



College of
Human Sciences & Education
School of Leadership &
Human Resource Development

GRADUATE STUDENT HANDBOOK

HUMAN RESOURCE AND LEADERSHIP DEVELOPMENT

Revised: July, 2018

TABLE OF CONTENTS

Introduction.....	2
General Rules and Guidelines.....	2
Communication with SLRHD	2
Questions	2
Faculty Contact	2
Student Grievances.....	2
LSU Code of Student Conduct.....	3
Instructor of Record Appointment.....	3
Transfer of Credit	3
Grades	4
Graduate School Information	4
Master of Science Degree Program	4
Academic Course Plan.....	5
Recommended Course Map for M.S. Program	5
Master’s Application for Degree	5
Doctoral of Philosophy Degree Program	6
Graduation Time Limits.....	6
Ph.D. Advising	6
Ph.D. Academic Course Plan	6
Recommended Course Map for Ph.D. Program	7
Minor or Concentration (Optional).....	7
General Exam	8
Continuous Registration Requirement.....	9
Dissertation	9
Proposal Guidelines	9
Defense/Final Exam Guidelines	10
Application for Doctoral Degree	11
Probationary Status for Ph.D. Students	11
Retention in the Ph.D. Program	12
Final Note	12
Appendix A: M.S. Academic Course Plan.....	13
Appendix B: PhD. Academic Course Plan.....	14

INTRODUCTION:

The following contains information regarding policies and procedures for the School of Leadership and Human Resource Development (SLHRD) graduate students. This document was created with the goal of integrating both Graduate School and departmental rules and procedures specifically related to the SLHRD degree programs. However, it is not intended to be a substitute for the Graduate School Catalog and students are encouraged to read the “General Graduate School Regulations” as well as the “Requirements for Advanced Degrees” sections of the Graduate School Catalog. Students are responsible for knowing and following Graduate School policies and departmental requirements. If after consulting this document, you still have questions, please contact your advisor (for academic/research matters etc.) or the Graduate School and SLHRD staff (forms, deadlines, etc.).

Failure to follow procedures may result in delay of your progress, result in a loss of funding and/or possible dismissal from the program.

GENERAL RULES AND GUIDELINES:

COMMUNICATION WITH SLHRD

You are responsible for maintaining frequent communication with the department during your enrollment in the M.S. and Ph.D. programs. It is also your responsibility to inform the department of your most current and accurate contact information; including email, telephone numbers and address.

- Remember when problems arise, the faster we are able to make contact with you, the faster the problem can be resolved. Expediting contact with you can be very important with time sensitive issues.
- Please provide a working email address. Full mailboxes and/or closed email accounts do not allow you to receive the necessary information. SLHRD sends out numerous emails throughout the year with notices of new information and/or reminders of deadlines, rules and other important information to students.
- Occasionally, new rules are implemented during or between semesters that will not be found in the handbook you have received. You will be informed of any changes via email.
- If you are not able to receive email for any reason, contact SLHRD immediately so that other arrangements can be made.

QUESTIONS

If you have questions about the rules or what step to take next, read the information you have been given. After reading it, if you are still unsure, contact your advisor (for academic/research matters etc.) or SLHRD (forms, deadlines, etc.). This handbook is available on the SLHRD website at <http://www.lsu.edu/chse/slhrd/>. The Graduate School Catalog can be found at <http://www.lsu.edu/academics/catalogs.php> and Graduate School forms can be found on the Graduate School website at <http://www.lsu.edu/graduateschool/>.

FACULTY CONTACT

Most of your professors are 9-month employees and therefore not always available during the Summer term. You should not expect it to be possible to hold a meeting (proposals, defenses, exams, etc.) during the Summer term so plan accordingly.

Faculty contact information can be found on our website at www.lsu.edu/chse/slhrd under the About tab on the main navigation bar.

STUDENT GRIEVANCES

Any student with grievances is eligible to appeal the issue at hand. The guidelines for the appeals process are given in LSU Policy Statement 48 located at <https://sites01.lsu.edu/wp/policiesprocedures/policies-and-procedures/>.

LSU CODE OF STUDENT CONDUCT

SLHRD expects the highest ethical and professional behavior from all graduate students at all times. This includes adhering to the LSU Code of Student Conduct (this can be found at www.lsu.edu/deanofstudents). Unethical or improper behavior (on or off campus) may warrant disciplinary action by the department and/or the university.

INSTRUCTOR OF RECORD APPOINTMENT

Any graduate student wishing to be appointed as an instructor of record on a graduate assistantship must fulfill the following requirements to apply.

- Applicants must have earned their HRE/LHRD master's degree prior to beginning of the appointment.
- Applicants must have completed at least 18 (of the 30) hours of core courses.

TRANSFER OF CREDITS

The following transfer policy applies to all SLHRD graduate students regardless of whether they are enrolled in the MS or Ph.D. program.

Students must complete 9 hours of graduate-level LSU SLHRD coursework before a petition to accept transfer credit(s) can be discussed, except when the coursework was completed in another graduate program at LSU.

Transfer credit from another institution must be for coursework in which the student earned a grade of "A" or "B".

The School will consider transfer credit from institutions with the same classification level as LSU on the Carnegie Classification of Institutions of Higher Education (Doctoral Universities: Highest Research Activity).

All credits are evaluated by the graduate student's advising faculty member in consultation with the advisory committee as needed.

Transfer negotiations are to be based on official transcripts only. Massive online courses like Coursera, Khan, etc. are not transferrable.

Up to 12 credits (max) may transfer and no more than half (6 credits) can be core courses.

Courses may transfer in substitution for CORE courses IF:

- the transfer credits were earned at a peer institution (or better)
- the earned grade in the transfer course is an A or B
- the number of transfer credits is equivalent to (or greater than) the core course
- the course was completed within 5 years for the M.S. program
- the transfer course has roughly the same course title with approximately 80% or more of content overlap between granting institution syllabus and our course
 - Criteria: Course description and syllabi will be used to determine transferability

Courses may transfer in substitution for an ELECTIVE course IF:

- the transfer credits were earned at a peer institution (or better)
- applicants the earned grade in the transfer course is an A or B
- the number of transfer credits is equivalent to (or greater than) the elective course
- the course was completed within 5 years for the M.S. program
- the transfer course is on a topic related to the field of HR as determined by course description and syllabi

GRADES

You must maintain a 3.0 cumulative and semester GPA to remain “in good standing” with the Graduate School. If your semester GPA is below 3.0, you will be placed on academic probation. Academic probation is NOT considered “in good standing.” While on academic probation, you are not eligible for funding of any kind. If after one semester of academic probation, your cumulative and semester GPA are not 3.0 or better, you will be dropped from the Graduate School. Please refer to the Graduate Catalog for more information.

“I” Grade: An “I” grade indicates that course performance was satisfactory, but because of circumstances beyond the student’s control, all requirements were not met. Authorization from the Dean of the Graduate School is not required to assign an “I” grade to a graduate student.

An “I” grade should never be given to enable a student to do additional work to bring up a deficient grade. A task should not be assigned to a class that will take longer than a semester to complete, thus causing everyone in the class to get an “I” grade. An “I” grade may not be given for a course taken in the semester in which the student graduates if that course is listed on the application for degree or if changing the “I” grade to an “F” would result in the student’s cumulative average being less than 3.00. An “I” grade should never be assigned for thesis/dissertation research. “S” (satisfactory) and “U” (unsatisfactory) grades are given for thesis (8000) and dissertation (9000) research courses up to and including the semester the student graduates.

An “I” grade is valid only until the final day of classes in the next regular semester (fall or spring), whether or not the student is enrolled. “I” grades received in the spring semester or the summer term are valid until the end of classes in the fall semester. “I” grades received in the fall semester are valid until the final day of classes in the spring semester. There will be no extension of time. Responsibility for changing an “I” grade lies both with the student and the faculty member concerned. The faculty member’s failure to submit a “Grade Correction Report” to change the “I” grade by the final day of class for the next regular semester will result in the “I” grade becoming a permanent “F” grade.

“W” grade: A “W” grade indicates that a course has been dropped between the dates specified on the academic calendar. In extraordinary cases, the Dean of the Graduate School may authorize a resignation and/or course drop after the last date specified.

Please refer to the Graduate Catalog for more information.

GRADUATE SCHOOL INFORMATION

The department is your liaison to the Graduate School. If you have questions or concerns about Graduate School rules or procedures, call or email SLHRD. Ms. Melissa Turnage is the appropriate contact. She can be reached at mturnage@lsu.edu or 225.578.5748.

Please do not send/bring any documents/forms directly to the Graduate School (the exception is the final dissertation documents). The department must submit all paperwork. We will retain copies in your departmental file.

You should be aware of the deadlines and due dates listed in the Graduate Calendar each semester. Please refer to the Graduate School’s website (<http://www.lsu.edu/graduateschool/calendars.php>) for the most recent copy of the Calendar.

MASTER OF SCIENCE DEGREE PROGRAM

The Master of Science is a non-thesis degree program and does not require a General Exam. You will complete a total of 36 hours of coursework.

The program must be completed within five years from entrance into the degree program. After five years, courses begin to expire and cannot be applied toward degree requirements.

Students in the on-campus and online MS program are assisted in course scheduling and with issues related MS program completion by Ms. Melissa Turnage. Ms. Turnage (mturnage@lsu.edu; 225.578.5748) is the Administrative Coordinator of Academic Services in the School and is extremely helpful as students move through the MS program.

Faculty Advisors are NOT assigned to MS students. However, students are encouraged to get to know faculty and build productive relationships with them. Such relationships can be essential in enhancing the value of your program and will help socialize you into the norms of LHRD scientific and practitioner community.

M.S. ACADEMIC COURSE PLAN

Effective Fall 2018 the course rubric will be changed from HRE to LHRD.

To view the M.S. Academic Course Plan, see Appendix A.

RECOMMENDED COURSE MAP FOR M.S. PROGRAM

1st Semester/Fall	LHRD 7002 Perspectives on Leadership & Human Resource Development LHRD 7200 Philosophy of Organizational Science LHRD 7900 Applied Research Methods and Analysis	9 hours
2nd Semester/Spring	LHRD 7577 Training & Development in Organizations LHRD 7602 Program Development & Evaluation LHRD 7700 Introduction to Leadership Development	9 hours
3rd Semester/Fall	LHRD 7571 Performance Analysis & Needs Assessment LHRD 7575 Managing Change in Organizational Systems LHRD 7910 Human Resource Analytics	9 hours
4th Semester/Spring	LHRD 7025 Advanced Adult Learning Theory & Practice LHRD 7110 Team & Group Dynamics LHRD 7304 Cultural Competency & Diversity	9 hours
Total hours		36 hours

Effective Fall 2018 the course rubric will be changed from HRE to LHRD.

MASTER'S APPLICATION FOR DEGREE

The Master's Application for Degree is submitted to the SLHRD office in the semester prior to the intended semester of graduation. The SLHRD office sends a broadcast email to all Master students each semester with information for the application for degree.

Please be sure to look for this email and adhere to the deadline for submission of the application to the SLHRD office. Missing this deadline will delay your graduation.

The application for degree can also be found on the Graduate School website under Enrolled Student Forms.

DOCTOR OF PHILOSOPHY DEGREE PROGRAM

Satisfactory completion of the qualifying core courses is required to be qualified for advanced doctoral study.

Satisfactory completion constitutes passing the required courses with a grade of “A” or “B” by the end of your 2nd year in the program. It is recommended that as many of these classes as possible be taken during the first year of graduate school. Each course is generally offered once a year.

You have two attempts to complete these core courses. Failure to do so will result in dismissal from the program. Any new student failing more than one core course on the first take will be dismissed from the program.

GRADUATION TIME LIMITS

Optimally, students admitted to the Ph.D. program will complete the program in five years. The maximum time allowed from entrance to the completion of the Ph.D. program is 7 years. A student must have special permission from the Dean of the Graduate School to exceed this time limit. (This permission is not routinely given, and must involve exceptional circumstances.) Leave of absence is no longer formally recognized by the Graduate School. Failure to complete the Ph.D. program within the seven-year period will result in termination from the program.

The Graduate School requires students to graduate within 1 semester of completing their defense/final exam.

Example: If you defend your dissertation in the Spring 2017, you must receive your degree either Spring 2018 or the following Fall 2018. NO later!

If you defend your dissertation in Fall 2018, you must receive your degree in either the Summer 2019 or the Fall 2019.

If this deadline is missed, the student will be required to re-defend in order to graduate.

PH.D. ADVISING

Upon admission to the Ph.D. program, students are paired with a Curriculum Advisor (CA). The CA is the student’s graduate program advisor whose role is to assist the student in developing and individualizing his/her degree program, and help in course scheduling and clarifying program requirements and processes. The CA serves as the student’s major professor through the student’s general exam. Upon completion of the general exam, students are encouraged to identify a Dissertation Advisor (DA). The CA could step into the DA role or the student could select another faculty member to serve as his/her DA. The DA should be a faculty member whose research interests best match the student’s and with whom the student has a comfortable working relationship.

PH.D. ACADEMIC COURSE PLAN

The Academic Course Plan represents your individualized degree program. In developing the degree program, students work with their CA to identify which courses will be included in the program. Academic Course Plan is produced listing those courses the student intends to take. Although the courses can be changed if student interests or needs change, the plan becomes, in effect, the contract between yourself and the department of your requirements to obtain your doctoral degree.

- You are not allowed to take your General Examination until your Academic Course Plan has been approved by your CA and a degree audit has been performed by the Graduate School. To complete the degree audit students must complete a Degree Audit form that is part of the General Exam Forms and is available online from the Graduate School website
- Prior to the completion of a student’s Academic Course Plan and before taking the general exam, students must form a Graduate Committee. The Graduate Committee will consist of at least 3 members: your major professor, your minor professor (if applicable), and 1 (supporting or minor) professor

pertinent to your path of study. At least 2 members of your committee must be from your specialty area and at least 2 members must have the status as full members of the Graduate Faculty.

Effective Fall 2018 the course rubric will be changed from HRE to LHRD.

To view the Ph.D. Academic Course Plan, see Appendix B.

RECOMMENDED COURSE MAP PH.D. PROGRAM

1st Semester/Fall	LHRD 7002 Perspectives on Leadership & Human Resource Development LHRD 7200 Philosophy of Organizational Science LHRD 7900 Applied Research Methods and Analysis	9 hours
2nd Semester/Spring	LHRD 7577 Training & Development in Organizations LHRD 7602 Program Development & Evaluation LHRD 7700 Introduction to Leadership Development	9 hours
3rd Semester/Fall	LHRD 7571 Performance Analysis & Needs Assessment LHRD 7575 Managing Change in Organizational Systems LHRD 7910 Human Resource Analytics	9 hours
4th Semester/Spring	LHRD 7025 Advanced Adult Learning Theory & Practice LHRD 7110 Team & Group Dynamics LHRD 7304 Cultural Competency & Diversity	9 hours
5th Semester/Fall	LHRD 7703 Tests and Measurement LHRD 7923 Advanced Mixed Methods Research Elective	9 hours
6th Semester/Spring	ELRC 7006 Educational Statistics (May sub EXST 7003) Choose One/Research Core Elective	10 hours
7th Semester	ELRC 7016 Advanced Educational Statistics (May sub EXST 7013) Choose Two/Research Core Elective	10 hours
8th Semester	Elective Elective Elective	9 hours
9th Semester	Elective General Exam	(minimum of 4 hours)
10th Semester	Dissertation	6 hours
11th Semester	Dissertation	6 hours
Total hours		90 hours

Effective Fall 2018 the course rubric will be changed from HRE to LHRD.

MINOR OR CONCENTRATION (OPTIONAL)

You should discuss the requirements for the minor field with your major and minor professors. Once the requirements are agreed upon, the requirements should be put in writing and signed by you and the minor professor. You should give this written agreement to SLHRD.

Depending on the minor field, you are usually required to complete a minimum of 9-12 credit hours for your minor, which may include a minor project.

The minor must be completed prior to the General Exam.

GENERAL EXAM

The General Exam is a comprehensive examination required of every doctoral student. This is a written and oral exam. If a minor is to be earned, the minor professor is to participate in all aspects of the General Exam.

The SLHRD requires that any student receiving a Ph.D. demonstrate proficiency in the broad competency areas of **leadership, organizational change and development, research methods and analytics, theory development, and professional practice**. The General Examination is an oral and written demonstration of this proficiency. **If a minor is to be awarded, the student must show proficiency in this area as well.** For this reason, the minor requirements must be met at the time of the General Exam and the minor professor must be present at the oral portion of the General Exam.

The General Exam will consist of a 9-hour closed-book typed exam administered by the LSU Test Center, unless other arrangements are permitted by the advising faculty member or the Office of Disability Services. The written portion of the exam can be taken in one 9-hour day or broken up over 3 days (within a one-week period). The student is responsible for scheduling the exam with the Test Center at least one month before the exam is to begin. The student will notify the exam committee of the exam reservation and timeline (e.g., taken in one day or broken into multiple days) one month before the exam date. The advisor will solicit exam questions (and readings if applicable) from the committee and will provide the exam questions and test taking instructions to the Test Center one week prior to the written exam. The exam committee may opt to assign required readings and/or exam themes or topics to the student, but doing so is not mandatory.

The oral portion of the General Exam will occur 2 weeks after the written exam is complete. This 2-3 hour exam provides the student an opportunity to defend, explain, and expand upon the written exam responses. New exam questions may be posed during the oral exam by the exam committee members.

TIMELINE:

- This exam is generally taken by 3rd or 4th year students. You must complete all required core courses and electives prior to attempting the General Exam. You may be enrolled in one course the semester you take the General Exam, leaving you with only ONE remaining seminar after your first attempt to pass the General Exam.
- The General Exam can be taken in summer depending on the availability of faculty.
- The General Exam can be scheduled at two times during the Fall and Spring semesters. Fall written exams should occur around mid-October and no later than mid-November for oral exams. In the spring, written exams should occur on or around mid-March with oral exams scheduled no later than mid-April.
- When you are ready to take the General Exam, you must submit the Doctoral Degree Audit and Request for General Examination form. Your advisory committee will work together to ensure that all competencies are assessed through the construction of the exam.
- The Doctoral Degree Audit and Request for General Examination form can be found on the Graduate School's website. This form must be submitted to the SLHRD office. SLHRD will submit your form to the Graduate School and retain the original in your student file.
- The request must be submitted to the Graduate School at least 3 weeks prior to the oral exam meeting. After approving your exam date, the Graduate School will send an email with the approval and the contact information for the dean's representative appointed by the Dean of the Graduate School.
- Your Exam Committee will consist of at least 4 members: your major professor, your minor professor (if applicable), and 1 (or 2) other professors pertinent to your interests and path of study. At least 2

committee members must be from your specialty area and at least 2 members must be full members of the Graduate Faculty. The Graduate School will appoint your 4th member, your Dean's Representative, for your oral exam. When scheduling your oral exam please be sure to include the dean's representative in the correspondence. This person is also assigned to your future dissertation committee. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to SLHRD, in writing, immediately. All committees are subject to approval by the department chair.

GENERAL INFORMATION:

Only one dissenting vote is allowed for a student to successfully pass the General Exam regardless of the number of committee members. If a second attempt is needed to complete the General Exam, a minimum of one semester must pass between attempts and the maximum time between attempts is 12 months. An unsuccessful second attempt of the General Exam will result in an immediate dismissal from the program.

You cannot propose your dissertation until you have successfully passed your General Exam and you cannot defend your dissertation until a year after passing your General Examination. If approved by your advisor, you may schedule the general exam and the dissertation proposal during the same semester.

OPTIONAL DISSERTATION PRE-PROPOSAL:

It is recommended that a brief one-page dissertation overview (including problem statement, brief literature review, general research question and intended methodology) be submitted to the student's major professor at the time of the scheduling of the General Exam. The goal of this portion of the General Exam is for the student to demonstrate independent thinking, specifically in the area of designing and writing a research project. It is not expected that the version that is turned in for the exam will be directly reflected in the final version of the dissertation proposal, but is to indicate a general topic area of interest and intended methodological approach to study.

If approved by your major professor, you may schedule the general exam and the dissertation proposal during the same semester.

CONTINUOUS REGISTRATION REQUIREMENT

Doctoral candidates must maintain continuous registration for a minimum of three semester hours of credit each regular semester (excluding summers) from the completion of the general examination to the end of the semester in which an approved dissertation is submitted to the Graduate School. Please refer to the Graduate Catalog for more information.

DISSERTATION

All doctoral students must fulfill the Graduate School requirement of completing a written dissertation with an oral defense/final exam.

You are not allowed to attempt a dissertation proposal and defense during the same semester. You cannot propose or defend between semesters. A semester begins on the first day of orientation. The day prior to graduation is the final day of the semester for these major exams.

PROPOSAL GUIDELINES

- You cannot propose your dissertation until you have successfully completed your General Examination.
- You cannot defend your dissertation for 1 year after passing your General Exam.
- Two weeks prior to your proposal meeting, give your committee members a bound copy of your proposal.
- Most students generally propose in their 4th year.

REGISTRATION RULES:

You must register for dissertation hours (LHRD 9000) any semester you are working on the dissertation research project. This includes the semester you propose and the semester you defend.

Each semester each faculty member offers a section of LHRD 9000 for scheduling; you will schedule dissertation hours with your DA. The course requires the permission of the instructor. In order to have the course approved, you will email the instructor of the course and copy Ms. Melissa Turnage (mturnage@lsu.edu). Once the instructor responds with approval, Ms. Turnage will approve your schedule request in the system.

DISSERTATION COMMITTEE:

Your committee must have at least 4 members: your committee chair (DA), your previously appointed Dean's Representative, minor professor (if applicable), and 1 additional faculty member from SLHRD. At least 2 members of your committee must be from SLHRD and at least 2 members must be full members of the Graduate Faculty. As a departmental rule and as a courtesy, you are to invite the Dean's Representative to your proposal meeting. You are to accommodate him/her as well as the remaining members of your committee when scheduling the proposal. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to SLHRD, in writing, immediately. All committees are subject to approval by the department chair.

Your committee should not change from your proposal to your defense except under extraordinary circumstances and with the approval of the committee chair and the chair of the department. Any changes to the committee for any reason must be reported to SLHRD, in writing, immediately. The Dean's Representative must attend the defense meeting.

DATA COLLECTION:

You may **not** begin collecting data with human participants until your proposal has been formally presented to and accepted by your Dissertation Committee and the project has been approved by the IRB committee (Institutional Review Board). This process may take some time depending on the status of your project (e.g., expedited versus full review). Include any instruments and procedures you plan to use. You can download the IRB form and other IRB documents

from http://www.lsu.edu/research/resources_for_faculty/research_compliance/institutional_review/IRB.php

GENERAL INFORMATION:

You will need to see SLHRD staff for the necessary paperwork for your defense, and for assistance with booking a room and equipment for the committee meeting (multi-media etc.).

- Only one dissenting vote is allowed for a student to successfully pass the dissertation proposal regardless of the number of committee members.
- You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.

DEFENSE/FINAL EXAM GUIDELINES

- Most students generally defend in their 5th year.
- You are to consult with your committee chair in writing at least 3 weeks prior to the final exam and no later than the 10th class day of the semester you intend to attempt the exam.
- You must apply to the Graduate School for your defense meeting (form: Request for Final Doctoral Examination) at least 3 weeks prior to your final exam. The Request for Final Doctoral Examination form can be found on the Graduate School's website. This form must be submitted to the SLHRD office. SLHRD will submit your form to the Graduate School and retain the original in your student file. The Graduate School will notify you by email once your request has been approved.
- You will need to find an agreeable time and date for you and your committee members. Once this has been done, inform SLHRD Staff of the date and time to arrange room and equipment needs.

- You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.
- An internal evaluation rubric will also be used to assess your dissertation defense performance.
- Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates.

REGISTRATION RULES:

You must register for dissertation hours (LHRD 9000) any semester you are working on the project. This would include the semester you defend. Although you do not have to be registered for dissertation hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of 1 credit hour with the university. (If you are registered as “degree only” you are not eligible to meet with the editor.) You must have a minimum total of 12 dissertation credit hours to defend your dissertation.

GENERAL INFORMATION:

- You cannot hand in your final dissertation to the Graduate School editor until the semester you graduate.
- Approved dissertations, including Graduate School corrections, must be submitted to the Graduate School no later than the deadline for submission of approved dissertations in the regular semester following the final examination. A final examination may be voided by the Dean of the Graduate School for failure to submit the approved dissertation in a timely manner as described.
- Your dissertation must be submitted to the Graduate School in their required format (i.e., electronically). Please refer to the Graduate School’s website for information on preparing and submitting your dissertation (<http://www.lsu.edu/graduateschool/current-students/etd/etd-info.php>). Pay close attention to this format or you will end up with a lot of revisions.
- Only one dissenting vote is allowed for a student to successfully pass the dissertation regardless of the number of committee members. In the event the defense exam is failed, you will be dismissed from the program. Only at the discretion of the student’s committee may a single, additional attempt be made.
- A minimum of one semester must pass between attempts.

APPLICATION FOR DOCTORAL DEGREE

At the beginning of the semester in which you defend your dissertation, you will submit the Application for Doctoral Degree to the Graduate School. The Application can be found on the Graduate School’s website under Enrolled Student Forms Please refer to the Graduate School Calendar for the submission deadline

If you choose to participate in the commencement ceremonies, please contact the LSU Bookstore to order your regalia.

PROBATIONARY STATUS FOR PH.D. STUDENTS

A student may be appointed to Probationary Status when no faculty member in the School is willing to serve as the student’s Curriculum, General Exam or Dissertation Committee advisor and chair. Students will be formally notified of this status in written correspondence and in an in-person consult with the Director.

Students on Probationary Status are granted permission to attempt to complete the stage of progress they are working toward (e.g., course completion, General Exam, or Dissertation Defense/Final Exam). The student is entitled to minimal guidance from the faculty in the form of administrative information (e.g., forms, deadlines, procedures), but faculty feedback on drafts and products in advance of the evaluation is not required.

The student’s performance on the exam or defense will be evaluated by Faculty Committee comprised of all members of the SLHRD graduate faculty. This committee will oversee the evaluation of performance to determine whether the student has met standards for successful completion. Under Probationary Status, the evaluation of performance requires a consensus vote from the Faculty Committee.

The performance evaluation may result in one of three outcomes:

- **Failed Performance** – The student’s performance attempt is deemed unsuccessful resulting in dismissal from the program.
- **Successful Performance** - The student is successful in completing the attempted stage. Permission is granted to remain in the program for one additional year, after which time the student must leave the program even if the dissertation or degree is not complete.
- **Success/Continuation** - The student is successful in completing the attempted stage. Probationary Status is revoked, and the student is allowed to continue progress in the program according to normal protocols. A faculty advisor/committee chair will be appointed by the Department.

RETENTION IN THE PH.D. PROGRAM

Compliance with the following will aid students with remaining in good standing with the program.

- Maintain semester and cumulative grade point average of 3.0 or better.
- Complete core courses with a grade of “B” or better within the first 2 years in the program.
- Successfully complete the general exam with no more than 2 attempts.
- Successfully defend dissertation within 7 years of entering the program

FINAL NOTE

This document was created to help you understand the guidelines required by the Graduate School and the department. Read it carefully. You should not expect faculty or staff to spend time explaining what is in this document. However, it is unrealistic to think that one such document can be all-inclusive. Questions always come up and when they do, please do not hesitate to contact your advisor (for academic/research matters etc.) or SLHRD (forms, deadlines, etc.). It is our job to help you.

Appendix A
M.S. Academic Course Plan

Student:		LSU ID:		
<i>M.S. in Leadership and Human Resource Development (Effective Fall 2018)</i>				
<i>Required Core Courses - 36 HOURS</i>				
Course	Course Title	Credit Hrs.	Completed	Scheduled
LHRD 7002	Perspectives on Leadership & HRD	3		
LHRD 7200	Philosophy of Organizational Science	3		
LHRD 7900	Applied Research Methods and Analysis	3		
LHRD 7602	Program Development & Evaluation	3		
LHRD 7577	Training & Development in Organizations	3		
LHRD 7700	Introduction to Leadership Development	3		
LHRD 7571	Performance Analysis & Needs Assessment	3		
LHRD 7575	Managing Change in Organizational Systems	3		
LHRD 7910	Human Resource Analytics	3		
LHRD 7025	Advanced Adult Learning Theory & Practice	3		
LHRD 7110	Team & Group Dynamics	3		
LHRD 7305	Cultural Competency & Diversity	3		
	Total	36		

Appendix B
Ph.D. Academic Course Plan

Name:		LSU ID:	Semester Admitted:		
<i>Ph.D. in Leadership & Human Resource Development (Effective Fall 2018)</i>					
<i>Required Content Courses - 36 Hours</i>					<i>Approved Transfer Credit or Substitutions</i>
Course	Course Title	Cr. Hrs.	Scheduled	Completed	
LHRD 7002	Perspectives on Leadership & HRD	3			
LHRD 7200	Philosophy of Organizational Science: Epistemology in HRLD	3			
LHRD 7900	Applied Research Methods and Analysis	3			
LHRD 7602	Program Development & Evaluation	3			
LHRD 7577	Training & Development in Organizations	3			
LHRD 7700	Introduction to Leadership Development	3			
LHRD 7571	Performance Analysis and Assessment	3			
LHRD 7575	Managing Change in Organizational Systems	3			
LHRD 7910	Human Resource Analytics	3			
LHRD 7025	Advanced Adult Learning Theory and Practice	3			
LHRD 7110	Team and Group Dynamics	3			
LHRD 7305	Cultural Competency and Diversity	3			
Total		36			
<i>Required Research Methods Courses- 35 Hours</i>					
LHRD 7923	Advanced Mixed Methods Research	3			

GRADUATE ELECTIVE COURSES					
Course	Course Title	Cr. Hrs.	Course	Course Title	Cr. Hrs.
LHRD 7171	Instructional Design for HRD	3	LHRD 7005	Workforce Planning & Analysis	3
LHRD 7271	Leading Learning in HRD	3	LHRD 7001	Principles of Workforce Development	3
LHRD 7122	Program Development & Evaluation II	3	LHRD 7809	Practicum in LHRD (3-9 credits)	3-9
LHRD 7725	Leadership Development Strategies	3	LHRD 7801	Current Problems & Issues in LHRD	3
LHRD 7724	Determinant Leadership & Individual Development	3	LHRD 7803	Independent Study in LHRD	3
LHRD 7727	Advanced Leadership Theory & Practice	3	LHRD 7805	Seminar in LHRD	3
LHRD 7731	Current Topics in Leadership Development	3	LHRD 7903	Survey Research Design & Implementation	3
LHRD 7723	Leadership and Organizations	3	LHRD 8900	Research Problems	1-6
LHRD 7733	Practicum in Leadership Development	3			

(Signature of Student)

(Date)

(Signature of Major or Department Chair or Advisor)

(Date)

(Signature of Minor or Department Chair of Advisor)

(Date)