

Steps to Fulfill Master's 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 an advisory committee.	Following the deadline imposed by your department and approved no later than 3 weeks prior to the request of final oral thesis defense; see The Graduate School Calendar .	Advisory Committee, Department Chair or Grad Advisor and The Graduate School
3	Ensure that you are enrolled in at least one (1) hour of thesis credit during each semester of thesis writing	During thesis writing and defense.	Advisory Committee and Department Chair or Grad Advisor and The Graduate School
4	If thesis is required, ensure that at least the minimum number of thesis credit hours has been met, along with all other degree requirements.	Required before thesis defense.	Advisory Committee and Department Chair or Grad Advisor
5	Check to make sure advisory committee is up-to-date and course work is current (within the five-year time limit) and completed, or a minimum number of hours remaining.	Before submitting request to schedule Final Defense. (See Graduate catalog for information on course time limit).	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
6	Submit Request for Final Defense and Degree Audit to The Graduate School. Note: It is advisable that you defend early enough in the semester in order to meet the posted semester's submission deadline. Enroll in Thesis hours or non-thesis courses	Must be received by The Graduate School at least 3 weeks before defense date, but no later than the posted deadline for the degree to be awarded for the current semester. (See The Graduate School Calendar for deadlines.)	<i>First</i> approved by Advisory Committee, Department Chair or Grad Advisor <i>before</i> submission to The Graduate School
7	Submit changes to Degree Audit if courses have been added or removed following initial submission.	Before successful completion of final defense.	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
8	For Degree Candidates: Complete Application for Degree (Fill out diploma survey) Complete Final Defense and Degree Audit (If not already taken)	See The Graduate School Calendar for deadlines.	Graduate Advisor and The Graduate School
9	Successfully complete Final Defense.	See The Graduate School calendar for deadlines.	Report of the Final Defense should be submitted to The Graduate School. (See The Graduate School calendar for deadlines.)
10	Thesis students: After incorporating committee changes, upload approved PDF file to the LSU Scholarly Repository (Formerly Digital Commons). Ensure department has submitted signed approval page to the Graduate School.	See The Graduate School Calendar for deadlines.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
11	Arrange for cap and gown.		Barnes & Noble at LSU Bookstore (Customer Service Area)
12	Degree Candidate Check-out done by Academic Officers	After final grades for degree candidates' deadline at 9:00 am. See The Graduate School calendar for deadlines.	Academic Officers