

## 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 <a href="#">General Catalog</a> for coursework policies.)	Before the General Defense.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
4	Submit <a href="#">Request for General Defense and Degree Audit</a> .	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 <a href="#">General Catalog</a> 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 <a href="#">Request for Final Defense</a> 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 <a href="#">The Graduate School calendar</a> for deadlines).	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
9	For Degree Candidates: Complete <a href="#">Application for Degree</a> (Fill out diploma survey) Complete <a href="#">Request for Final Defense</a> (If not already taken)	See <a href="#">The Graduate School calendar</a> for deadlines.	The Graduate School
10	Successfully complete Final Defense.	Report of the Final Defense should be submitted to The Graduate School. (see <a href="#">The Graduate School calendar</a> for deadlines)	Advisory committee and The Graduate School

11	After incorporating committee changes, <a href="#">Upload</a> approved PDF file to the LSU Scholarly Repository (Formerly Digital Commons). Ensure department has submitted signed approval sheet to the Graduate School.	See <a href="#">The Graduate School calendar</a> 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 <a href="#">Declaration of Co-authorship</a> to the Graduate School Editor	See <a href="#">The Graduate School calendar</a> for deadlines.	Advisory Committee and the Graduate School Editor
13	Submit certificate of completion for <a href="#">Survey of Earned Doctorates</a> to The Graduate School	See <a href="#">The Graduate School calendar</a> 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 <a href="#">The Graduate School calendar</a> for deadlines.	Graduate School Academic Officers