

LSU Online Graduation Workshop

First Summer 2026

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Application for Degree

- Application for Degree (AFD)
- Must be received before the AFD deadline-See LSU Online Graduate School Calendar:
<https://www.lsu.edu/graduateschool/students/calendars.php>
- All of the AFD forms can be found on the Graduate Student Forms page under the Online Students section:
https://www.lsu.edu/graduateschool/students/grad_student_forms.php
- The AFD is submitted electronically, by clicking “Submit Form”.



Application for Degree (continued)

- ▶ The AFD tells the Grad School that the student plans to complete all degree requirements in the current module.
- ▶ The student will be entered in Workday Student as a degree candidate for that module.
- ▶ Each degree candidate's record will be audited in order to make sure that all degree requirements have been completed.
- ▶ Students who will not complete the degree requirements will be removed from the graduation list.
- ▶ Students who do not graduate will submit a new AFD for a future module.

Graduation List

- Graduation List Reports (“Degree Candidates by Type of Degree”) are sent out to the departments at three points each module:

- After the AFD deadline

- 1 to 2 weeks prior to degree conferral with a list of prospective deletions

- At the end of the module with all final deletions

Note: LSU Online student deletions are filed once at the end of each module

- These lists should be reviewed each time they are sent out.
- In the Grad List Report, there is a separate section for each degree program.

Degree Only

- ▶ Students who have completed all degree requirements by the last day of the previous module can choose “Degree Only” on the AFD form.
- ▶ This will put the student on a list of students who will be audited during the Degree Only processing period, which occurs during the first week of each module.
- ▶ If the student is approved for Degree Only a note will be placed in Workday indicating their approval as a Degree Only candidate.

Good Academic Standing

Good Academic Standing Policy – 3.0 Module and 3.0 LSU Cumulative

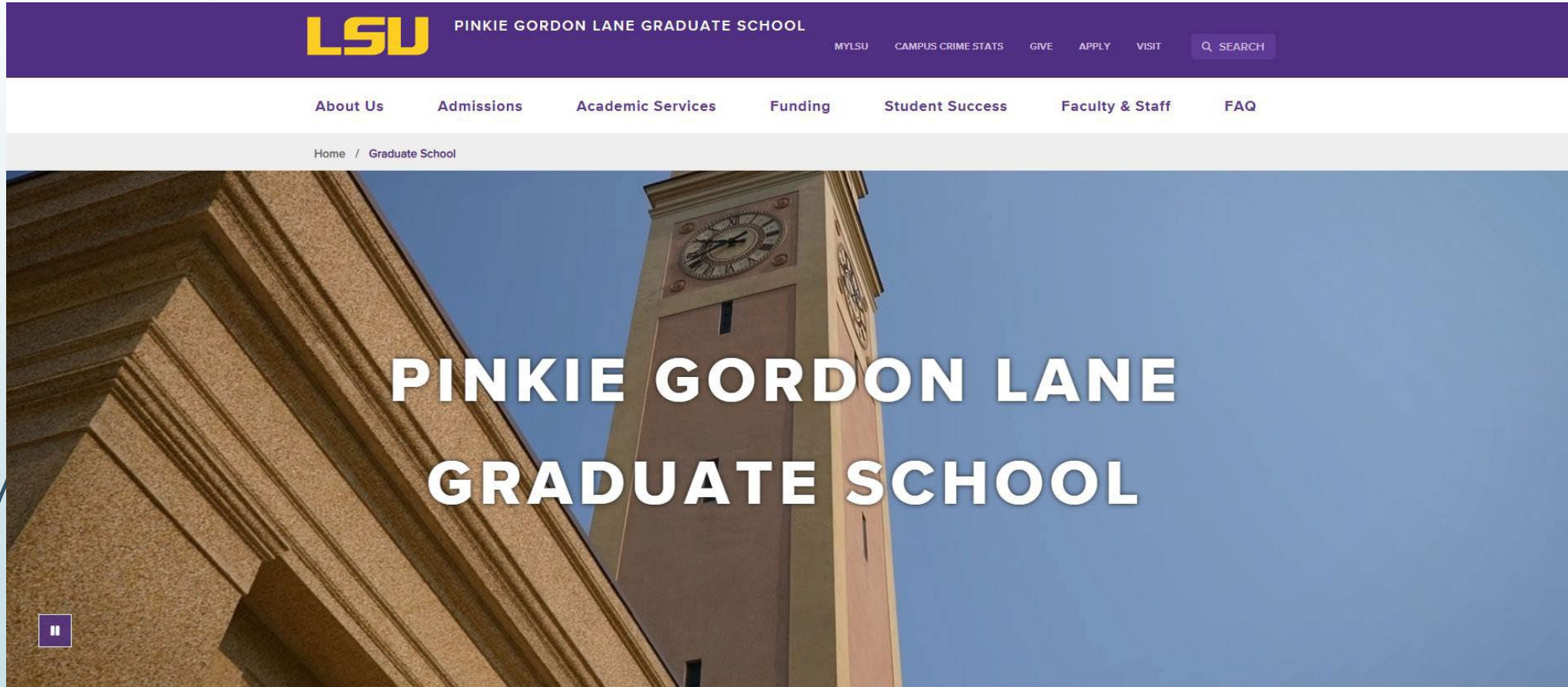
Implications for Graduate students *not* in good academic standing:

- ▶ Student may receive a Scholastic Probation or Scholastic Drop.
- ▶ Student will not be eligible to sit for a Master's comprehensive exam, final project or capstone.
- ▶ Student will not be eligible to graduate if they receive less than a 3.0 LSU Cumulative GPA the module in which they are graduating.

Enrolled Student Information



Graduate School Website : <https://www.lsu.edu/graduateschool/index.php>



Enrolled Student Information(continued)



LSU PINKIE GORDON LANE GRADUATE SCHOOL

MYLSU CAMPUS CRIME STATS GIVE APPLY VISIT

[About Us](#) [Admissions](#) **[Academic Services](#)** [Funding](#) [Student Success](#) [Faculty & Staff](#) [FAQ](#)

STUDENTS HOME

NEW STUDENTS

IMPORTANT STUDENT RESOURCES

GRADUATE STUDENT FORMS

GRADUATE SCHOOL CALENDAR

THESIS & DISSERTATION PREP

THREE MINUTE THESIS COMPETITION

GRADUATE ASSISTANT INSURANCE & STIPENDS

GRADUATE RESEARCH CONFERENCE

GRAD LIFE

Request for Defense and Degree Audit

Important Deadlines

- ▶ **Request for Final Defense/Audit Submission Deadline.**
 - Typically due on the second day of classes for each module. For the First Summer 2026 module, the date is **May 26th**
 - **Request for Master's Defense and Degree Audit:** This is only applicable to you if your program has a Master's comprehensive exam, final project or capstone in which you have a committee that needs to be evaluated by the Graduate School.
 - **Online Master's Program Degree Audit:** This form is for Master's programs which have coursework only requirements and no comprehensive exam, final project and/or capstone requirement.
 - **Online Graduate Certificate Degree Audit:** This form is for students seeking only a graduate certificate or adding an additional graduate certificate program to their Master's program.

If you are pursuing more than one degree (dual degree), an audit needs to be completed for each degree. For example, a Master's Degree and a Graduate Certificate. The appropriate audit should be submitted in whichever module you earn each degree.

NOTE: SAVE ALL SUBMISSION CONFIRMATION EMAILS!!!

Request for Defense and Degree Audit (continued)

Advisory Committees

► **Master's Committee Makeup**

- Minimum of three faculty members
- Committee Chair must be from the major department
- Master's students must have at least one member with full graduate faculty status

Most LSU Online programs have already established committees. If you have any questions about your committee, reach out to your academic advisor to confirm who should be outlined for your committee on your Request for Master's Defense and Degree Audit Form.

► **Administrative Approvals**

- These requests are submitted for potential committee members who do not have graduate faculty status and/or are not faculty employed at LSU
- Requests for AA are processed internally by the Academic Service Officer. The student/department should only list that person(s) name on the form and provide their CV. If there are issues, the Dean's Office will reach out to the academic department.

Degree Audit

Coursework Information:

List all relevant LSU graduate courses and hours required toward this degree only. (Ex: CHEM 7947 (3), CHEM 8000 (6), etc.)

Coursework Earned in Major Program:**Coursework Earned in Minor Program (if a formal minor has been declared):****Courses Transferred or Petitioned (list institution):**

Total Hours Completed:

Courses Remaining:

Total Hours Remaining:

Coursework Earned in Major

Coursework Information:

List all relevant LSU graduate courses and hours required toward this degree only. (Ex: CHEM 7947 (3), CHEM 8000 (6), etc.)

Coursework Earned in Major Program:

- Only list completed coursework needed for this degree
- List course number and amount of hours.
- For Example: CHEM 7947 (3)
- Do not list courses that you are currently enrolled in

Courses Transferred

Courses Transferred or Petitioned (list institution):

- Any transfer work needs to be listed in the box above
- Please list coursework in the same format – Ex. CHEM 7947 (3), CHEM 8000 (6)
- List the University name next to the courses

Transferring Coursework

Request for Transfer/LSU Extension or Non-degree Work to be Applied Toward Master's Degree

Email submission to gradsvcs@lsu.edu

Student Information:

LSU Student ID	Last Name	First Name	Middle Name
Date			
Department/School			
Degree (M.A., M.S., M.S. in E.E., etc.)			
<input type="checkbox"/> Thesis <input type="checkbox"/> Non-Thesis			

Courses Approved by Department:

Course Abbreviation and Number	Credit Hours	Grade	Institution/Ext. Or Non-Matr Classification	Semester Taken

Signature: _____ Date: _____

Approved by:
Committee Chair: _____ Date: _____

Chair, Department
Head or Grad Advisor: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

- Fill out Request for Transfer Credit Form
- Signed by:
 - Committee Chair
 - Department Head or Grad Advisor
- Send with your Request for Masters Defense or Degree Audit (if not already approved)

Transferring Credit Requirements

- ▶ Must be in Good Academic Standing (not on probation)
- ▶ Must have earned 9 hours of graduate credit in a degree program at LSU.
- ▶ Non-Matriculating Coursework taken at LSU must be transferred to be counted towards degree. A maximum of 6 credit hours at the 6000 level & above can be transferred from Non-Matriculating (Limited) classifications.
- ▶ All transfer work must have been taken for Graduate credit with a grade of a “B” or higher.
- ▶ A maximum of ½ of the coursework requirement can be transferred (including non-matriculating credits).
- ▶ Transfer work must have been completed within 5 years of the time the student is able to submit the request.

Courses Remaining

Courses Remaining:

Total Hours Remaining:

- Courses that are in-progress during the module you are defending/graduating go in this section
- When you submit your Request for Final Defense or Audit, all coursework required for the degree must be completed or in-progress during the current module
- Please list coursework in the same format – Ex. CHEM 7947 (3)

Requirements for Approval

For Office Use Only:

GPA:

REG:

CW:

COM:

TIME:

MINOR:

- Module and LSU Cumulative GPA must be above a 3.0
- Must be registered for at least 1 credit hour in the semester the student defends
- Must meet coursework requirements for your degree
- Committee must meet all requirements (if you are sitting for a comprehensive exam, final project and/or capstone)
- All coursework must not be older than 5 years or it will need to be revalidated

Graduate Defense Results

LSU | Graduate School

Graduate Defense Results

Email submission to gradexcs@lsu.edu

Student Information:

Name: _____ LSU Student ID: _____
Official Major: _____ Official Minor: _____
(if applicable)
Defense Date: _____

Exam Type:

Master's Doctoral DMUS (Non-Thesis)
 Thesis Non-Thesis General Final Pass Fail
 Pass Fail Pass Fail

Exam Results: We, the undersigned committee members, were present and voted as follows:

Print Name	Sign Name	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
_____	_____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
Committee Chair				
_____	_____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
Co-Chair (if applicable)				
_____	_____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
Dean's Representative				
_____	_____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
Minor Professor (if applicable)				
_____	_____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
Member				
_____	_____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
Member				
_____	_____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Retake
Member				

If a student fails the exam and/or retake has been requested, please attach explanation specifying if the student will be allowed to retake the exam and, if so, the amount of time he/she has to retake it.

Administrative Approval

Dean of the Graduate School: _____ Date: _____

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Updated 11/2018

Path to Graduate Milestones

- ▶ With the transition to Workday Student, the location of various milestones will be different. The following milestones are available for all degree candidates to view in Workday Student
- ▶ Application for Degree
- ▶ Approval of Degree-Only Registration (if applicable)
- ▶ Approval of Degree Audit
- ▶ Defense/Exam Results (if applicable)

Milestone: Application for Degree

It will be located in Workday where your Program of Study is listed. Your **EXPECTED COMPLETION DATE** in Workday will update to designated degree conferral date for the degree(s) you indicated on your application for degree. This is how you will know that your application for degree has been received and processed. Degree conferral dates vary depending on which module you are graduating within.

Click [here](#) for information on understanding and navigating your student profile to find this information. Students also receive an immediate confirmation upon submission of their application for degree. The email will come from a noreply@formstack email account. Be sure to forward that confirmation email to your academic department for their records.

The conferral date for LSU Online 1st Summer Module is 07/07/2026

The conferral date for LSU Online 2nd Summer Module is 08/14/2026

Educational Objective 2 items				
Program of Study	Declare Date	Expected Completion	Status	Primary
Educational Leadership & Research - PHD ⋮	08/19/2018	08/31/2028	In Progress	Yes



Milestones Via Student Notes

The following milestones are viewable in the [Note History](#) section in Workday Student:

- ▶ Approval of Degree-Only Registration
- ▶ Approval of Degree Audit

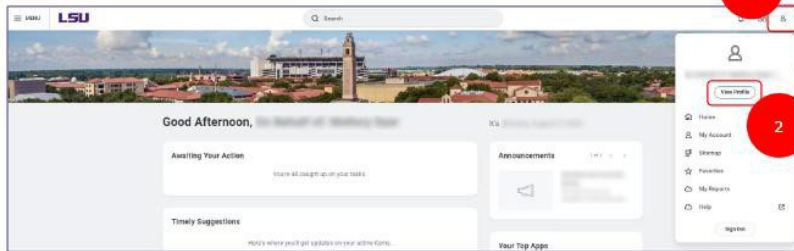
Notes are manually input by our staff. Students will not receive an automatic notification in Workday once the note is placed.

Milestones Via Student Notes (cont.)

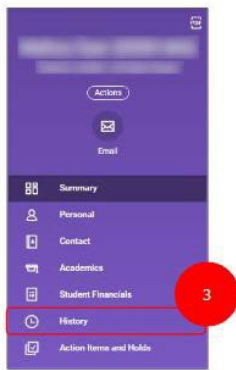
View Student Note (Students)

Students can view their student notes in Workday.

1. From the Workday home page click the **Profile icon**.
2. Under your name click **View Profile** to access your student profile.

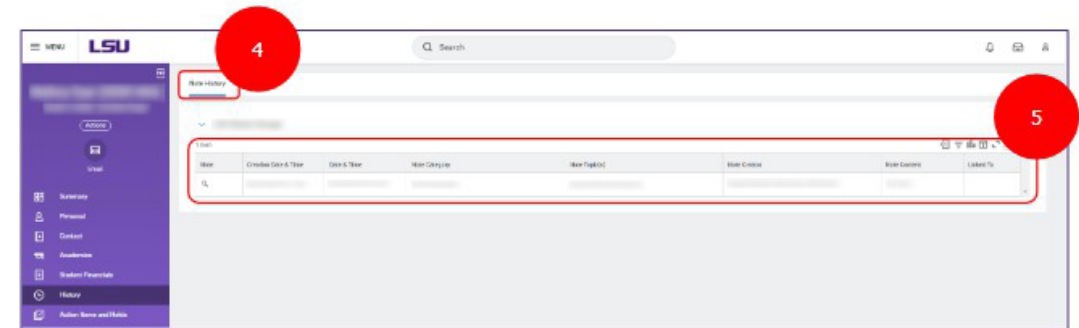


3. Click **History** section. Depending on your display setup, you may need to click **More** to expand the list of sections.



View Student Notes (cont.)

4. Click **History** tab to access the student notes.
5. View all notes linked to your student profile in Workday here.



Milestones Via External Records

The following Milestones are viewable on the [External Records](#) section in Workday Student:

- ▶ Graduate School Masters Comprehensive Final Exam
 - ▶ Applies to all LSU Online students sitting for a comprehensive exam, final project, or capstone.
 - ▶ This is for departments such as Public Administration, Education Leadership, Educational Technology, Higher Education, Environmental Science, and Industrial Engineering.

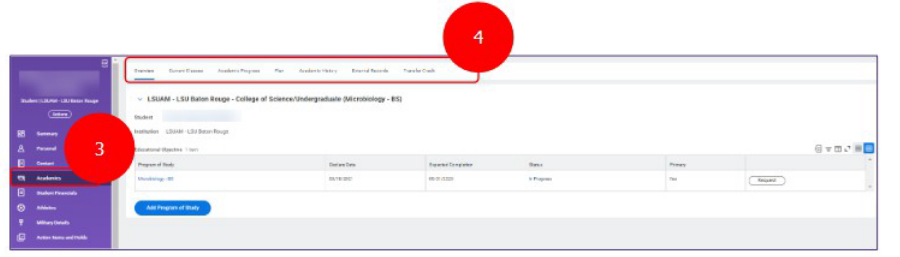
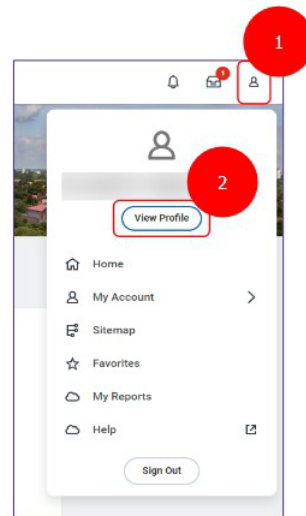
Records are manually input by our staff. Students will not receive an automatic notification in Workday once the record is placed.

Milestones Via External Records (cont.)

Navigating to the Academics Tabs

1. On the Workday home page, click the **Profile** icon.
2. Click **View Profile**.
3. Click **Academics**.
4. View the Academic Tabs: Overview, Current Classes, Plan, Academic History, Transfer Credit, Academic Progress, and External Records.

Note: The External Records and Transfer Credit tab will only display if applicable to the Applicant or Student.



External Records

1. Once in the Academics section, click the **External Records** tab.
2. View the External Records table for a summary of educational test transcripts that were provided to LSU by the Student or non-LSU institution (high school, community college, four-year school, and/or other). Information includes the Educational Test Name, Test Date, Official Certification, and Test Section Details.

A screenshot of the External Records table in the Workday interface. A red circle with the number '1' highlights the 'External Records' tab in the top navigation bar. A red circle with the number '2' highlights the 'External Records' table header in the top right corner.

Educational Test	Test Date	Official	Self-Reported	Section Name	Score	Percentage	Database Code	SAT/PS/ACT - Official Reading and Math Equivalency
Assessment and Learning Knowledge Space (ALKS)	08/06/2021	Yes	No	Total Math Score	83	0		0
				Whole Numbers, Fractions, and Decimals	100	0		
				Percent Equations, and Geometry	100	0		
				Signed Numbers, Linear Equations, and Inequalities	96	0		
				Lines and Systems of Linear Equations	86	0		
				Polynomials and Functions	94	0		
				Integer Equations and Functions	100	0		
				Quadratics and Polynomial Functions	71	0		
				Rational Equations and Functions	74	0		
				Radicals and Rational Equations	80	0		
				Exponents and Logarithms	85	0		
				Trigonometry	41	0		
Assessment and Learning Knowledge Space (ALKS)	08/06/2021	Yes	No	Total Math Score	83	0		0

Thank You!

- ▶ Please keep an eye out for emails from the Graduate School and visit our social media platforms for important announcements and workshops!

LSU | Pinkie Gordon Lane
Graduate School

