorenzo

GEOLOGIC AND PALEONTOLOGIC UNIVERSITY COLLECTIONS

1) Vertebrate Paleontology Collection, Museum of Natural Science, Rm 443, Old Geology.

   Contact: Dr. Judith A. Schiebout

2) Invertebrate Paleontology Collection, Museum of Natural Science, Rm 443, Old Geology.

   Contact: Lorene Smith

3) Howe Microfossil Collection, Museum of Natural Science, Rm 363, Old Geology

   Contact: Dr. Barun Sen Gupta and Lorene Smith

4) Cenex Modern Pollen Reference Collection, Museum of Natural History of Louisiana, Rm 144, Old Geology

   Contact: Dr. Sophie Warny
5) Mineralogy Collection, Museum of Natural Science, Rm E202, 208 and display cabinets in Howe-Russell

   Contact: Dr. Barb Dutrow

6) Petrology Collection, Museum of Natural Science, Rm E206, Howe-Russell

   Contact: Dr. Darrell Henry
## APPENDIX V  DEADLINES

Schedule of Form Submittal and Procedures

<table>
<thead>
<tr>
<th>TIME</th>
<th>CANDIDATES</th>
<th>PROCEDURE</th>
</tr>
</thead>
</table>
| 1<sup>st</sup> Semester | Ph.D. & M.S.     | - Advisor must be chosen.  
- Major area of concentration must be selected |
| 2<sup>nd</sup> Semester | Ph.D & M.S.     | - Thesis or dissertation committee must be chosen.  
- Thesis or dissertation proposal must be on file  
- Submit Program of Study |
| 3<sup>rd</sup> Semester | Ph.D.           | - Research Proposal Exam must be completed.                                  |
| Every Fall and Spring semester | All Students Ph.D & M.S. | - Completion of duties.  
- Advisory Committee semester report must be turned in. |
| Every year by February 15<sup>th</sup> | Ph.D. & M.S.   | - Graduate Student Annual Report must be turned in.                        |
Graduate School Deadlines

On the following pages are graduate school deadlines for Spring, Fall and Summer semesters of 2013-2014. These schedules are provided to give you an approximate idea of when in a given semester each deadline occurs. Deadlines for the current semester are published in the Schedule of Classes.

Important Graduate School Deadlines

Fall 2013

Final date for adding courses for credit and making section changes by September 5 (Th) 4:30pm deadline; final date for “Degree Only” registration (all degree requirements, including document submission and approval by the Graduate School must be met), by 4:30pm deadline

Final date for submitting to Graduate School (or updating) “Applications for Degree” to be awarded at Fall commencement, 4:30pm deadline September 6 (F)

Final date for submitting to Graduate School “Requests for Final Exams” for degrees to be awarded at fall commencement, 4:30pm deadline September 6 (F)

Final date for submitting the Graduate School committee examination reports and approved theses and dissertations, by 4:30pm deadline November 18 (M)

Final date for submitting required Graduate School edits to theses and dissertations, 12:00 noon, deadline November 22 (F)

Important Graduate School Deadlines

Spring 2014

Final date for adding courses for credit and making section changes January 27 (M) by 4:30pm deadline; final date for “Degree Only” registration (all degree requirements, including document submission and approval by the Graduate School must be met), by 4:30pm deadline
Final date for submitting to Graduate School (or updating) “Applications for Degree” to be awarded at Spring commencement, 4:30pm deadline January 29 (W)

Final date for submitting to Graduate School “Requests for Final Exams” for degrees to be awarded at Spring commencement, 4:30pm deadline January 29 (W)

Final date for submitting the Graduate School committee examination reports and approved theses and dissertations, by 4:30pm deadline April 14 (M)

Final date for submitting required Graduate School edits to theses and dissertations, 12:00 noon, deadline April 17 (Th)

Important Graduate School Deadlines Summer 2014

Final date for adding courses for credit and making section changes by 4:30pm deadline; final date for “Degree Only” registration (all degree requirements, including document submission and approval by the Graduate School must be met), by 4:30pm deadline June 12 (Th)

Final date for submitting to Graduate School (or updating) “Applications for Degree” to be awarded at Summer commencement, 4:30pm deadline June 13 (F)

Final date for submitting to Graduate School “Requests for Final Exams” for degrees to be awarded at Summer commencement, 4:30pm deadline June 13 (F)

Final date for submitting the Graduate School committee examination reports and approved theses and dissertations, by 4:30pm deadline July 14 (M)

Final date for submitting required Graduate School edits to theses and dissertations, 12:00 noon, deadline July 18 (F)
APPENDIX VI  PURPOSE AND EXPLANATION OF FORMS

This section contains information regarding forms which students have to submit during their graduate program. Each form is described below. Original forms are available from the Graduate Coordinator or from the Geology website.

Please Note: The process has changed for turning in forms. All forms must now be turned in to the Graduate Coordinator in the department. Originals are kept on record in the office while the Graduate Coordinator files a scanned copy with the Graduate School electronically.

Forms requiring the signature of the Chair are to be placed in the “to be signed” box outside the Chair’s office. Signed forms will be placed in the “signed; ready to pick up” box.

Form #1 - Graduate Student Annual Report

This is a report on scholarly activities during the previous calendar year (e.g. coursework, presentations at meetings, publications, and grant proposals and any other pertinent information). All students must submit a graduate student annual report by February 15th each year to the Graduate Coordinator.

Form #2 - Advisory Committee Semester Report

This form is used to assure that students are keeping all their committee members informed of their progress. All students actively working toward a graduate degree should file this report in the Graduate Coordinator's office by the end of every Fall and Spring semester, except for the first semester in residence. This form must be signed by the student's Major Advisor. Contact Graduate Coordinator for this form or access this form on the Geology website.

Form #3 - Thesis Committee

This form is used to list the members of the thesis committee and the thesis topic. This form must be filed in the Graduate Coordinator's office by the end of the first semester with the Advisor's signature and by the end of the second semester, with the signature of each committee member. It should be updated whenever there is a change in committee membership or thesis topic. Contact Graduate Coordinator or access this form on the Geology website.
Form #4 - Request for Master's Examination

This form is used to receive approval from the Graduate School for taking the Master's Final Examination (Defense). This form must be submitted to the Graduate Coordinator for approval at least three weeks prior to the date of examination, which must be before the current semester deadline if the student is a degree candidate. Contact Graduate Coordinator or access this form on the Geology website.

Form #5 – Master’s Application for Degree

This form is used to seek approval from the Graduate School for graduation during a particular semester. It includes a listing of the coursework the student will use to fulfill his/her degree requirements for the Master’s Degree. It must be submitted to the Graduate Coordinator by the current semester deadline. If the student for some reason fails to meet other degree requirements and therefore is unable to graduate, the student must be taken off of the graduation list through the Graduate School by submitting a Title, Advisor Change or Deletion form (#13) and an "Application for Degree Update" form (#14) must be submitted for the following semester. Please turn the forms in to the Graduate Coordinator. Contact Graduate Coordinator or access this form on the Geology website.

Form #6 - Dissertation Committee

This form is used to list the members of the dissertation committee and the dissertation topic. This form must be filed in the Graduate Coordinator's office by the end of the first semester in residence with the Advisor's signatures and by the end of the second semester in residence with the signature of each committee member. It should be updated whenever there is a change in committee membership or dissertation topic. Contact Graduate Coordinator or access this form on the Geology website.

Form #7 - Program of Study

This form is used to outline a plan for future proposed coursework and to name the dissertation committee members of the graduate student. This form should be submitted by the student to the Graduate Coordinator for record in the department by the end of second semester in the program. Any changes in either coursework or dissertation committee must be updated by turning in another Program of Study if these changes occur before the General Exam. Contact Graduate Coordinator or access this form on the Geology website.

FORM #8 – Research Proposal Exam
This form is used as a pass/fail form for the professors to sign when the doctoral students defends their proposal. The Research Proposal Exam is intended to test the student's ability to conduct original, independent research. The exam must be completed by the end of the student's third semester in residence and by turning in a copy to the Graduate Coordinator. Contact Graduate Coordinator or access this form on the Geology website.

**Form #9 – Doctoral Degree Audit Form**

This form is used to outline the coursework completed and name the dissertation committee members and is to be turned in with the Request for Doctoral General Examination form (#11) for approval by the Graduate School. This form should be submitted by the student to the Graduate Coordinator when all coursework has been completed and you are planning to defend your General Exam in the program. Contact Graduate Coordinator or access this form on the Geology website.

**Form #10 – Doctoral Degree Audit Change Form**

This form is used to make changes in either coursework or dissertation committee once the Doctoral Degree Audit form (#9) has been submitted and must be approved by the Graduate School. Please turn in to the Graduate Coordinator. Contact Graduate Coordinator or access this form on the Geology website.

**Form #11 - Request for Doctoral General or Final Examination**

This form is to be used to receive approval from the Graduate School to schedule either the General Examination or the Final Examination (Defense). This form must be submitted by the student along with the Doctoral Degree Audit form (#9) (when applying for the General Exam) to the Graduate Coordinator for approval at least three weeks prior to date of examination. The submission must also be before the current semester deadline (when applying for the Final Exam), if the student is a degree candidate. Contact Graduate Coordinator or access this form on the Geology website.

**Form #12 – Doctoral Application for Degree**

This form is used to seek approval from the Graduate School for graduation during a particular semester. It includes a listing of the committee with signatures and the dissertation title. It must be submitted to the Graduate Coordinator by the current semester deadline. If the student for some reason fails to meet other degree requirements and therefore is unable to graduate, the student must be taken off of the graduation list through the Graduate School by submitting a Title, Advisor Change or Deletion form (#13) and an "Application for Degree Update" form (#14) must be submitted for the following semester. Please turn the forms in to the Graduate Coordinator. Contact Graduate Coordinator or access this form on the Geology website.
Form #13 - Title, Advisor Change or Deletion form

This form is used in order to update a change to your thesis/dissertation title or your advisor after you have turned in the Request for Masters Exam/Request for Doctoral General or Final Exam form. It must be submitted to the Graduate Coordinator to account for any changes before the date of your defense. – Or – If you are no longer planning to graduate for the current semester and you have already filed the Masters/Doctoral Application for Degree. By submitting this form to the Graduate Coordinator, you will be deleted off of the current semester’s graduation list. This form must be filled out as soon as you are aware that you will not graduate in the current semester. Filing this form is usually followed by submitting the Application for Degree Update (#14) by the following semester deadline for graduation.

Form #14 – Application for Degree Update

This form is used when a student turns in a “Masters/Doctoral Application for Degree” (#5/#12) in a previous semester yet was not able to graduate. The student must turn in this form to the Graduate Coordinator by the current semester deadline in order to be on the current semester graduation list. Contact Graduate Coordinator or access this form on the Geology website.

Form #15 - Checkout Form

This form is used to ensure that students have completed all their duties for a given semester. This form must be signed by various employees once each task has been completed and can be verified – these employees and their titles are noted on the form. This form is available from, and must be submitted to the Graduate Coordinator before grades and final paycheck can be received.

Form #16 - Graduate School Request for Travel Assistance

This form is used to request financial aid from the Graduate School for travel to conferences and for research. $150 or more/year is available. The form should be submitted as early as possible each semester. This form is available from the Academic & Building Coordinator. You must get the signature of the Department Chair and then submit it to the Graduate School (114 D. Boyd).

Form #17- Request for Authorization to Travel (AS292)

This form is used to seek approval for all out-of-state travel and travel to conferences or conventions from the Department Chair and the Office of the Chancellor.
This form must be completed as early as possible before travel, usually 30 days before the intended travel date. This form is available from, and should be submitted by the student to the Academic & Building Coordinator.

**Form #18 - Request for Travel Advance (AS86)**

Some students may be eligible to receive funding prior to travel to help offset travel expenses. This form should be competed as early as possible before the trip, usually 30 days before the intended travel date. It is available from, and should be submitted by the student to the Academic & Building Coordinator.

**Form #19 - Travel Expense Voucher (AS300)**

When reimbursement is needed, this form must be completed and submitted with all receipts for gas, vehicle rental, motel costs, etc. Meal receipts are not required unless they exceed the *per diem* rate. This must be completed as early as possible upon returning from the trip, and **no later than 30 days**. This form is available from, and should be submitted by the student to the Academic & Building Coordinator.

**Form #20 - Travel Accident Insurance (LSUTT1, LSUTT2, LSUTT3, LSUAA1)**

University medical insurance on most University or Department trips including field research and whether or not related to class work, should be bought, even if the student uses his/her own vehicle. Students are strongly recommended to obtain this insurance for all trips. This should be submitted at least 3 days before traveling. The form is available from, and should be submitted, with payment, to the Assistant to the Chair.

**Form #21 - Vehicle Authorization Form, Driver Record**

This form is used to allow the University to ensure that the student's driving record is acceptable to their insurance company. It should be completed shortly after arriving on campus, and before the first time a student needs to use a vehicle. This form is available from, and must be submitted to, the Assistant to the Chair before usage of a Department vehicle.

**Form #22 - Graduate School Accelerated Master’s Degree Program Application**

This form is used to gain acceptance by both the Graduate School and the department into the Accelerated Master’s program before the online application process through the Graduate School. It should be completed no later than the last day to add courses for the semester in which graduate credit is requested. This form is available on the Graduate School’s website and must be submitted to both the department and the Graduate School for approval.
FOR ANY OF THE FORMS LISTED, PLEASE SEE OR EMAIL THE APPROPRIATE STAFF MEMBER LISTED.