Greetings! I'm Malcolm Richardson, Interim Dean of the Graduate School. I'm very glad to be a part of graduate education at the university level again, having served as associate dean here during 2009-2011. My appointment started June 25 and I'll serve until a permanent dean is appointed after a search conducted by the Office of Academic Affairs is concluded, probably next summer. During my 30+ years at LSU I have also been chair of the English Department (1998-2004) and associate dean of the College of Humanities and Social Sciences (2011-2017). It's very exciting to be back in the Graduate School, and I was happy to meet so many members of such a large and well-prepared incoming class. I'll be sending out weekly announcements. One of the issues I'll be working on this year is providing information and opportunities for GTAs to improve their teaching and lab instruction. LSU offers many opportunities monthly for GTAs to learn new teaching techniques and strategies as well as testing software that can enhance their teaching. So this Newsletter (and the weekly announcements) will serve as an information center for such events, and I hope sponsors will submit their events. For starters, here are some good resources for you:

1. Center for Academic Success ([https://www.lsu.edu/cas/events.php](https://www.lsu.edu/cas/events.php))
3. Faculty Technology Center ([http://training.lsu.edu/Default.aspx?AdminGroupId=5&AudienceId=0&PageIndex=1&PageSize=10](http://training.lsu.edu/Default.aspx?AdminGroupId=5&AudienceId=0&PageIndex=1&PageSize=10))
4. LSU Learning and Teaching Collaborative ([https://www.lsu.edu/academicaffairs/resources/faculty/teaching_and_learning_collaborative.php](https://www.lsu.edu/academicaffairs/resources/faculty/teaching_and_learning_collaborative.php))
5. Middleton Library ([https://lsu.libcal.com/calendar/eventsandprogramming/?cid=8030&t=g&d=0000-0000&cal=8030&audience=853&ct=39613](https://lsu.libcal.com/calendar/eventsandprogramming/?cid=8030&t=g&d=0000-0000&cal=8030&audience=853&ct=39613))

I also look forward this year to working with LSU Online to make sure the Graduate School processes mesh smoothly with those of the on-line programs and that the standards of graduate education and administration are maintained. LSU Online registration is expected to grow exponentially in a relatively short time, and both the Graduate School and the participating departments need to work out the kinks before the program becomes larger.

As mentioned in an earlier message, we welcome Dr. Carol Wicks, long-time chair of Geology and Geophysics, as interim Associate Chair. Dr. Wicks brings not only considerable administrative experience to the job but a wider perspective of graduate activity and research across campus. A profile about Dr. Wicks can be found later in this Newsletter.

Since I was Associate Dean here seven years ago many changes in organization and staff have occurred, and while these changes have at times caused disruptions, overall the Graduate School is stronger and better able to meet student needs than in 2011. I'm very pleased to be working with such a professional staff and believe confidently that we will improve the graduate experience.

Best Wishes,
Emeritus Status and Graduate Committees- Newly Revised by the Graduate Council

A faculty member who holds full membership on the graduate faculty may be named as graduate faculty emeritus upon retirement provided that the faculty member has been approved for emeritus status through the LSU System per PM69 [and PS 55]. Emeritus graduate faculty status allows these faculty to continue to work with graduate students on master’s and doctoral committees as chairs and members. Faculty members who retired as full members of the graduate faculty but who do not have emeritus status may serve on thesis or dissertation committees with administrative approval submitted by the department and approved by the Dean of the Graduate School. Faculty members serving on graduate students on master’s and doctoral committees as chair or co-chair may continue in the role after retiring from the university.

Graduate Transfer Hours

A reminder for PhD committees especially that the catalogue states: “Hours transferred may not exceed one-half of the total semester hours of graduate coursework (thesis hours excepted) required for the student’s degree program.” This rule includes PhD programs. Also, “A maximum of 12 hours of transfer credit from other schools may, in some cases, be used in a master’s degree program if approved by the department chair and the [Dean of the Graduate School].”
Department Responsibilities

PS 85: “Departments and the directors of interdepartmental programs bear primary responsibility for ensuring that the assignment, preparation, supervision, and evaluation of graduate assistants conform with the provisions of this policy. Departments must file with the Graduate School for approval a description of departmental preparation programs for teaching assistants, which must include, as stipulated in sections IV and V, above, a mentoring program and thorough-going evaluations of teaching performance. Departmental plans must ensure that teaching assistants (whether or not they are instructors of record) are prepared, supervised, and evaluated with due regard for the University’s commitment to excellence in undergraduate instruction.”

Role of the Dean’s Representative

The Dean’s Representative (DR) is a full member of the doctoral committee. The DR must be appointed to the committee at the time the General Examination is scheduled, and must receive all scheduling requests and materials pertaining to the General Examination and the dissertation Final Examination in the same timely manner as the rest of the committee members.

Although adherence to policy is the concern of all graduate committee members, it is the special responsibility of the Dean's Representative to represent the Graduate School and the university to ensure that all policies and procedures of the Graduate School and the department are followed and to see that the final milestones in the doctoral program—the General Examination and the dissertation defense—take place in an orderly, transparent, and equitable manner. Serving as a Dean’s Representative is a basic responsibility of all Graduate Faculty as members of the university-wide academic community.

Although it is possible that the DR may be knowledgeable and take an active role in the student's dissertation project, that is by no means a requirement. The DR attends the General Examination (oral) and the Final Examination/dissertation defense, each of which averages two hours.

Reading the dissertation is a choice for the DR, not a requirement.

We anticipate the DR responding to a brief survey in the future, but the DR is welcome at any time to contact the Dean of the Graduate School (whether by telephone, letter, email or a visit) with comments, concerns, or suggestions.

More information can be found at lsu.edu//graduateschool/files/news-and-events/Monthly-Newsletter-Archive/resources/deansrep.pdf
Student Excellence Fees for Graduate Assistants

The LSU Board of Supervisors approved an exemption of the Student Excellence Fee increase amount ($282/semester) for graduate assistants (GA's) who receive the graduate assistant tuition exemption. The exemption of the fee increase does not apply to all graduate students, just those who are GA's and who receive the GA tuition exemption. The total tuition & fees increase from the fall 2017 to fall 2018 for a resident Graduate Student taking 9 hours is $288 ($282 Student Excellence Fee Increase, $10 Student Health Center Increase and $4 decrease for the Union Renovation Fee). If the student is taking more hours than she did in the previous fall that could contribute to the overall increase because of variable rates for different course loads. The Graduate School has no control over such increases and has nothing to do with collecting tuition and fees, so please direct questions to other LSU financial offices.

News

Tracking GTA Working Hours

Despite rumors to the contrary, GTA work hours must be documented and records retained in the department. Departments have been audited. These timesheets put us in compliance with federal law.
Important Dates

October

- 4 Fall holiday begins
- 8 Classes resume
- 21 Course scheduling for spring semester, spring intersession, and summer term begins, 5:00 p.m.
- 24 Thesis and Dissertation Submission to the Graduate School deadline for fall graduation, 4:30 p.m. All degree requirements must be met, including final defense reports, approval sheets, and Survey of Earned Doctorates completion certificate received by the Graduate School on or before this date.

Dissertation Title Deadline: Any changes to dissertation titles turned in after this date will not be reflected in the commencement guide at graduation

November

- 2 Final Date for dropping courses, 4:30 p.m. deadline
- 2 Final date for resigning from the University, 4:30 p.m. deadline
- 15 Thesis and Dissertation Graduate School Approval deadline, 4:30 p.m. All format corrections requested by the Graduate School editor must be sent on or before this date. Also, final defense report is due for non-thesis students.
- 21 Thanksgiving Holiday begins 12:30 p.m.
- 26 Classes resume

December

- 1 classes end
- 3-8 Final Exams
- 14 Commencement

For more important dates and deadlines, please view the Graduate Calendars for Fall of 2018 and Spring of 2019
How can students know if their degree paperwork has been submitted and approved?

Students are able to monitor the process of their degree documents through their Milestones located in MyLSU. Once in MyLSU, the Graduate Milestones section is located under the 'Student Services' tab in the left column. By clicking 'Graduate Milestones', students will be able to view their degree and program type as well as document status.

What is the Thesis and Dissertation Submission Deadline on the Graduate School calendar?

The submission deadline is the final date for students to upload their documents to Digital Commons. By 4:30 on this date, a student must have successfully defended, their Thesis or Dissertation must be uploaded to Digital Commons, approval sheets must be signed by committee members and emailed to the Graduate School (gradsvcs@lsu.edu), and the Survey of Earned Doctorates completion certificate (for Doctoral students) must be submitted to the editor (cmckenzie@lsu.edu). It is suggested that you defend a couple weeks prior to this date in order for you to have time to make committee requested corrections.

So, what is the Approval Deadline on the Graduate School calendar?

The approval deadline is the final day by which edits requested by the editor MUST be completed. Take note that there may be several edits requested and your first time editing may not complete all edits. The editor generally allows 24 hours for edits to be sent back in order for her to check the document again and send further edits in case some were missed the first time. By this date, all non-thesis defense results must be turned in.

What happens if I miss the application deadline or am unable to finalize my Thesis or Dissertation writing by the defense deadline?

Students are able to request Degree-only status for the following semester as long as they have completed all coursework and defend by the date of commencement in the previous term. (e.g. if a student cannot defend by the approval deadline of the current semester but will defend by the date of commencement, they are not meeting the graduation requirements for this semester but may request to be Degree-only for the Spring.

Does the Graduate School have a specific format students should use when finalizing their Theses and Dissertations?

Yes, the editor has provided the Theses/Dissertations Guidelines packet which students should refer to as they are finalizing their document. The guidelines can be found in the Theses & Dissertations section on the main Graduate School page.
Dr. Malcolm Richardson

Dr. Malcolm Richardson was born and raised in the southern Appalachians. After several years in the military and graduate school in English, he began his academic career at Texas A&M and later moved to the University of Alabama in Huntsville. He came to LSU in the late 80s and served as chair of English (1998-2004), associate dean of the Graduate School (2009-2011), and associate dean of Humanities and Social Sciences (2011-2017). Among his other positions were director of Writing Across the Curriculum (precursor of Communication Across the Curriculum) and director of the Writing Center. His major research interest is in the intersection of written documents, rhetoric, and language change in late medieval England. His most recent books are Middle Class Writing in Late Medieval London (2011) and Speaking French in Louisiana (2018, with Sylvie Dubois and Emilie Leumas). In 2017 he was a seminar leader at the Institute of Historical Research in London. As president of the International Society of the History of Rhetoric, he will host its biennial conference in at the Hotel Monteleone in New Orleans in 2019. Off-duty he likes playing handball at the Rec Center, hiking in the Smoky Mountains, reading, and cooler weather.

Travis Edwards—Admissions Officer

I am a native of Alexandria, Louisiana, but grew up in the small town of Deville, LA. I graduated from LSU-Alexandria in 2015 and obtained a master’s degree from Southern New Hampshire University in 2018. Prior to working at LSU’s Graduate School I worked as an admissions counselor and recruiter for LSU-Alexandria.
My research interests are in understanding the physical and chemical processes that occur in caves and in karstic basins, particularly with regard to cave and conduit development over geologic time and to stability of streambed material that serves as habitat for endemic species. Research approaches I use are field work, deploying data loggers, time-series data analysis, and numerical modeling. Research areas are in Georgia on the Dougherty Plain, in Kentucky on the Pennyroyal karst area, in Missouri on the Ozark Plateau. An interesting finding is that the streambed sediment that has been assumed to be immobile is in fact rather mobile. This has implications for conservation efforts aimed at the endemic species that use the streambed sediment as habitat.

The primary mission of the Graduate School is to promote graduate education. Elevating graduate education starts by ensuring that highly qualified potential graduate students turn into highly qualified enrolled graduate students. That requires a smoothly functioning admission process for the students who are interested in attending LSU for their graduate work or for the faculty who are making decisions.