

Steps to Fulfill Doctoral Degree Requirements and Graduation

Step	What To Do	When	Approved By
1	Meet with departmental graduate advisor to plan course of study for first semester.	Before first semester of registration.	Graduate Advisor
2	Establish advisory committee.	Following the deadline imposed by your department and approved no later than 3 weeks prior to the General Defense.	Advisory committee and Department Chair or Grad Advisor
3	Complete course work detailed on degree audit. (See General Catalog for coursework policies.)	Before the General Defense.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
4	Submit Request for General Defense and Degree Audit .	Must be received by The Graduate School 3 weeks prior to the defense date. A dean's representative will be appointed by The Graduate School.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
5	Submit General Defense results	Report of the General Defense should be submitted to The Graduate School shortly after defense.	The Graduate School
6	Continuous Registration Requirement- maintain a minimum of three semester hours of credit each regular semester (excluding summers)	Following the successful completion of the General Defense. (See General Catalog section on Continuous Registration Requirement).	The Graduate School
7	Check to make sure advisory committee is up- to-date, and course work is either completed or a minimum number of hours remains.	Before submitting request to schedule Final Defense.	The Graduate School
8	Submit Request for Final Defense advisable that you defend early enough in the semester in order to meet the posted semester's submission deadline. Enroll in Dissertation hours (minimum of 3 hours)	Must be received by The Graduate School at least 3 weeks before Final Defense date or by current semester deadline; (see The Graduate School calendar for deadlines).	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
9	For Degree Candidates: Complete Application for Degree (Fill out diploma survey) Complete Request for Final Defense (If not already taken)	See The Graduate School calendar for deadlines.	The Graduate School
10	Successfully complete Final Defense.	Report of the Final Defense should be submitted to The Graduate School. (see The Graduate School calendar for deadlines)	Advisory committee and The Graduate School

11	After incorporating committee changes, Upload approved PDF file to Digital Commons. Ensure department has submitted signed approval sheet and	See The Graduate School calendar for deadlines.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
12	If a dissertation or parts of it are based on previously written co-authored research, whether published or not, submit the Declaration of Co-authorship to the Graduate School Editor	See The Graduate School calendar for deadlines.	Advisory Committee and the Graduate School Editor
13	Submit certificate of completion for Survey of Earned Doctorates to The Graduate School	See The Graduate School calendar for deadlines.	Graduate School Editor
14	Arrange for cap, gown and hood.	During final semester	Barnes & Noble at LSU Bookstore (Customer Service Area)
15	Degree Candidate Check-out done by the Graduate School Academic Officers	After final grades for degree candidates' deadline at 9:00 am. See The Graduate School calendar for deadlines.	Graduate School Academic Officers