



College of Human Sciences & Education

**School of Leadership &
Human Resource Development**

GRADUATE STUDENT HANDBOOK

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Introduction

The following contains information regarding policies and procedures for graduate students in the School of Leadership and Human Resource Development (SLHRD), referred to as the “School” throughout this document. This handbook was created to integrate both Graduate School and SLHRD rules and procedures specifically related to the LHRD program. However, it is not intended to be a substitute for the LSU Graduate School Handbook or Graduate Student Catalog, and students are encouraged to read the “General Graduate School Regulations” as well as the “Requirements for Advanced Degrees” sections of the Graduate Catalog. Students are responsible for knowing and following Graduate School policies and SLHRD requirements. If you still have questions after consulting this document, 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 a delay in your progress, a loss of funding, and/or possible dismissal from the program.

General Rules and Guidelines

- 1) You are responsible for maintaining frequent communication with the School during your enrollment in the MS and PhD programs. You are also responsible for informing the School of your most current and accurate contact information, including email, telephone numbers, and address.
 - ✓ Remember, when problems arise, the faster we are able to find you, the faster the problem can be resolved. Expediting contact with you can be very important when dealing with time-sensitive issues.
 - ✓ Please use and regularly check your LSU email address. Full mailboxes and/or closed email accounts do not allow you to receive the necessary information. SLHRD sends numerous emails to students throughout the year with notices of new information and/or reminders of deadlines, rules, and other important information via their LSU email.
 - ✓ Occasionally, new rules are implemented during or between semesters that are not 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 the ITS helpdesk (servicedesk@lsu.edu, (225) 578-3375) for assistance with accessing email.
- 2) 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, the Graduate Catalog, and links to the [Graduate School website](#), the [Graduate School Forms](#), and the [SLHRD website](#).
- 3) Most of your professors are 9-month employees and, therefore, not always available during the Summer semester. It is possible that you will not be able to hold a meeting (proposals, defenses, exams, etc.) during the Summer semester, so plan accordingly.

- 4) The terms “successfully propose,” “successfully defend,” or “successfully pass” an exam mean that you have your necessary paperwork (forms differ for each exam) signed as passed by your committee.
- 5) You cannot attempt a dissertation proposal and defense during the same semester. If your advisor approves, you may schedule the general exam and the dissertation proposal during the same semester. You cannot propose or defend between semesters.
- 6) 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](#): General Procedures for Student Grievances, Complaints, and Appeals.
- 7) 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 LHRD master’s degree before the beginning of the appointment.
 - ✓ Applicants must have earned at least 18 hours in the PhD program and be in good academic standing.
 - ✓ Applicants must check [LSU Policy Statement 85](#): Preparation of Teaching Assistants.
 - ✓ Demonstrated professionalism in current courses
 - ✓ Demonstrated excellent communication skills (written and oral)
 - ✓ Related working experience and master’s degree
 - ✓ Note: Previous teaching experience is NOT required
 - ✓ To apply, students will submit an application packet including a cover letter, CV, and evidence of teaching ability (recorded video, in-person teaching demo, past syllabus). Once hired, the graduate student will be paired with an LHRD faculty member for orientation, mentorship, evaluation, and support.
- 8) 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](#). Unethical or improper behavior (on or off campus) may warrant disciplinary action by the School and/or the university.

Graduate School Information

SLHRD 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 (mturnage@lsu.edu, 225-578-5748) is the appropriate contact. Please do not initiate contact with the Graduate School. You should never send/bring any documents/forms directly to the Graduate School (exceptions are the final dissertation documents). The School must submit all paperwork on your behalf, which is retained in your School file.

You must be registered continuously for at least 3 credit hours each regular semester. The Graduate School considers the Spring and Fall semesters “regular semesters” but not the Summer.

You must maintain a GPA of 3.0 or better (cumulative and semester GPA) to remain “in good standing” with the Graduate School. Academic probation is NOT considered “in good standing.” Please see the [Grade Requirements](#) of the Graduate School Catalog.

While on academic probation, you are not eligible for a graduate assistantship. Refer to [PS-21](#) for further details concerning graduate assistantships. Students receiving other funding (e.g., student loans) should contact the funding source to determine eligibility and continued funding. If, after one term of academic probation, your cumulative and term GPA are not 3.0 or better, you may be dropped from the Graduate School.

If you are the recipient of an assistantship, you must secure written permission to work additional hours outside of that assistantship. For information on graduate assistantships, please check the [Graduate School website](#) and [LSU Policy Statement 21: Graduate Assistantships](#). The additional work must be related to your education to merit approval. If you wish to apply for additional compensation, please contact SLHRD to inform them where you will be working, what services you will provide, how many hours per week you will be working, and your beginning and ending date for that commitment. Appropriate paperwork will then be filed to request permission. Mr. Shane Portier (jportier@lsu.edu; 225-578-5750) is the relevant contact regarding assistantships.

Required and Elective Courses

Satisfactory completion of the qualifying core courses is required to be qualified for advanced doctoral study. 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. Graduate students may not take credit examinations in graduate-level courses as indicated in [Graduate Credit](#) in the Graduate School Catalog.

A student has two attempts to complete a core course with a passing grade. If a student does not complete a core course upon a second attempt with a passing grade or fails more than one core course on the first attempt, a faculty review will take place in which the faculty will meet and determine whether the student should be dismissed from the program or could request a reinstatement.

Students are expected to complete all courses with an “A” or “B” average. However, per Graduate School policy, students can earn a “C” grade in no more than 6 credit hours and still satisfactorily complete course requirements. Any student earning a “C” in more than 6 credit hours, a “D”, or an “F” in a course will need to repeat the course for credit. In the event a student’s semester or cumulative GPA falls below the requirement to remain enrolled due to grades earned, students will need to petition for reinstatement. Information on the reinstatement process is available from the student’s academic advisor. There is no guarantee that a reinstatement request will be considered and/or approved.

PhD students can see the curriculum planning sheet for required courses (on the school website). Additional elective courses may be approved by the student’s advisor and documented in the program of study. For a general guide to coursework selection, see the [Graduate School Catalog](#). If you have questions about the PhD program, please get in touch with a doctoral program coordinator.

SLHRD offers two routes to the MS: an On-Campus MS program and a 100% Online MS program. Both master's programs have different formats and schedules. On-campus master students can see the curriculum planning sheet for required courses. Online master students can visit [this website](#). If you have questions about the master's program, please contact Dr. Missy Korduner, Graduate Programs Coordinator (korduner@lsu.edu; 225-578-7065).

SLHRD also offers the Graduate Certificate in Workforce Development in the online program. All courses for the graduate certificate are 100% web-based. For more information about the certificate, please [visit this website](#). If you have questions about the certificate program, please contact Dr. Missy Korduner (korduner@lsu.edu; 225-578-7065).

Colloquium

As part of facilitating professional development for graduate students, the School of Leadership and Human Resource Development typically schedules colloquia (i.e., academic or professional seminars) multiple times each semester during the academic year. Colloquia provide graduate students with the opportunity to learn from and connect with other LHRD graduate students, faculty, alumni(ae), and employers. Considering the importance of colloquia for students' professional development, SLHRD requires doctoral students to attend scheduled colloquia each semester; attendance is optional for master's students. If a doctoral student cannot attend a particular colloquium, they must notify their advisor in advance, and the advisor will determine if an exception should be granted.

Transfer of Credits

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

Students must complete 9 hours of graduate-level LSU SLHRD coursework before a transfer agreement can be negotiated, except when the coursework was completed in another graduate program at LSU. All credits are evaluated by the graduate student's advising faculty member in consultation with the committee as needed. Transfer negotiations are to be based on official transcripts only. Massive online courses like Coursera, Khan, etc., are not transferrable. For master's and doctoral students, 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: [a list of peer institutions](#) or Doctoral Universities: Very High Research Activity (Basic Classification) in the [Carnegie Classification](#) of Institutions of Higher Education
- 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 from the time of enrollment for the MS program. See the Graduate School Catalog ([Transfer of Credit](#)).
- The transfer course has roughly the same course title, with approximately 80% or more of the content overlapping between the granting institution syllabus and the LHRD course description and syllabus.

Courses may transfer in substitution for an ELECTIVE course IF:

- The transfer credits were earned at a peer institution or one of the Doctoral Universities: Very High Research Activity in the Carnegie Classification of Institutions of Higher Education
- 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 from the time of enrollment for the MS program
- The transfer course is on a topic related to the field of LHRD, as determined by the course description and syllabus.

Prior Learning Assessments

Graduate students may earn course credit through approved Prior Learning Assessments (PLAs) or Credit for Prior Learning (CPLs). PLAs/CPLs may include military credits, work training, or certifications completed. To be considered for course credit, graduate students may submit requests and be eligible for PLAs/CPLs provided the equivalent non-credit experience, training, or certification was completed within the last five years. Graduate students may also be eligible for PLAs/CPLs if they have remained up to date with their certification through Continuing Education Units (CEUs) that the specific certifying organization mandates. A complete list of approved PLAs is available on the [LSU Online PLA website](#).

Program of Study

This document represents your individualized degree program. You will list the classes you have taken and the classes you intend to take. It will be your contract between yourself and the School of your requirements to obtain your doctoral degree.

- 1) Deadlines/Timelines: You are not allowed to take your General Examination until your Program of Study (POS) and the Request for Doctoral Degree Audit & Defense form has been approved by your graduate advisor. The Request for Doctoral Degree Audit & Defense form must be submitted to the Graduate School at least three weeks prior to the general exam date. Students should submit the form to SLHRD for approval at least 6 weeks before the exam date.
- 2) Advisory Committee: Your Advisory 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 LHRD, and at least 1 must be a full member of the LSU graduate faculty. For more information, please see the [Advisory Committee Section](#) of the Graduate Catalog.
- 3) General Information: Please do your best to get the information on the Request for Doctoral Degree Audit & Defense form correct. If changes are required, the Graduate School requires another form to be completed. No one wants additional paperwork. Check and download the forms you need from the [Graduate School Forms](#).

Minor or Concentration

You should discuss the requirements for the minor degree 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

No general exam is required for the MS degree. However, 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 Graduate School emphasizes that doctoral students are required to pass a rigorous qualifying examination or the general defense. LHRD requires that any student receiving a PhD demonstrate proficiency in the broad competency areas of **leadership, human resource development, research methods and analytics, theory development, and professional practice**. The General Examination is a written and an oral demonstration of this proficiency. **If a minor degree is to be awarded, the student must also show proficiency in this area.** For this reason, the minor requirements must be met at the time of the General Exam, and the minor professor must be present during the oral portion of the General Exam.

The General Exam will consist of an 8-hour closed-book typed exam administered by the LSU Testing 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 8-hour day or broken up over 2 days (within a one-week period). The student's advisor is responsible for scheduling the exam with the LSU Testing Center at least one month before the exam is to begin. The student will notify the advisor of the exam reservation and timeline (i.e., one day or 2 days) one month before the exam date. The exam committee will select the exam questions and will provide the exam questions to the advisor. The advisor will provide test-taking instructions to the LSU Testing Center one week prior to the written exam. The graduate committee may 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 allows the student to defend, explain, and expand upon the written exam responses. The committee members may pose new exam questions during the oral exam.

- 1) Deadlines/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.

- When a student is ready to file the Request for Doctoral Degree Audit & Defense form, the committee will work together to ensure that all competencies relative to the student's major and minor are assessed through the construction of the exam.
 - SLHRD Administrative Staff (i.e., Ms. Melissa Turnage) must be notified of the proposed exam, proposal, and defense timelines. All forms and documents can be obtained in coordination with her office.
 - If you are sitting for the fall exam, you should initiate this process no later than April 15th. If you are sitting for the spring exam, you should communicate this intent to your committee by October 15th.
 - The General Exam may be taken at two times during the year. Fall written exams should occur around mid-October, and oral exams should be scheduled by mid-November. In the spring, written exams should occur on or around mid-March, and oral exams should be scheduled by mid-April.
 - 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.
- 2) You must apply to the Graduate School for your oral exam (form: Request for Doctoral General Defense and Degree Audit) at least 3 weeks prior to the oral exam meeting. To meet this deadline, students should submit their form to SLHRD for approval at least 6 weeks before the oral defense date. After approving your defense meeting, the Graduate School will assign a Dean's Representative. Committee members will evaluate your General Exam performance using an internal evaluation rubric. After completing the General Exam, your committee will complete the Graduate Defense Results form. Your results will be submitted to the Graduate School.
 - 3) Written General Exam Evaluation Committee: This committee will select the written exam questions and review and evaluate written exam results based on the evaluation rubric. This process will be conducted by blind review, so the student's dissertation committee members should not be the exam committee members who will make a final decision, where possible. The Exam Evaluation Committee will send the evaluation results to the Exam Committee. All tenured and tenure-track LHRD faculty are eligible to serve on the committee. At least one tenured faculty member and one untenured faculty member should be included.
 - 4) Oral General Exam and Dissertation Committee: 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 POS. 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 defense meeting (The Graduate School will make sure this person is available for the date and time of your meeting/exam). 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 reported to SLHRD in writing immediately. All committees are subject to approval by the Director. It is important to remember that the faculty member who has acted as your POS Advisor does not

necessarily need to be the Chair of your Exam Committee. Students are encouraged to select an Exam Committee Chair whose research interests parallel those of the student.

- 5) **Dissertation Overview (OPTIONAL 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 advisor 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 turned in for the exam will be directly reflected in the final version of the dissertation proposal, but it is expected to indicate a general topic area of interest and the intended methodological approach to study.
- 6) **General Information:**
 - Students are not allowed to take their general exams during the summer. However, exceptions can be made under certain circumstances (e.g., medical issues, military service, as guided by PS-22), requiring a School-level review and approval. Documentation regarding the extenuating circumstance will be required when requesting an exception. When applying for an exception, the student needs to submit the following items: the proposed written and oral testing dates, the reason for the requested exception, supporting documentation, and a letter signed by all members of the student's dissertation committee expressing support for the exception. These materials will be submitted to the student's committee chair, who will then present the request for a faculty vote. Requests for the summer general exam must be made during the Spring semester prior to the requested summer, at least four weeks before the summer break begins. The request will be effective only if passed by a majority of votes of all tenure-track/tenured faculty members of the School (any faculty member on leave is not eligible to vote). A vote of less than or exactly 50% of those eligible to vote does not represent a majority.
 - Only one dissenting vote is allowed for a student to successfully pass the General Exam regardless of the number of committee members. 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.
 - If a student fails the General Exam, they can submit an appeal to the Graduate School to take it again the following semester.

Dissertation

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

Proposal

- 1) Deadlines/Timeline:
 - You are to consult with your doctoral committee chair in writing at least 3 weeks prior to the exam, and no later than the 10th class day of the semester you intend to attempt the exam.

- You can only propose your dissertation once 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, provide your committee members with a copy of your proposal.
 - Most students generally propose in their 4th year.
- 2) Registration Rules: As a doctoral candidate, you must maintain continuous registration for a minimum of three semester hours of credit each regular semester (excluding summers) from the completion of the General Defense to the end of the semester in which the dissertation has been approved by the Graduate School. For dissertation hours, register for LHRD 9000.
- 3) Dissertation Committee: Your committee must have at least 4 members: your committee chair, 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 School rule and as a courtesy, you are to invite the Dean's Representative to your proposal meeting. You are to accommodate them 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 reported to SLHRD in writing immediately. All committees are subject to approval by the Director.
- 4) Data Collection: You may begin collecting data with human participants only once your proposal has been formally presented to and accepted by your Dissertation Committee and the IRB committee (Institutional Review Board) has approved the project. 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 [the LSU Office of Research & Economic Development website](#).
- 5) General Information:
- You will need to see SLHRD staff for the necessary paperwork for your proposal and 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

- 1) Deadlines/Timeline:
- 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.
 - Most students generally propose in their 4th year. Most students generally defend in their 5th year.

- You must apply to the Graduate School for your defense meeting (form: Request for Final Doctoral Defense) at least 3 weeks prior to your meeting. An internal evaluation rubric will be used to assess your dissertation defense performance. The results of your final defense will be reported to the Graduate School using the [Graduate Defense Results form](#).
 - Other deadlines may apply if you plan on graduating in the semester you defend. See the Graduate School calendar for those dates.
 - Two weeks prior to your proposal meeting, provide your committee members with a copy of your proposal.
- 2) **Registration Rules:** You must register for dissertation hours (LHRD 9000) any semester you work on the project. This would include the semester you defend. 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 Defense to the end of the semester in which the dissertation has been approved by the Graduate School. (If you are registered as “degree only,” you are not eligible to meet with the editor.) Typically, most doctoral students are enrolled in their final 3 hours of dissertation credit when they defend their dissertation.
- 3) **Committee:** Your committee should not change from your proposal to your defense except under extraordinary circumstances and with the approval of the committee chair, the School Director, and the Graduate School. 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.
- 4) **General Information:**
- You cannot hand in your final dissertation to the Graduate School editor until the semester you graduate.
 - Your dissertation must be submitted to the Graduate School in their required format (i.e., electronically). The [Graduate School Theses & Dissertations page](#) provides information on format, necessary forms, and the steps to follow when preparing and submitting your dissertation. Please also make note of the submission deadlines posted in the [Graduate School Calendars](#).
 - 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 for room and equipment needs.
 - You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.
 - 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.
 - If the second attempt is approved, at least one semester must pass between attempts.

Application for Degree

To apply for your degree, you must check the necessary forms and deadlines. Please see “Steps to Graduation” and “Application for Degree” on the [Graduate School’s website](#). These materials

contain instructions and forms necessary to meet the requirements for graduation. Check the calendar for the various deadlines for all the required paperwork. **You should obtain this information from the Graduate School the prior semester or at the beginning of the semester in which you intend to graduate.**

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

Graduation Time Limits

The program for the doctoral degree must be completed within 7 years from the time a student is classified as a doctoral student. This time limit may not be exceeded except with special permission from the advisory committee, Director, or delegate (such as the Director of Graduate Studies), college dean, and Vice Provost & Dean of the Graduate School. A formal meeting of the advisory committee must be held to approve any time limit extension. No less than three calendar months may elapse between the passing of the General Defense and the completion of all requirements for the doctoral degree. The start date for completion of the doctoral degree does not change if the student transfers to a different doctoral program. Failure to complete the PhD program within the seven-year period will result in termination from the program. Please see the [Time Limit section](#) of the Graduate School catalog.

The Vice Provost & Dean of the Graduate School may exempt a student from the continuous registration requirement upon School certification that the student is in absentia from the university and is not drawing directly upon university resources. Exemptions are intended to accommodate students whose dissertation research requires extended periods of absence for fieldwork in distant archives and laboratories. Exemptions are not intended for students who have accepted positions as employees in business, industry, or education or for reasons of financial hardship. Please see the [Continuous Registration Requirement section](#) of the Graduate School catalog.

***** Graduation Time Limit (For PhD): *****

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

The Graduate School requires that the Final Defense Report and all dissertation format edits requested by the document editor be approved in the regular semester following the Final Defense. Failure to have an approved dissertation in a timely manner may result in the Final Defense being voided. Refer to the Graduate School Calendar for submission deadlines. Example: If you start your doctoral program in the Spring of 2022, you must receive your degree in either the Spring of 2029 or the following Fall of 2029. No later. If you defend your dissertation in Fall 2022, you must receive your degree in Spring 2023.

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

Probationary Status and Uncontrollable Circumstances

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

In the event a student's Dissertation Committee advisor and chair retires prior to the student's graduation, the student should work diligently to find a new chair and advisor. Support through this process can be provided to the student by the Doctoral Program Coordinator. Should the student be unsuccessful in confirming a new chair within one semester of the previous advisor's retirement, they may be placed on a probationary status.

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). 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 general exam (written and oral) or defense will be evaluated by a Faculty Committee comprised of all LHRD graduate faculty members. This committee will oversee the evaluation of performance to determine whether the student has met standards for successful completion. Under Probationary Status and in keeping with standard Graduate School guidelines, a passing performance can be sustained with one dissenting vote. Two or more members indicating failed performance will result in a failed exam.

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 standard protocols. A faculty advisor/committee chair will be appointed by the School.

Retention in the Program

Compliance with the following will aid students in 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 propose preferably in the 4th year.
- Successfully complete the general exam in no more than 2 attempts.

- Successfully defend the dissertation within the preferred 5 years but no later than 7 years of entering the program (it is required for students to successfully pass their final dissertation defense within 7 years of entering the program; however, it is strongly preferred that students pass within 5 years of entering the program).

Graduate Student Evaluations

Students who receive a graduate assistantship will be evaluated in terms of their performance on a routine basis. Continuation or renewal of a graduate assistantship is contingent on whether a student is in “good academic and accountability standing” in the Graduate School, a term defined in the LSU [Graduate Student Handbook](#). A student on probation (academic or disciplinary) is not in good standing. While students hold graduate assistantships, they are expected to devote full time to their graduate studies and to fulfilling the responsibilities of their assistantships.

The conditions of Graduate Assistantships include (1) adequate performance of assistantship duties and (2) satisfactory degree progress. Performance in assistantship duties will be evaluated in the context of a written job description of stated responsibilities. Satisfactory progress toward the degree (as outlined in the section above) will be evaluated by the appropriate graduate faculty of the degree program in which students are enrolled.

All Graduate Assistants (GAs) will be evaluated each semester; reference Policy Statement 21 (PS-21) for further information. Graduate Assistantships, whether Teaching, Research, or Service Assistants, are governed by PS-21. It is highly recommended that you familiarize yourself with PS-21. The supervising unit that pays your stipend will be the final authority for judging your performance of your GA duties.

Final Note

This document was created to help you understand the guidelines required by the Graduate School and SLHRD. Please read it carefully before presenting your questions to faculty and staff. However, one such document cannot 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.). We are here to help you.