

# Graduation Workshop

## Spring 2026

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# Application for Degree

- Application for Degree (AFD)
- Must be received before the AFD deadline (See Grad School Calendar):  
<https://www.lsu.edu/graduateschool/students/calendars.php>
- All of the AFD forms can be found on the Grad Student Forms page:  
[https://www.lsu.edu/graduateschool/students/grad\\_student\\_forms.php](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 semester.
- The student will be entered in Workday Student as a degree candidate for that semester.
- 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.

# Graduation List

- Graduation List Reports (“Degree Candidates by Type of Degree”) are sent out to the departments at four points each semester:
  - After the AFD deadline
  - After the Document Uploading Deadline
  - After the Document Approval Deadline
  - At the end of the semester
- 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 semester 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.
- ▶ If the student is approved for Degree Only, the student will be contacted by email, and a note will be placed in Workday indicating their approval as a degree only candidate.

# Good Academic Standing

**Good Academic Standing Policy – 3.0 semester and 3.0 cumulative**

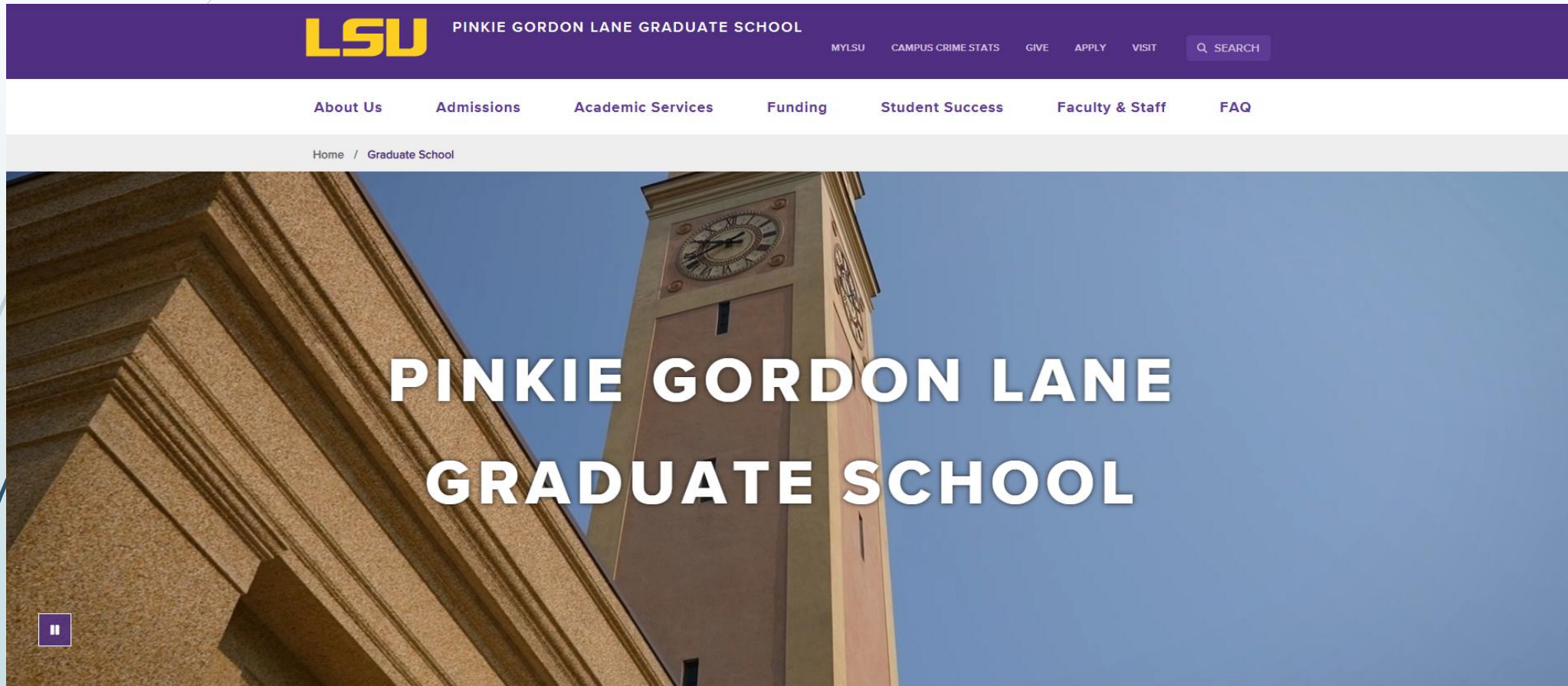
**Implications for Graduate students not in good academic standing:**

- Student may receive an academic probation or academic drop
- Student will not be eligible to do a general defense, final defense or take a comprehensive final exam
- Student will not be eligible to graduate if they receive less than a 3.0 cumulative GPA the semester in which they are graduating

# Enrolled Student Information



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



Pinkie Gordon Lane  
Graduate School

# Enrolled Student Information (continued)



**LSU** PINKIE GORDON LANE GRADUATE SCHOOL

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[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 Submission Deadline

- Typically due the next business day after the final date to add courses. For the Spring semester, the date is January 23rd.
- Due to the Graduate School three weeks prior to the defense date but no later than the submission deadline

### ► Thesis and Dissertation Submission Deadline

- Documents must be submitted by March 27th to the LSU Scholarly Repository.
- Ensure there is enough time between your defense date and the submission deadline.

### ► Approval Deadline

- Students should ensure their document is finalized and ready to be approved by this date. For the Spring semester, the date is April 17th.

**NOTE: SAVE ALL SUBMISSION CONFIRMATION EMAILS!!!**

# Request for Defense and Degree Audit (continued)

## Advisory Committees

### ► **Master's and Doctoral 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
- Doctoral students must have at least two members with full graduate faculty status (one of those two members must be from the major department)
- Minor professor if student is declaring a minor

### ► **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:

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- Only list completed coursework needed for this degree
- Include research hours
- List course number and amount of hours.
- For Example: CHEM 7947 (3), CHEM 8000 (6)
- Do not list courses that you are currently enrolled in

# Coursework Earned in Minor

Name:		
LSU Student ID:	Department:	
Degree Type (M.A., M.S.):	Official Major:	Official Minor:

- To declare an Official Graduate School Minor – Type it in outlined box shown above
- Must have a minor professor serving on the committee

# Coursework Earned in Minor (continued)

Coursework Earned in Minor Program (if a formal minor has been declared):

- If declaring a minor, list all coursework earned for minor in the box shown above
- Use the same format – Ex. CHEM 7947 (3), CHEM 8000 (6)

# 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](mailto: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/Extn. 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: \_\_\_\_\_

**\*\*\*Only for Master's Students\*\*\***

- Fill out Request for Transfer work
- Signed by:
  - Committee Chair
  - Department Head or Grad Advisor
- Send with your Request for Masters Defense



# Transferring Credit Requirements

**\*\*\*\*For Master's Students Only\*\*\*\***

- 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
- 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)
- A maximum of 6 credit hours at the 6000 level & above can be transferred
- Transfer work must have been completed within 5 years of the time the student is able to

# Transferring Credit Requirements (continued)

**\*\*\*For PhD Students Only\*\*\***

- List transfer work on Request for General Defense & Degree Audit in Transfer Coursework section (include name of University).
- Transfer coursework cannot be more than half of the required coursework for the degree.

# Courses Remaining

Courses Remaining:

Total Hours Remaining:

- Courses that are in-progress during the semester you are defending/graduating go in this section
- When you submit your Request for Final Defense, all coursework required for the degree must be completed or in-progress during the current semester
- Please list coursework in the same format – Ex. CHEM 7947 (3), CHEM 8000 (6)

# Requirements for Approval

## For Office Use Only:

GPA:

REG:

CW:

COM:

TIME:

MINOR:

- Semester and LSU Cumulative GPA must be above a 3.0
- Master's students must be registered for at least 1 credit hour in the semester the student defends
- PhD students must be registered for at least 3 credit hours in the semester the student defends
- Must meet coursework and thesis hour requirements for your degree
- Committee must meet all requirements
- All coursework must not be older than 5 years or it will need to be revalidated
- The minor will be entered into the system if all requirements are met

# Graduate Defense Results

LSU | Graduate School

## Graduate Defense Results

Email submission to [gradovcs@lsu.edu](mailto:gradovcs@lsu.edu)

### Student Information:

Name:

LSU Student ID:

Official Major:

Official Minor:  
(if applicable)

Defense Date:

### Exam Type:

Master's

☐ Thesis ☐ Non-Thesis

☐ Pass ☐ Fail

Doctoral

☐ General ☐ Final

☐ Pass ☐ Fail

DMUS (Non-Thesis)

☐ Pass ☐ Fail

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

Print Name

Sign Name

Committee Chair

☐ Pass ☐ Fail ☐ Retake

Co-Chair (if applicable)

☐ Pass ☐ Fail ☐ Retake

Dean's Representative

☐ Pass ☐ Fail ☐ Retake

Minor Professor (if applicable)

☐ Pass ☐ Fail ☐ Retake

Member

☐ Pass ☐ Fail ☐ Retake

Member

☐ Pass ☐ Fail ☐ Retake

Member

☐ Pass ☐ Fail ☐ Retake

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
- Initial Upload of Thesis/Dissertation
- Final Approval of Thesis/Dissertation
- Survey of Earned Doctorates (PhD only)

# 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 if you are a campus or LSU Online student. 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 Campus Spring 2026 is 05/15/2026

The conferral date for LSU Online 1<sup>st</sup> Spring Module is 03/10/2026

The conferral date for LSU Online 2<sup>nd</sup> Spring Module is 05/15/2026

Educational Objective 2 items				
Program of Study	Declare Date	Expected Completion	Status	Primary
<a href="#">Educational Leadership &amp; Research - PHD</a> <span>...</span>	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
- Initial Upload of Thesis/Dissertation
- Final Approval of Thesis/Dissertation

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

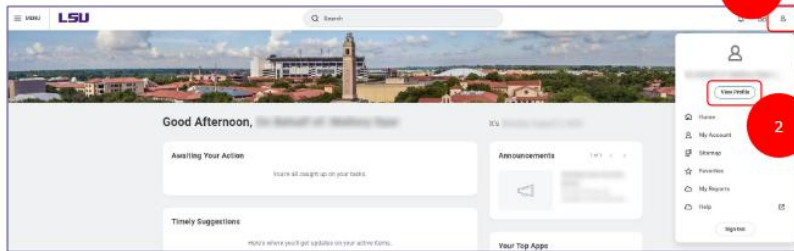


# Milestones Via Student Notes (cont.)

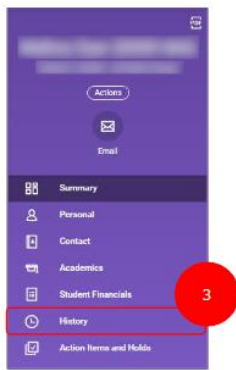
## View Student Note (Students)

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.

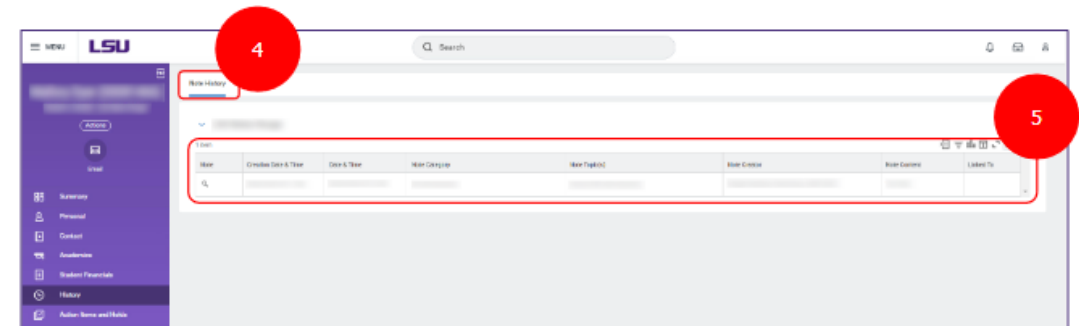


3. Click **History** section. Depending on your display setup, you may need to click **More** to expand the list of sections.



## 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 Doctoral General Defense
- Graduate School Doctoral Final Defense
- Survey of Earned Doctorates (PhD only)
- Graduate School Masters Comprehensive Final Exam
  - Also applies to thesis defenses

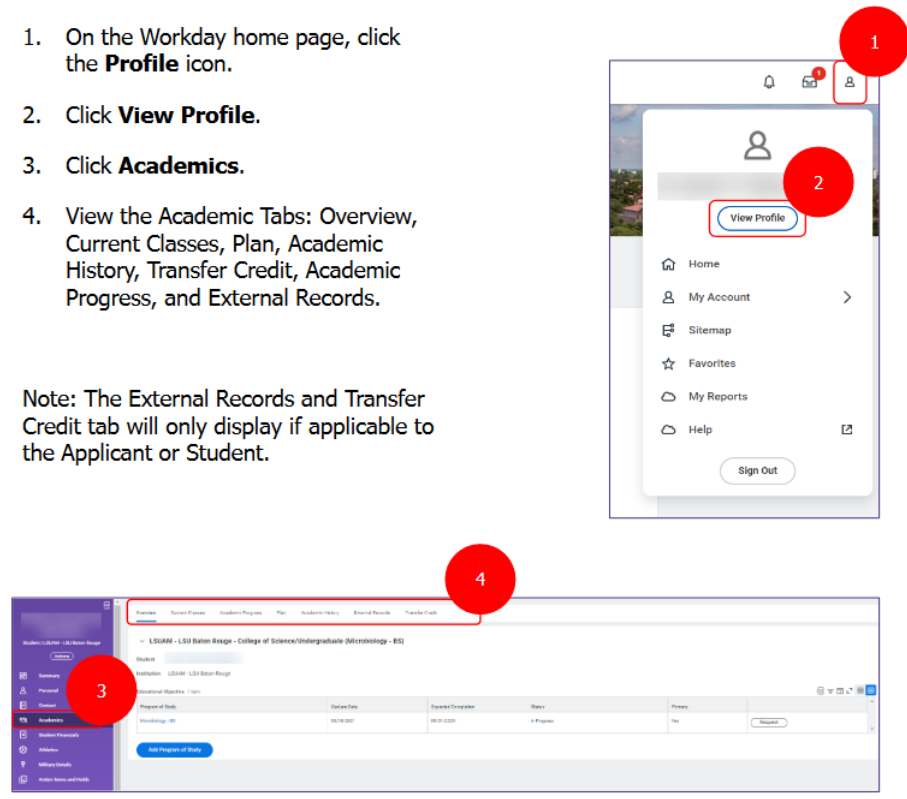
Records are manually input by our staff. Students will not receive an automatic notification in Workday once the record is placed.

# Milestones Via External Records (cont.)

## Navigating to the Academics Tabs

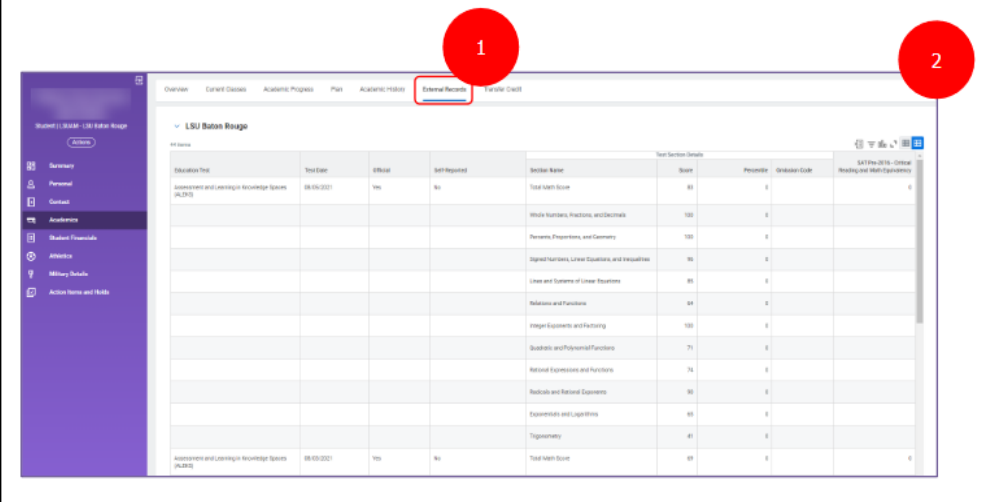
1. On the Workday home page, click the **Profile** icon.
2. Click **View Profile**.
3. Click **Academics**.
4. View the Academic Tabs: Overview, Current Classes, Plan, Academic History, Transfer Credit, Academic Progress, and External Records.

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.



# How to Have a Smooth Final Review of Your Thesis or Dissertation

Linda K. Levy

Dissertation Editor

[llevy@lsu.edu](mailto:llevy@lsu.edu)

[gradetd@lsu.edu](mailto:gradetd@lsu.edu)

Kimber Peters

Thesis Editor

[Kimberpeters@lsu.edu](mailto:Kimberpeters@lsu.edu)

[gradetd@lsu.edu](mailto:gradetd@lsu.edu)

## *What is the final review of a thesis or dissertation?*

It is the Graduate School editors' examination of your finished document to be certain that you have consistently formatted it according to the Graduate School's guidelines. The editors do not read the document word-for-word. Instead, they look at items such as:

- how you ordered your material—and all the details that create order, such as consistently styled headings and subheadings throughout
- whether you used an acceptable style of documentation throughout
- your attention to copyright matters.

This review occurs following your defense and within a day or two after you upload the document to the LSU Scholarly Repository website. The editor frequently sends an email asking for a few changes. Following your response to the email, and the editor's approval, your document remains in the LSU Scholarly Repository, where it will be archived for access by other researchers.



# ***Why the format of your thesis or dissertation matters***

Other major research universities require graduates to follow a thesis and dissertation format much like the one we use here at LSU. Theses and dissertations share common features that all researchers expect to see and that clearly lay out your work. When you put your document together according to our required format, you not only aid the scholarly cause on a professional level, you make yourself—and LSU—look good! As you near graduation and exhaustion, having spent epic sums of money and years of focused work here at LSU, the Graduate School wishes to honor your effort and make this final task as easy as possible for you

## Doing it right

Go to the **THESIS & DISSERTATION PREP** section of the Graduate School website—today—and familiarize yourself with the resources that will guide you:

- the steps to preparing and submitting the document
- due dates and deadlines
- necessary forms
- the *Thesis & Dissertation Handbook*, which contains the complete formatting guidelines
- *four different document templates* from which you may select the one most suited to your discipline. The use of a template is not required. Many students prefer to follow the written guidelines in the handbook.



## Doing it right (continued)

Let me suggest that you take a few relaxing minutes early in the semester to read slowly through the complete guidelines, whether you plan to use a template or not. (We're talking about only 10-12 pages of solid information plus sample pages.)

When you begin to compile your document, that initial reading will stick with you enough to alert you whenever you need to consult the guidelines for a specific formatting element. Consult the guidelines periodically as you write.

When you've achieved a final draft, scroll through it, making certain that you've consistently applied the formatting throughout. Right before you upload the finished document to the LSU Scholarly Repository, consult the checklist located near the end of the ***Thesis & Dissertation Handbook***.







## *Things that are good to know*

- Departments and professors do not preside over your document's final format, and therefore they place varying degrees of emphasis on format (and, in some cases, none). It is entirely up to you to save yourself from the last-minute, panicked realization that your *graduation date can be jeopardized* by a failure to format your document correctly and on time.
- Remember: Editors do not tell you how to format. They only check that you have applied the LSU format to your document.
- Schedule your defense no later than two weeks before the deadline for uploading your document to LSU Scholarly Repository. That will give you time to polish your format.

## *Things that are good to know (continued)*

- Never upload a document to LSU Scholarly Repository if your committee has not given its final approval or if you have not completed the required formatting. If you do, a cranky editor will return it to you unreviewed.
- After an editor approves your final document, you can make no further changes. It will be archived as is.

## Extra help



- Either right before or right after your defense, you may email me with a request to do a quick Preliminary Review of specified pages in your thesis or dissertation. Please see the instructions for a preliminary review in the ***Thesis & Dissertation Handbook***. A preliminary review is not required, especially if you are using a template or feel confident that you have successfully followed the guidelines.
- Early every semester, the Graduate School holds an hour-long *Thesis and Dissertation Workshop*. Look for the flyer advertising it.
- Before you contact me with a question, look for the answer in the *Thesis & Dissertation Handbook*. It is usually right there.

# 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

