

## Graduate School Forms Checklist

<https://www.lsu.edu/graduateschool/forms.php#grad-student-forms>

Event	Form	Method	Due
Thesis Proposal	Report of Thesis Proposal	<ol style="list-style-type: none"> <li>1. Set date and time with committee.</li> <li>2. Go to Grad Student Milestone Scheduling link.</li> <li>3. Complete survey.</li> <li>4. Grad Coordinator will provide Thesis Proposal form to committee the day prior to the meeting.</li> </ol>	At least 2 weeks prior to meeting
Thesis Defense	Request for Thesis Defense and Master's Degree Audit  TIP: "Coursework Total Hours Completed" must be at least 36 with 6 of those being PSYC 8000 thesis hours.	<ol style="list-style-type: none"> <li>1. Set date and time with committee.</li> <li>2. Download and complete form, omitting signatures of Department Chair/Grad Advisor and Dean of the Graduate School.</li> <li>3. Go to Grad Student Milestone Scheduling link.</li> <li>4. Complete survey and upload form.</li> <li>5. Grad Coordinator will verify form, acquire Department Chair/Grad Advisor's signature, and submit to Graduate School.</li> </ol>	At least 3 weeks prior to meeting  <b>NOTE: Submissions made on a day that the LSU Psychology Office is closed (i.e. weekends, holidays, emergency campus closures, etc.) should assume that the required 3 week deadline period begins the following business day.</b>
Master's Degree Conferred	Application for Master's Degree	<ol style="list-style-type: none"> <li>1. Download and complete form.</li> <li>2. Submit to Grad Coordinator and cc major professor.</li> <li>3. Grad Coordinator will verify and submit to Graduate School.</li> </ol>	Semester of master's degree conferral (See Graduate School Calendar for specific date per semester)
General Defense	Request for General Defense and Degree Audit  TIP: "Coursework Total Hours Completed" must be at least 60 with 12 of those being PSYC 9000 dissertation hours.	<ol style="list-style-type: none"> <li>1. Set date and time of meeting with committee.</li> <li>2. Download and complete form, omitting signatures of Department Chair/Grad Advisor and Dean of the Graduate School.</li> <li>NOTE: All committee members' signatures required, except Dean's Representative!</li> <li>3. Go to Grad Student Milestone Scheduling link.</li> <li>4. Complete survey and upload form.</li> <li>5. Grad Coordinator will verify form, acquire Department Chair/Grad Advisor's signature, and submit to Graduate School.</li> </ol> <p>*Dean Representative will be assigned in the weeks following approval of this request.</p>	At least 3 weeks prior to meeting  <b>NOTE: Submissions made on a day that the LSU Psychology Office is closed (i.e. weekends, holidays, emergency campus closures, etc.) should assume that the required 3 week deadline period begins the following business day.</b>
Apply to have area (i.e. concentration) appear on your transcript	Verification of Concentration	<ol style="list-style-type: none"> <li>1. Download and complete form.</li> <li>2. Acquire committee chair's signature.</li> <li>3. Submit form to Grad Coordinator, who will verify met requirements, acquire signature from Concentration Coordinator, and submit to the Graduate School.</li> </ol>	Whenever the student has met all concentration requirements, but no later than the last day to add courses for the semester they graduate.  NOTE: If the student has not completed all requirements for concentration by the last day to add classes for the semester they graduate, the form will be signed but the student must still successfully meet all requirements by the graduation deadline.
Dissertation Proposal	Report of Dissertation Proposal	<ol style="list-style-type: none"> <li>1. Set date and time with committee.</li> <li>2. Go to Grad Student Milestone Scheduling link.</li> <li>3. Complete survey.</li> <li>4. Grad Coordinator will provide Thesis Proposal form to committee the day prior to the meeting.</li> </ol>	At least 2 weeks prior to meeting
Dissertation Defense	Request for Final Doctoral Defense	<ol style="list-style-type: none"> <li>1. Set date and time with committee.</li> <li>2. Download and complete form, omitting signatures of Department Chair/Grad Advisor and Dean of the Graduate School.</li> <li>3. Go to Grad Student Milestone Scheduling link.</li> <li>4. Complete survey and upload form.</li> <li>5. Grad Coordinator will verify form, acquire Department Chair/Grad Advisor's signature, and submit to Graduate School.</li> </ol>	At least 3 weeks prior to meeting  <b>NOTE: Submissions made on a day that the LSU Psychology Office is closed (i.e. weekends, holidays, emergency campus closures, etc.) should assume that the required 3 week deadline period begins the following business day.</b>
Doctoral Degree Conferred	Application for Doctoral Degree	<ol style="list-style-type: none"> <li>1. Download and complete form.</li> <li>2. Submit to Grad Coordinator and cc major professor.</li> <li>3. Grad Coordinator will verify and submit to Graduate School.</li> </ol>	Semester of doctoral degree conferral (See Graduate School Calendar for specific date per semester)