

# **Graduate Student Handbook**

**Department of  
Geology and Geophysics**

**Louisiana State University**

***2023-2024 Edition***

**Disclaimer: This "Handbook" does not overrule, substitute or amend in any way the requirements of the Graduate School. The Department of Geology and Geophysics will accept no responsibility for over-looking or inadvertently omitting any Graduate School requirements. Therefore, obtain and read the 2023-2024 "General Catalog" and the 2023-2024 "Graduate Bulletin."**

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## Introduction

This Handbook is to be used together with the "General Catalog", which is published by the Graduate School and may be found at this link: <http://catalog.lsu.edu/>. The information contained in the following pages is intended to assist incoming and resident graduate students in fulfilling their degree requirements. It is plainly stated on the inside front cover of the "General Catalog" that all graduate students must keep current of any changes in the requirements that the Graduate School may implement after their admissions, and be certain to adhere to any new policies which may result. As for Departmental regulations, the Department of Geology and Geophysics allows the student **to choose to follow either the old requirements, under which he/she was admitted, or the new requirements that the Department may implement after he/she has been admitted to the program.**

Academic rules and University policies are described in the "Code of Student Conduct" issued by the Office of the Chancellor. If during your studies, additional questions arise concerning such topics as Graduate Assistantships, courses not being offered, or financial aid, do not hesitate to approach the appropriate staff or faculty member. In particular, consult with the Graduate Advisor and Graduate Coordinator as soon as possible over any doubts in requirements you may have.

Good luck with your studies. It is hoped that the information included in this Handbook will make your path towards an advanced degree easier.

In reading this Handbook please remember these points:

- All mentions of Graduate School requirements are unauthorized and must be verified in detail in the General Catalog.
- If you are uncertain of any terms used in the Handbook (e.g., current semester deadline) consult Appendix I.
- All forms are mentioned with a number, e.g., "'Thesis Committee' form (#3)". The number corresponds to that form's listing in Appendix VI, where they are described. All of these forms may be retrieved from the Community Moodle website.
- All Department personnel (e.g., Graduate Coordinator) are listed in Appendix III.
- All offices mentioned in the text are listed in Appendix IV.

Corrections or updates of any information contained in the Handbook should be given to both the Graduate Advisor and Graduate Student Representative.

## Important Graduate School Email Addresses:

| <b>Graduate Student Services<br/>Name</b>               | <b>Email</b>                        |
|---|-------------------------------------|
| Dr. James Spencer<br>Dean<br>Graduate Students Services | <a href="#">Contact Information</a> |

# 1. Graduate Minor in Geology

The department provides for graduate students in other departments to take a minor in Geology and Geophysics. The minor consists of nine (9) hours of graded course work in Geology (GEOL) at the graduate level with at least three (3) hours at the 7000-level in graded course work in Geology (GEOL).

# 2. Applied Depositional Geosystems Graduate Certificate

With support from Shell and Chevron, the Graduate Certificate in Applied Depositional Geosystems (ADG) trains both traditional (those with BS degrees in geosciences) and non-traditional students (those with Bachelors degrees in other science and engineering fields) for career opportunities in the energy industry, in government agencies, and in academia. Providing students with training in this field enhances their skills in geology, mathematics, and the physical sciences, forming a basis for work in petroleum and water exploration, as well as environmental geology and engineering.

The Graduate Certificate in Applied Depositional Geosystems will be awarded to students successfully completing the five courses (15 hours) from the following options. No substitution of courses or transfer credit is permitted. When any of following courses are taken for *undergraduate student credit* they will not qualify for credit for the ADG Certificate. While 4xxx courses are taken by both undergrad and graduate students, there is a distinction between the “credit” type that is awarded. If students need to take the following courses to apply towards a future graduate certificate/degree, they also need to be enrolled in either the Graduate Credit for LSU Seniors (for 4000-level courses) or Accelerated Master's Programs (for 4000-7000 level courses) at the time the courses are taken. In both cases, if the course credit is not specifically rated as graduate course credit (GCR) when you take it then it will not transfer to a graduate certificate.

Please be advised that to graduate with the ADG certificate, you will need to include it on their application for degree and submit a certificate audit form for it; see link below to both forms. Please let the Graduate Student Coordinator or the Graduate Advisor know if you have any questions about completing these.

[Graduate Student Forms | LSU Graduate School](https://www.lsu.edu/graduateschool/students/grad_student_forms.php)  
[https://www.lsu.edu/graduateschool/students/grad\\_student\\_forms.php](https://www.lsu.edu/graduateschool/students/grad_student_forms.php)

**Two from the list below:**

- **GEOL 4012 Introduction to Micropaleontology** - Morphology, classification, stratigraphy, paleoecology and evolutionary patterns of common marine microfossils.
- **GEOL 4023 Coastal and Shallow-Marine Depositional Systems** - Dynamics of sediment transport in coastal zones and on continental shelves; sea-level changes; morphological, sedimentary and stratigraphic attributes of coastal and shallow-marine lithosomes.
- **GEOL 4035 Advanced Sedimentology** - Physical sedimentary processes in non-marine and marine depositional systems, including fluvial, alluvial fan, lacustrine eolian, and

carbonate and clastic marine environments; influence of tectonics, climate, and sea level on sedimentary architecture and sequences.

- **GEOL 4044 Petroleum Geology** - Modern concepts of the origin, migration, entrapment and production of hydrocarbons from sedimentary basin.
- **GEOL 4060 Solid Earth Geophysics** - Principles and methods of geophysics applied to investigate the structures and dynamic processes of the solid earth system. Emphasis on tectonic plate motions, geomagnetism, global seismology, gravity, and isostasy.
- **GEOL 4062 Exploration and Environmental Geophysics** - Principles and methods of acquisition, processing and interpretation of geophysical data used to investigate the shallow subsurface; seismic refraction, seismic reflection, gravity, magnetics, electrical resistivity, well logs and ground penetrating radar.
- **GEOL 4068 Reflection Seismology** - Seismic reflection techniques used to investigate shallow earth structure; waves in layered media, correlation, convolution, deconvolution and spectral analysis; interpretation of seismic record sections.
- **GEOL 4107 Introduction to Seismology** - Introduction and overview of seismology, seismological concepts, intellectual frameworks, and investigation techniques; Studying seismic sources and earth structures using seismograms; Characterization and interpretation of seismograms.
- **GEOL 4131 Basin Analysis** - Basic environment of sediment deposition; sedimentological models and their relationships within depositional basins; analysis of theoretical basin models and comparison with modern and ancient sedimentary basins.
- **GEOL 4164 Deltaic Geology** - Processes of deltaic sedimentation and the nature of deltaic sediments; Mississippi River delta compared to other modern and ancient deltas.
- **GEOL 4165 Subsurface Geology** - Principles and methods of exploration, analysis and interpretation using borehole data, electric logs and samples of rocks and fluids; construction of geological maps and sections showing sediment facies, geological structure, geo-temperature, fluid pressure and water salinity; analysis of fluid migration, oil and gas accumulation and geothermal resources.
- **GEOL 4182 Physical Hydrogeology** - Subsurface fluid flow in geological materials; emphasis on geological controls of the origin and migration of pore water, including saline brines, in sedimentary basins; topics including crustal scale flow, petroleum migration, ore formation and subsurface flow regimes in Louisiana.

**And three from the list below:**

- **GEOL 7061 Sequence Stratigraphy** - Principles of physical stratigraphy with emphasis on contemporary concepts about the interaction of tectonics, sea level and sediment supply in generating a predictable architecture of sedimentary basin fills.
- **GEOL 7062 Seismic Stratigraphy** - Interpretation of seismic reflection data in terms of sedimentary facies, stratigraphic sequences and implications for local and eustatic sea-level fluctuations.
- **GEOL 7107 Petroleum Seismology** - Fundamentals of mathematical physics, seismology, and signal theory used to understand geological processes and structure in the earth.

- **GEOL 7130 Permian Basin** - An in-depth study of the Permian Basin including biostratigraphy, sequence stratigraphy, oil and gas production, and includes a required four-day field trip.
- **GEOL 7132 Dynamics of Sedimentation** - Fluid mechanics as applied to sedimentation, fluid-particle interactions, erosion, mechanics of sediment transport including fluid and sediment flows, deposition and the origin of primary structures, and hydrodynamic instability and soft-sediment deformation.
- **GEOL 7133 Sedimentary Petrography of Carbonates** - Principles governing formation, deposition and diagenesis of carbonate sediments and sedimentary rocks; lab stresses textural, fabric and mineral relationship and interpretation of depositional environments and mineral paragenesis of ancient carbonate sequences.
- **GEOL 7194 Oil and Gas Exploration** - This course focuses on oil and gas exploration techniques, such as paleogeographic reconstructions, understanding of the regional geologic setting, interpretation of seismic data and well-log data, basin modeling incorporating thermal history, determining critical moments, and an assessment of exploration risks. This course is also used by participants in the **Imperial Barrel Award Competition**.
- **GEOL 7195 Reservoir Characterization** - Origin, description, exploration and development of oil and gas reservoirs; topics include accommodation space, reservoir occurrence, origin of petroleum, oil and gas properties, rock properties, drilling, exploration and appraisal, reservoir flow modeling and production engineering; emphasis on integration of geology, geophysics and petroleum engineering.
- **GEOL 7200 Scientific Communication and Visualization** - Methods for written, oral and visual communication with an emphasis on scientific approaches, analysis and presentation of scientific quantitative information.
- **GEOL 7900 (Depending on topic, e.g., Subsurface Reservoir Modeling, requires departmental approval)**

### **3. Master of Science Degree in Geology and Geophysics at Louisiana State University**

The student must satisfy both the requirements of the Graduate School as stated in the "GENERAL CATALOG" and those of the Department of Geology and Geophysics before Louisiana State University will grant a degree. Furthermore, it is the student's responsibility to keep current of any changes in the requirements that the Graduate School or the Department of Geology and Geophysics or both may impose during the course of studies.

**Please Note: All forms must be turned in to the Graduate Coordinator for the Department. The Graduate School will not accept forms directly from the student. Please reference the form in the Appendix of this handbook.**

Forms requiring the signature of the Chair are to be placed in the "to be signed" box outside the Chair's office. Signed forms will be placed in the "signed; ready to pick up" box.



### ***3.1 Summary of Graduate School requirements for the Master's Degree***

This section is an unauthorized summary of the Graduate School requirements. For approved details refer to the "General Catalog". All updates or changes are available from the Graduate School.

Any exception to the Graduate School requirements requires a written waiver on file in the Graduate Coordinator's office signed by the Dean of the Graduate School.

All examinations must be taken while the University is open for business.

#### **a) Final Examination (Thesis Defense)**

At least three weeks prior to the proposed examination date the student must submit the "Request for Master's Examination and Degree Audit" form (#2) to the Graduate Coordinator for approval. The examination must be scheduled before the current semester deadline if the student is a degree candidate. Also, see section b below for additional forms if graduating.

#### **b) Degree Candidates (Graduation)**

If the student intends to graduate, i.e., receive his/her degree, during a particular semester, the student must submit the "Master's Application for Degree" form (#3) to the Graduate Coordinator for approval prior to the current semester deadline. Furthermore, he/she must take his/her Final Examination and submit their thesis to the Graduate School before the current semester deadlines. Should the student for some reason be unable to graduate in the semester in which form (#3) was submitted, the student must get taken off of the Graduate School's graduation list for the semester in which he/she applied by filing a "Title, Advisor Change or Deletion" form (#12) to the Graduate Coordinator and a "Master's Application for Degree Update" form (#4) must be submitted for approval to the Graduate Coordinator the following semester by the deadline.

#### **c) Time Limits**

The program for the Master's Degree must be completed within five years from admittance to the degree program. The student's thesis committee must revalidate credit for courses taken at LSU more than five years before the completion of a program. A "Master's Course Revalidation" form should be used for each course needing revalidation. The form is found on the Graduate School's website at this link: <http://sites01.lsu.edu/wp/graduateschool/current-students/forms/> This is usually in the form of an examination for each course. All members of the thesis committee must sign the form for course revalidation (for each course separately) of such an examination and

submit to the Graduate Coordinator before the request for the student's Final Examination will be approved.

#### d) Revalidation of Coursework

Most departments allow for revalidation of master's coursework if a student does not complete the master's degree within the 5 year lifespan of courses, as stated in the Graduate Bulletin. Our new default policy is that "no more than 50% of the courses in a student's program of study may be revalidated and counted toward the degree requirements." All other policies relative to program of study and degree requirements apply. If a department has a more restrictive policy, including allowing no course revalidation, then the more restrictive policy applies. If a department has no policy, then the Graduate School's default policy applies. No department's revalidation policy should suggest to students that the Graduate School will accept revalidation of more than 50% of courses.

There is a new form for you to use when submitting information on revalidated courses. Obtain this form from the Graduate School website at this link:  
<http://sites01.lsu.edu/wp/graduateschool/current-students/forms/>

#### e) Course Requirements

Students are required to have completed a minimum of 30 hours, 24 hours must be in course work and 6 hours in thesis research. Masters students can transfer a maximum of 12 credit hours of coursework into their program using the "Masters Transfer Credit" form (#5) found on Community Moodle. This includes a maximum of 6 hours of credit at the 6000 level and above. Transfer work must have been taken for graduate residence credit with a grade of "B" or better and must have been completed within 5 years from the time the student is eligible to submit the request.

MS students who are defending must be registered for at least 1 credit hour in GEOL8000 in the semester that they will defend as students need to be taking Research hours when they defend. (They can be in other courses also, but they need to be in at least one credit hour of 8000).

#### f) Major Professor and Thesis Committee

The major professor, who must be from the major department, is designated as chair of this committee. Other committee members may be from the major department or from other pertinent departments. If there is an external minor, one committee member must represent the minor department. Both thesis and non-thesis committees must include at least one full member of the graduate faculty, and at least one-half of the graduate faculty members must be full-time tenured or tenure-track faculty members at LSU.

#### g) Timely Submission of Approved Thesis

Approved theses, including Graduate School corrections, must be submitted to the Graduate School not later than the deadline for submission of approved theses 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 thesis in a timely manner as described. "Regular semester" refers to Fall and Spring semesters. The decision to void an examination will not be taken lightly. A student and his/her major professor will be given an opportunity to petition regarding unforeseen delays in the submission of the final document to the Graduate School.

### ***3.2 Department of Geology and Geophysics requirements for the Master's degree***

An unauthorized summary of some Graduate School requirements has been included in this section, these portions are indicated by *italicized* text. The student must consult the General Catalog for a comprehensive listing of the requirements. For any of the forms required, you can find them located on Community Moodle.

Any exception to the Department requirements requires a written waiver on file in the Graduate Coordinator's office signed by the student's thesis committee, the Graduate Advisor, and the Department Chair.

#### **a) Overview of MS degree**

The Research Component of the MS degree:

- 1) Advisor (Major Professor) - *The choice of Advisor is made by the student with the consent of that faculty member, who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics.*
- 2) Thesis committee - *This consists of the Advisor who acts as Chair of the committee, and at least two additional Full Members, Associate Members or Affiliate Members of the Graduate Faculty. At least one of the members of the committee must be a Full Member of the Graduate Faculty from the Department of Geology and Geophysics. If the major professor is an adjunct faculty member in Geology and Geophysics, then the thesis committee must contain a majority (> 50%) of Geology and Geophysics faculty members. Selection of the faculty on the committee is made by the student with the consent of each faculty member. If a Minor field is chosen, one member of the committee must represent the Minor department. It is recommended that changes to this committee should not occur close to the Final Examination date. Graduate students have administrative approval to place people who are not members of the graduate faculty onto their committees. However, they are in addition to the normal makeup of the graduate committee. If the additional members of the committee are to count in the minimum (or not) of the committee members and they are non-LSU members, the student must get the additional member to fill out the "Administrative Approval Request" (#16) and turn in the form to the Graduate Coordinator along with their CV at the same time they are being added to the student's committee. This form is found on Community Moodle and should NOT be turned in during the same semester as the Final examination.*
- 3) Thesis proposal - A copy of the thesis proposal, signed and approved by the thesis committee, must be on file in the Graduate Coordinator's office by the end of the second semester in residence.
- 4) Thesis - *Completion of a thesis must demonstrate the candidate's capacity for research, originality of thought, and facility in organizing materials.*

#### Annual progress report

A progress report on the student's scholarly activities during the previous calendar year must be submitted each year by February 15, using the "Graduate Student Annual Report" form (#1), to the Graduate Coordinator.

#### Foreign Language requirement

There is no foreign language requirement for the MS degree.

#### Course Work Component of the MS degree

Thirty hours of course work past the BS degree are required.

### b) Details about the Thesis Proposal

The MS proposal defense exam should be the defense of the student MS project proposal and preliminary analyses or items that show that the project will be feasible.

The objectives of this exam are to show whether or not a student can develop a workable research plan, carry out preliminary research, and work towards program deadlines. This exam must be completed by the end of the student's second semester in residence. The student must formally request an extension if additional time is needed. Documentation of the request and its approval (by the thesis committee) must be provided to the Graduate Coordinator by the student. Failure to complete the proposal by the end of the third semester can result in loss of funding and expulsion from the graduate program.

The exam is based on a short, written research proposal prepared by the student, an oral presentation, and a subsequent question and answer period. Proposals are essentially the Introduction, Background and Methods sections of scientific articles. The research proposal must be based on the thesis research topic and must contain at least an introduction, background, methods and reference sections. The source of research funding should be explicitly stated, including whether or not the student is supported by TA, RA or self funded. The scientific objective of the proposed research project must be explicitly stated in the Introduction section.

The written proposal must be submitted to each committee member at least 10 work days before the oral presentation. The proposal should normally be no more than 10 single-spaced pages in length (exclusive of title page, table of contents, bibliography, figures and tables, and appendices). Appendices should include a budget, a timetable, and the candidate's vita. The proposal should be organized as follows:

- 1) Title Page (with the following information): Name of candidate, proposal title, area of specialty, committee members
- 2) Table of Contents
- 3) Abstract of Proposed Research (250 word maximum)
- 4) Introduction (a summary of the state of knowledge pertinent to research to be conducted, what new knowledge will be sought by the research, i.e., the scientific objective and/or hypothesis, and significance of the new research)
- 5) Background (any additional information necessary to understand the research topic, objective and its relevance)

- 6) Methods (a detailed description of experiment to be conducted, sites/sections proposed to be analyzed, and potential outcome and impact)
- 7) Bibliography
- 8) Appendices
  - a) Budget and Budget Justification
  - b) Timetable
  - c) Vita (with publications)

The examining committee for the Research Proposal consists of the student's Major Professor and a minimum of two other members of the Thesis Committee. At least two members of the committee must be LSU Department of Geology and Geophysics faculty members. The oral component of the exam consists of a short presentation (no more than 20-30 minutes) on the proposed work. The presentation should follow the same format as the written proposal. The presentation will be followed by questions from the committee.

The candidate will be considered to have passed if there is no more than one dissenting vote from the committee members. Pass or fail decisions will be made at the completion of the proposal exam. A "Proposal Exam Results" form (#6) indicating the completion of this exam must be signed by the committee and filed with the Graduate Coordinator upon completion of the exam.

Any student failing this exam by more than one dissenting vote must retake the exam by the end of the following semester. A second failure will result in dismissal from the MS. program.

**d) Details about the MS Course Requirements:**

- 1) *Successful completion of at least 30 semester hours, 6 semester hours of which must be in thesis research, and 24 semester hours in graded class work in courses numbered 4000 or above. Of the 24 semester hours in graded class work, a minimum of 13 semester hours must be in 7000-level courses. 7909 courses of independent research can be used towards the 7000 level courses counted for credit. (GEOL 7909 may be taken for a max. of 6 credit hours (at all levels) when topics vary). The 13 hours of 7000 level courses must include at least 3 semester hours in graduate seminars.*

Table showing a sample of how course work might be distributed across the 30 hours

| Student's Name    | Course                | Credit hours |
|-------------------|-----------------------|--------------|
| Fall Semester 1   | GEOL4xxx              | 3            |
|                   | GEOL4xxx              | 3            |
|                   | GEOL7xxx              | 3            |
|                   | GEOL7921<br>(Seminar) | 1            |
| Spring Semester 1 | GEOL7xxx              | 3            |
|                   | GEOL7xxx              | 3            |
|                   | GEOL7921<br>(seminar) | 1            |
|                   | GEOL7909              | 2            |

|                   |  |                         |
|-------------------|--|-------------------------|
| Fall Semester 2   | GEOL7xxx   | 3                       |
|                   | GEOL7921<br>(seminar)  | 1                       |
|                   | GEOL8000   | 5                       |
| Spring semester 2 | GEOL8000   | 9                       |
|                   |  |                         |
| Totals            | 7000-level (must be at least 13; including three hours of seminar) | 17 (with 3 in seminars) |
|                   | GEOL8000 (must equal or exceed 6)                                  | 14                      |
|                   | Grand total (must equal or exceed 30)                              | 31                      |

2) Masters students can transfer a maximum of 12 credit hours of coursework into their program using the “Masters Transfer Credit” form (#5) found on Community Moodle. This includes a maximum of 6 hours of credit at the 6000 level and above. Transfer work must have been taken for graduate residence credit with a grade of “B” or better and must have been completed within 5 years from the time the student is eligible to submit the request

3) *A minimum semester/cumulative GPA of 3.0 or better must be maintained during the student's residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.* Students who are not in good academic standing may not take any graduate milestone exams. Milestone exams are defined by the Graduate School as the General Defense, Final Doctoral Defense, Master’s Thesis Defense, and the Master’s Non-Thesis Defense. This rule does not apply to departmental exams unless stipulated by the department.

#### e) Details about the Thesis

- 1) *Completion of a thesis must demonstrate the candidate's capacity for research, originality of thought, and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship to the satisfaction of the thesis committee and meet with the approval of the Graduate School.*
- 2) A public defense of the thesis is required. It is important for students to allow sufficient time for the advisor to provide an in-depth review (possibly multiple reviews) to bring the thesis to a suitable level for committee review.
- 3) An advisor-approved full draft of the thesis must be submitted to the committee and the Graduate Coordinator at least two weeks prior to the defense. See additional Graduate School requirements in section 3.1.a. and 3.1.b if graduating.
- 4) Public notice - A two week (ten working days) public notice prior to the defense is required. For any questions, please see the Graduate Coordinator.
- 5) Remote participation of committee members from other universities or entities that are not within easy driving distances of LSU need to submit a “Request for Remote Graduate Committee Participation” form (#17). This form is not intended for LSU

- committee members except under *exceptional* circumstances, e.g., sabbaticals, when physical presence at the exam would be impractical. It must be submitted with the “Request for Master’s Exam and Degree Audit” form (#2) at least 3 weeks prior to the date of the examination and by the current semester deadline for graduates. Also, see *section 3.1.b* for information about additional forms if graduating.
- 6) Defense - Consists of a short presentation (approximately 20-30 minutes) on the thesis work accomplished by the student, after which questions may be asked from members of the public. This is followed by a closed session in which only the thesis committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.
  - 7) Pass/Fail decision - *A pass is granted if not more than one dissenting vote is given by the members of the thesis committee. A second failure of the defense will result in dismissal from the degree program.*
  - 8) Exam Pass/Fail/Retake form – Once the student receives results of Thesis defense on the Pass/Fail/Retake form, the student is required to bring the form to the Graduate Coordinator. A student is not allowed to turn in the Pass/Fail/Retake form to the Graduate School for any reason.
  - 9) Final Copy of Thesis:
    - 1) *The thesis must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the thesis prior to final submittal.*
    - 2) *The final form of the thesis to be submitted to the Graduate School must be in accordance with the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.*
    - 3) The student must also supply an electronic copy of the thesis to the Department, Major Professor, and to each of the other members of the thesis Committee.

### ***3.3 Department of Geology and Geophysics requirements for the Accelerated Master's degree***

An unauthorized summary of some Graduate School requirements has been included in this section, these portions are indicated by *italicized* text. The student must consult the General Catalog for a comprehensive listing of the requirements. For any of the forms required, you can find them located on Community Moodle.

Any exception to the Department requirements requires a written waiver on file in the Graduate Coordinator's office signed by the student's thesis committee, the Graduate Advisor, and the Department Chair.

#### **a) Overview of the BS-MS degree**

The Accelerated Master’s degree program in the Geology Department allows a student to receive a Bachelor’s degree and a Master’s degree in five years. Students in the program work with a faculty advisor and tailor their undergraduate 4000 – level elective credits to develop a foundation for their Master’s theses.



## b) Requirements before graduating with a Bachelor's Degree:

### 1) Application into the BS-MS program

An undergraduate interested in pursuing an Accelerated Master's Degree should apply for the program by turning in two separate forms. Located on the Graduate School website, the student must fill out a "Graduate School Accelerated Master's Degree Program Application" form approximately three semesters before the starting semester as a graduate student (not including the summer). Also, the student must fill out a "G&G Accelerated Master's Application" form, found on the Geology website and turn in to the department. Both of the links to the appropriate forms and further detailed instructions can be found on our Geology webpage at this link:

[http://www.lsu.edu/science/geology/student\\_resources/undergraduate\\_students/current\\_students/accelerated\\_masters\\_program/index.php](http://www.lsu.edu/science/geology/student_resources/undergraduate_students/current_students/accelerated_masters_program/index.php) Once these initial applications are approved by the Graduate School and department, the student should apply online through the Graduate School according to its deadlines and requirements for that semester at this link: <http://sites01.lsu.edu/wp/graduateschool/apply-for-admission-to-graduate-study-at-lsu/>

### 2) Major Professor and Thesis Committee

It is required that a Major Advisor is chosen by the date the student applies to the department; however, it is preferable that a full committee be chosen by that date.

*Advisor (Major Professor) and Thesis Committee – The choice of Advisor is made by the student with the consent of that faculty member, who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics. The thesis committee consists of the Advisor who acts as chair of the committee, and at least two additional Full Members, Associate Members or Affiliate Members of the Graduate Faculty. At least one of the members of the committee must be a Full Member of the Graduate Faculty from the Department of Geology and Geophysics. If the major professor is an adjunct faculty member in Geology and Geophysics, then the thesis committee must contain a majority (>50%) of Geology and Geophysics faculty members. Selection of the faculty on the committee is made by the student with the consent of each faculty member. If a Minor field is chosen, one member of the committee must represent the Minor department. Graduate students have administrative approval to place people who are not members of the graduate faculty onto their committees. However, they are in addition to the normal makeup of the graduate committee. If the additional members of the committee are to count in the minimum (or not) of the committee members and they are non-LSU members, the student must get the additional member to fill out the "Administrative Approval Request" (#16) and turn in the form to the Graduate Coordinator along with their CV at the same time they are being added to the student's committee. This form is found on Community Moodle and should NOT be turned in during the same semester as the Final examination.*

### 3) Course Requirements

To fulfill these requirements, some of the graduate credits are required to be taken during the undergraduate degree. In order to complete these courses, the student must use the "Graduate Credit for LSU Seniors Program" form found on the Graduate School website at this link: <http://sites01.lsu.edu/wp/graduateschool/current-students/forms/> to take the graduate level

courses during the student's senior year as an undergraduate student. These courses need to be approved by the Graduate School PRIOR to taking them in order to count towards the Accelerated Master's Degree.

The following is a list of the undergraduate requirements:

- a) Successful completion of research courses 3909 and 3999 which must support topic selected for research 8000 level, for a total of six (6) credit hours over the last 3 semesters of the Bachelor's Degree (not including summer semester).
- b) Successful completion of GEOL 3666 (Senior Field Camp).
- c) Successful completion of six (6) credit hours of graduate credit (4000 level or above) during the senior year. Keep in mind that 13 credit hours of the 24 credit hours in graded course work required need to be 7000-level including 3 credit hours of seminars. 7909 courses of independent research can be used towards the 7000 level courses counted for credit. (GEOL 7909 may be taken for a max. of 6 credit hours (at all levels) when topics vary).

c) Requirements after graduating with a Bachelor's Degree:

The Research Component of the MS degree:

1) Advisor (Major Professor) - The choice of Advisor is made by the student with the consent of that faculty member, who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics.

2) Thesis committee - This consists of the Advisor who acts as Chair of the committee, and at least two additional Full Members, Associate Members or Affiliate Members of the Graduate Faculty. At least one of the members of the committee must be a Full Member of the Graduate Faculty from the Department of Geology and Geophysics. If the major professor is an adjunct faculty member in Geology and Geophysics, then the thesis committee must contain a majority (> 50%) of Geology and Geophysics faculty members. Selection of the faculty on the committee is made by the student with the consent of each faculty member. If a Minor field is chosen, one member of the committee must represent the Minor department. It is recommended that changes to this committee should not occur close to the Final Examination date. Graduate students have administrative approval to place people who are not members of the graduate faculty onto their committees. However, they are in addition to the normal makeup of the graduate committee. If the additional members of the committee are to count in the minimum (or not) of the committee members and they are non-LSU members, the student must get the additional member to fill out the "Administrative Approval Request" (#16) and turn in the form to the Graduate Coordinator along with their CV at the same time they are being added to the student's committee. This form is found on Community Moodle and should NOT be turned in during the same semester as the Final examination.

3) Thesis proposal - A copy of the thesis proposal, signed and approved by the thesis committee, must be on file in the Graduate Coordinator's office by the end of the second semester in residence.

4) Thesis - Completion of a thesis must demonstrate the candidate's capacity for research, originality of thought, and facility in organizing materials.

#### Annual progress report

A progress report on the student's scholarly activities during the previous calendar year must be submitted each year by February 15, using the "Graduate Student Annual Report" form (#1), to the Graduate Coordinator.

#### Foreign Language requirement

There is no foreign language requirement for the MS degree.

#### Course Work Component of the MS degree

Thirty hours of course work past the BS degree are required.

#### d) Details about the Thesis Proposal

The MS proposal defense exam should be the defense of the student MS project proposal and preliminary analyses or items that show that the project will be feasible.

The objectives of this exam are to show whether or not a student can develop a workable research plan, carry out preliminary research, and work towards program deadlines. This exam must be completed by the end of the student's second semester in residence. The student must formally request an extension if additional time is needed. Documentation of the request and its approval (by the thesis committee) must be provided to the Graduate Coordinator by the student. Failure to complete the proposal by the end of the third semester can result in loss of funding and expulsion from the graduate program.

The exam is based on a short, written research proposal prepared by the student, an oral presentation, and a subsequent question and answer period. Proposals are essentially the Introduction, Background and Methods sections of scientific articles. The research proposal must be based on the thesis research topic and must contain at least an introduction, background, methods and reference sections. The source of research funding should be explicitly stated, including whether or not the student is supported by TA, RA or self funded. The scientific objective of the proposed research project must be explicitly stated in the Introduction section.

The written proposal must be submitted to each committee member at least 10 work days before the oral presentation. The proposal should normally be no more than 10 single-spaced pages in length (exclusive of title page, table of contents, bibliography, figures and tables, and appendices). Appendices should include a budget, a timetable, and the candidate's vita. The proposal should be organized as follows:

- 1) Title Page (with the following information): Name of candidate, proposal title, area of specialty, committee members
- 2) Table of Contents
- 3) Abstract of Proposed Research (250 word maximum)
- 4) Introduction (a summary of the state of knowledge pertinent to research to be conducted, what new knowledge will be sought by the research, i.e., the scientific objective and/or hypothesis, and significance of the new research)
- 5) Background (any additional information necessary to understand the research topic, objective and its relevance)

- 6) Methods (a detailed description of experiment to be conducted, sites/sections proposed to be analyzed, and potential outcome and impact)
- 7) Bibliography
- 8) Appendices
  - a) Budget and Budget Justification
  - b) Timetable
  - c) Vita (with publications)

The examining committee for the Research Proposal consists of the student's Major Professor and a minimum of two other members of the Thesis Committee. At least two members of the committee must be LSU Department of Geology and Geophysics faculty members. The oral component of the exam consists of a short presentation (no more than 20-30 minutes) on the proposed work. The presentation should follow the same format as the written proposal. The presentation will be followed by questions from the committee.

The candidate will be considered to have passed if there is no more than one dissenting vote from the committee members. Pass or fail decisions will be made at the completion of the proposal exam. A "Proposal Exam Results" form (#6) indicating the completion of this exam must be signed by the committee and filed with the Graduate Coordinator upon completion of the exam.

Any student failing this exam by more than one dissenting vote must retake the exam by the end of the following semester. A second failure will result in dismissal from the MS. program.

e) Details about the MS Course Requirements:

- 1) *Successful completion of at least 30 semester hours, 6 semester hours of which must be in thesis research, and 24 semester hours in graded class work in courses numbered 4000 or above.*
- 2) Of the 24 semester hours in graded class work, a minimum of 13 semester hours must be in 7000-level courses. 7909 courses of independent research can be used towards the 7000 level courses counted for credit. (GEOL 7909 may be taken for a max. of 6 credit hours (at all levels) when topics vary). The 13 hours of 7000 level courses must include at least 3 semester hours in graduate seminars.

Table showing a sample of how course work might be distributed across the 30 hours

| Student's Name    | Course   | Credit hours            |
|-------------------|--|-------------------------|
| Fall Semester 1   | GEOL4xxx   | 3                       |
|                   | GEOL4xxx   | 3                       |
|                   | GEOL7xxx   | 3                       |
| Spring Semester 1 | GEOL7921<br>(Seminar)  | 1                       |
|                   | GEOL7xxx   | 3                       |
|                   | GEOL7xxx   | 3                       |
|                   | GEOL7921<br>(seminar)  | 1                       |
|                   | GEOL7909   | 2                       |
| Fall Semester 2   | GEOL7xxx   | 3                       |
|                   | GEOL7921<br>(seminar)  | 1                       |
|                   | GEOL8000   | 5                       |
| Spring semester 2 | GEOL8000   | 9                       |
| Totals            | 7000-level (must be greater than 13; including three hours of seminar) | 17 (with 3 in seminars) |
|                   | GEOL8000 (must equal or exceed 6)                                      | 14                      |
|                   | Grand total (must equal or exceed 30)                                  | 31                      |

- 3) Masters students can transfer a maximum of 12 credit hours of coursework into their program using the "Masters Transfer Credit" form (#5) found on Community Moodle. This includes a maximum of 6 hours of credit at the 6000 level and above. Transfer work must have been taken for graduate residence credit with a grade of "B" or better and must have been completed within 5 years from the time the student is eligible to submit the request
- 4) *A minimum semester/cumulative GPA of 3.0 or better must be maintained during the student's residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.*

#### f) Details about the Thesis

- 1) *Completion of a thesis must demonstrate the candidate's capacity for research, originality of thought, and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship to the satisfaction of the thesis committee and meet with the approval of the Graduate School.*

- 2) A public defense of the thesis is required. It is important for students to allow sufficient time for the advisor to provide an in-depth review (possibly multiple reviews) to bring the thesis to a suitable level for committee review.
- 3) An advisor-approved full draft of the thesis must be submitted to the committee and the Graduate Coordinator at least two weeks prior to the defense. See additional Graduate School requirements in section 3.1.a. and 3.1.b if graduating.
- 4) Public notice - A two week (ten working days) public notice prior to the defense is required. For any questions, please see the Graduate Coordinator.
- 5) Remote participation of committee members from other universities or entities that are not within easy driving distances of LSU need to submit a “Request for Remote Graduate Committee Participation” form (#17). This form is not intended for LSU committee members except under *exceptional* circumstances, e.g., sabbaticals, when physical presence at the exam would be impractical. It must be submitted with the “Request for Master’s Exam and Degree Audit” form (#2) at least 3 weeks prior to the date of the examination and by the current semester deadline for graduates. Also, see *section 3.1.b* for information about additional forms if graduating.
- 6) Defense - Consists of a short presentation (approximately 20-30 minutes) on the thesis work accomplished by the student, after which questions may be asked from members of the public. This is followed by a closed session in which only the thesis committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.
- 7) Pass/Fail decision - *A pass is granted if not more than one dissenting vote is given by the members of the thesis committee. A second failure of the defense will result in dismissal from the degree program.*
- 8) Exam Pass/Fail/Retake form – Once the student receives results of Thesis defense on the Pass/Fail/Retake form, the student is required to bring the form to the Graduate Coordinator. A student is not allowed to turn in the Pass/Fail/Retake form to the Graduate School for any reason.
- 9) Final Copy of Thesis:
  - 2) *The thesis must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the thesis prior to final submittal.*
  - 2) *The final form of the thesis to be submitted to the Graduate School must be in accordance with the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.*
  - 3) The student must also supply an electronic copy of the thesis to the Department, Major Professor, and to each of the other members of the thesis Committee.

## 4. Doctor of Philosophy Degree in Geology and Geophysics at Louisiana State University

The student must satisfy both the requirements of the Graduate School as listed in the "GENERAL CATALOG" and those of the Department of Geology and Geophysics, as specified below, before a degree will be granted from Louisiana State University. Furthermore, it is the student's responsibility to keep current of any changes in the requirements the Graduate School or the Department of Geology and Geophysics or both may impose during the course of studies.

Please Note: All forms must be turned in to the Graduate Coordinator for the Department. The Graduate School will not accept forms directly from the student. Please reference the forms in the Appendix of this handbook.

Forms requiring the signature of the Chair are to be placed in the "to be signed" box outside the Chair's office. Signed forms will be placed in the "signed; ready to pick up" box.

### 4.1 Summary Graduate School Requirements for the Doctoral Degree

This is an unauthorized summary of the Graduate School requirements. For approved details refer to the "General Catalog". All updates and/or changes are available from the Graduate School.

**Any exception to these requirements requires a written waiver on file in the Graduate Coordinator's office signed by the Dean of the Graduate School.**

All examinations must be taken while the University is open for business.

#### a) Continuous Registration

Doctoral candidates must maintain continuous registration for a minimum of three semester hours 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.

#### b) Minimum Time Lapse between General and Final Exam

At least three calendar months must elapse after the General Examination before the student may schedule the Final Examination.

#### c) PhD Course Requirements

Students are required to have completed a minimum of 9 hours of dissertation research (9000). A total of 60 credit hours are required for graduation. See Geology and Geophysics section (4.2.d) for further course requirements. *Transfer of credits from other academic institutions must be approved by the student's dissertation committee and by*

*submitting the “Request for Doctoral General Examination and Degree Audit” form (#7) to the Graduate Coordinator when applying to take the General Exam.*

Students who are defending must be registered for at least 3 credit hours in GEOL9000 as PhD candidates must enroll in three credits hours to maintain continuous registration, and they need to enroll in “dissertation hours” the semester that they defend.

PhD 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

#### d) General Examination and Doctoral Degree Audit

This is regarded as the culmination of a student's program in coursework. During or immediately following the semester in which all coursework is completed and with the approval of the student's dissertation committee and Department Chair, the "Request for Doctoral General Examination and Degree Audit" form (#7) may be submitted for approval to the Graduate Coordinator. The student must submit this at least three weeks prior to the proposed examination date. If there is any reason that a student changes his/her coursework after turning in above form, (which should only happen on very rare occasions because the above form is not turned in until after all coursework is completed) he/she must submit a “Request for Degree Audit Change” form (#8). This form should be submitted as soon as possible and not after the General Examination.

#### e) Final Examination (Dissertation Defense)

No sooner than three calendar months after passing the General Examination and with the approval of the student's dissertation committee and the Department Chair, and before the current semester deadline if student is planning to graduate, the "Request for the Doctoral Final Examination" form (#9) may be submitted for approval to the Graduate Coordinator. The student must submit this at least three weeks prior to the proposed examination date and by the current Graduate School deadlines in order to graduate. Check with your advisor and/or the Graduate Coordinator for further details. Also, see section f below for additional forms if graduating.

#### f) Degree Candidates (Graduation)

If the student intends to graduate, i.e. receive his/her degree, during a particular semester, he/she must have taken his/her Final Examination and submitted the dissertation to the Graduate School before the current semester deadline. Furthermore, the student must submit the "Doctoral Application for Degree" form (#10) to the Graduate Coordinator for approval, prior to the current semester deadline. Should the student for some reason be unable to graduate the semester in which the form (#10) was submitted, the student must get taken off of the Graduate School's graduation list for the semester by submitting a “Title, Advisor Change or Deletion” form (#12) and a "Doctoral Application for Degree



Update" form (#11) must be submitted for approval to the Graduate Coordinator for the following semester and by the semester deadline set by the Graduate School.

#### g) Major Professor and Dissertation Committee

The full advisory committee must comprise at least three members of the graduate faculty, including the major professor, who acts as chair or co-chair and who must be from the major department. If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure-track graduate faculty member must co-chair the committee.

At least one-half of the graduate faculty on doctoral committees must be full-time tenured or tenure-track faculty at LSU. A minimum of two of those faculty members must be from the major department at LSU and at least two of whom must be a **full member** of the LSU graduate faculty. The remaining member(s) may be from the major department or may be from outside the department if pertinent to the student's *area of concentration*, with the proviso that at least one of the remaining members must be a full member of the graduate faculty.

#### h) Time Limits

Programs for Doctoral Degrees must be completed within seven years from entrance into the degree program. This time limit can be extended only by special permission from the Dean of the Graduate School.

#### i) Timely Submission of Approved Dissertation

Approved dissertations, including Graduate School corrections, must be submitted to the Graduate School not later than the deadline for submission of approved theses/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. "Regular semester" refers to Fall and Spring semesters. The decision to void an examination will not be taken lightly. A student and his/her major professor will be given an opportunity to petition regarding unforeseen delays in the submission of the final document to the Graduate School.

### ***4.2 Department of Geology and Geophysics Requirements for the Doctoral Degree***

An unauthorized summary of some Graduate School requirements has been included in this section, these portions are indicated by *italicized* text. The student must consult the "General Catalog" for a comprehensive listing of the requirements.

Any exception to the Department requirements requires a written waiver on file in the Graduate Coordinator's office signed by the student's dissertation committee, the Graduate Advisor, and the Department Chair.

## a) Dissertation

- 1) Major Professor (Advisor) - *The student makes the choice of Major Professor with the consent of that faculty member who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics.*
- 2) Dissertation Committee - *A full advisory committee must comprise at least three members of the graduate faculty, including the major professor, who acts as chair. Doctoral committees must include a minimum of two graduate faculty members from the major department, at least one of whom must be a full Member. If the major professor is an adjunct faculty member in Geology and Geophysics, then the dissertation committee must contain a majority (> 50%) of Geology and Geophysics faculty members. The remaining member(s) may be from the major department or may be from another department if pertinent to the student's area of concentration, with the proviso that at least one of the remaining members must be a full Member of the graduate faculty. *The selection of the committee is made by the student with the consent of each faculty member. In addition, the dean of the Graduate School appoints a member or members of the graduate faculty to serve on doctoral general and final examination committees as a Dean's Representative. If a Minor field is chosen, one member of the committee must represent the Minor department.* Graduate students have administrative approval to place people who are not members of the graduate faculty onto their committees. However, they are in addition to the normal makeup of the graduate committee. If the additional members of the committee are to count in the minimum (or not) of the committee members and they are non-LSU members, the student must get the additional member to fill out the "Administrative Approval Request" (#16) and turn in the form to the Graduate Coordinator along with their CV at the same time they are being added to the student's committee. This form is found on Community Moodle and should NOT be turned in during the same semester as the Final examination.*
- 3) Dissertation proposal - A copy of a dissertation proposal, which has been approved and signed by the dissertation committee, must be on file in the Graduate Coordinator's office by the end of the second semester in residence along with the "Proposal Exam Results" form (#6) with the results of the proposal defense.
- 4) Annual progress report - A progress report on the student's scholarly activities during the previous calendar year must be submitted each year by February 15, using the "Graduate Student Year-End Report" form (#1), to the Graduate Coordinator.

## b) PhD Proposal Exam:

The PhD proposal defense should be the defense of the student PhD project proposal and preliminary analyses or items that show that the project will be feasible. The objective is to show whether or not a student can develop a workable research plan, carry out preliminary research, and work towards program deadlines. This exam must be completed by the end of the student's second semester in residence. The student must formally request an extension if additional time is needed. Documentation of the request and its approval (by the thesis committee) must be provided to the Graduate Coordinator by the student. Failure to complete the proposal by the end of the third semester can result in loss of funding and expulsion from the graduate program.

The exam is based on a short, written research proposal prepared by the student, an oral presentation, and a subsequent question and answer period. The research proposal is usually based on the dissertation research topic, but it need not be as detailed as the final dissertation.

The proposal must be submitted to each committee member at least 10 work days before the oral presentation. The proposal should be no more than 10 single-spaced pages in length (exclusive of title page, table of contents, bibliography, figures and tables, and appendices). Appendices must include a budget, a timetable, and the candidate's vita. The proposal should be organized as follows:

- 1) Title Page (with the following information): Name of candidate, proposal title, area of specialty, committee members
- 2) Table of Contents
- 3) Abstract of Proposed Research (250 word maximum)
- 4) Significance/impact of Research (150 word maximum)
- 4) Introduction (a summary of the state of knowledge pertinent to research to be conducted, what new knowledge will be sought by the research, i.e., the scientific objective and/or hypothesis, and significance of the new research)
- 5) Background (any additional information necessary to understand the research topic, objective and its relevance)
- 6) Methods (a detailed description of experiment to be conducted, sites/sections proposed to be analyzed, and potential outcome and impact)
- 7) Bibliography
- 8) Appendices
  - a) Budget and Budget Justification
  - b) Timetable
  - c) Vita (with publications)

The proposal must be submitted to each committee member at least 10 working days before the oral presentation.

The examining committee for the Research Proposal consists of the student's Major Professor and two other members of his/her Dissertation Committee. The oral component of the exam consists of a short presentation (no more than 20-30 minutes) on the proposed work, followed by questions from the committee.

The candidate will be considered to have passed if there is no more than one dissenting vote from the committee members. Pass or fail decisions will be made at the completion of the proposal exam. A "Proposal Exam Results" form (#6) indicating the completion of this exam must be signed by the committee and filed with the Graduate Coordinator on completion of the exam.

Any student failing this exam by more than one dissenting vote must retake the exam by the end of the following semester. A second failure will result in dismissal from the Ph.D. program.

### c) PhD Language Requirement

There is no foreign language requirement.

#### d) PhD Course Requirements

- 1) Successful completion of at least 60 semester hours in courses numbered 4000 or above,
- 2) The Doctoral student must take a minimum of 25 hours of graded course work and seminars beyond the B.S. degree distributed as follows:
  - a. At least 12 hours at the 7000 level, with the remainder at 4000 level. The majority of course credit should be courses with the GEOL prefix. The remainder may be taken outside the department, with all selections to the approval of the Graduate Advisor, the student's major professor, and Dissertation Committee.
  - b. Seminar: must take 4 credit hours of seminar.
- 3) The Doctoral student must take at least 9 hours of GEOL 9000, Dissertation Research.
- 4) The remaining 26 semesters hours can be any combination of course work and 9000-level graduate credits which meet with the approval of the Major Professor and Dissertation Committee.
- 5) Up to 24 hours of M.S. or graduate transfer credit in graded course work can be counted toward the Ph.D. course requirements. *Transfer of credits from other academic institutions must be approved by the student's dissertation committee and by the Graduate School using the "Request for Doctoral General Examination and Degree Audit" form (#7).*
- 6) *A minimum semester/cumulative GPA of 3.0 or better must be maintained during the period in residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.*

#### e) Ph.D. General Examination

*The General Examination should be regarded as the culmination of a student's program in coursework and the most severe test in the entire doctoral program. The General Examination consists of two parts, a written exam followed by an oral exam. The student will be expected to demonstrate in both portions of the exam expert competence over broad segments of his/her major field and a high degree of familiarity with the content of and current progress in related fields.*

*The examining committee consists of the student's Advisory Committee, and a member of the Graduate Faculty chosen by the Dean of the Graduate School. The student will meet with each member of the Examining Committee prior to scheduling of the General Examination to establish committee expectations for the exam and to receive possible reading lists.*

The PhD General Examination should primarily cover the full breadth of standard geoscience undergraduate course work expected for an undergraduate degree in geosciences, and graduate-level geoscience course work relevant to the student's research topic. There will be inherent cross-connections with the student's research topic. The student is welcome, if the committee so desires, to update the committee on the student's research progress during the first 15 minutes prior to the oral examination.

The members of the Examining Committee will supply questions for the written portion of the exam. The written exam will be closed book, and copies of the written responses will be supplied to all committee members. The oral exam should be broad in nature and include

an in-depth evaluation of the written exam. It should not be dominated by questions related to the student's dissertation research project.

- 1) Schedule - The examination should be taken during or immediately following the semester in which all coursework is completed. The “Request for Doctoral General Examination and Degree Audit” form (#7) should be turned in at this time to the Graduate Coordinator in order to verify your completed coursework through the Graduate School. Remote participation of committee members from other universities or entities that are not within easy driving distances of LSU need to submit a “Request for Remote Graduate Committee Participation” form (#17). This form is not intended for LSU committee members except under *exceptional* circumstances, e.g., sabbaticals, when physical presence at the exam would be impractical. It must be submitted with the “Request for Doctoral General Examination and Degree Audit” form (#7) at least 3 weeks prior to the examination. When planning your General Exam, please keep in mind that you have to wait three calendar months after taking it before scheduling your Final Exam, and there is a 7-year time limit to your program. A copy of the updated dissertation must be submitted to each committee member at least 10 workdays before the examination. See additional Graduate School requirements in section 2.1.b. and 2.1.c. Exams may not be scheduled on dates that the university is not open for business (i.e., closed for holidays).
- 2) Pass-Fail - *A pass is granted when there is no more than one dissenting vote. A student failing the General Examination must retake it the following semester. A second failure will result in dismissal from the Ph.D. program.*
- 3) Exam Pass/Fail Form – Once the student receives results of Dissertation defense on Pass/Fail form, the student is required to bring the form to the Graduate Coordinator. A student will not be allowed to turn in the Pass/Fail form to the Graduate School for any reason.

f) Final Examination (Dissertation Defense):

1. *Completion of a dissertation must demonstrate the candidate's ability to show a mastery of research techniques, ability to do original and independent research and skill in formulating conclusions that in some way enlarge upon or modify accepted ideas to the satisfaction of the dissertation committee and meet with the approval of the Graduate School.*
2. A public defense of the dissertation is required. It is important for students to allow sufficient time for the advisor to provide an in-depth review (possibly multiple reviews) to bring the thesis or dissertation to a suitable level for committee review.
3. The Ph.D. student must provide documentation to the Graduate Coordinator that they have at least one accepted first-author manuscript (that has been approved by the major advisor) to a recognized peer-reviewed journal prior to requesting a thesis defense examination.
4. An advisor-approved full draft of the dissertation must be submitted to the committee and Graduate Coordinator at least two weeks prior to the defense. See additional Graduate School requirements in section 2.1.e and 2.1.f if graduating.

5. Public notice - A two-week public notice prior to the defense is required (See the Graduate Coordinator).
6. Remote participation of committee members from other universities or entities that are not within easy driving distances of LSU need to submit a “Request for Remote Graduate Committee Participation” form (#17). This form is not intended for LSU committee members except under *exceptional* circumstances, e.g., sabbaticals, when physical presence at the exam would be impractical. It must be submitted with the “Request for Doctoral Final Examination” form (#9) at least 3 weeks prior to the date of the examination and by current semester deadlines for graduates. Also, see *section 4.1.f* for information on additional forms if graduating.
7. Defense - This consists of a short presentation (approximately 20-30 minutes) on the dissertation work accomplished by the student, after which questions may be asked by members of the public. This is followed by a closed session in which only the dissertation committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.
8. Pass-Fail - *A pass is granted if no more than one dissenting vote is given by the members of the dissertation committee. A second failure of the defense will result in dismissal from the Ph.D. program.*
9. Pass/Fail/Retake form – Once the student receives results of Dissertation defense on Pass/Fail/Retake form, the student is required to bring the form to the Graduate Coordinator. A student is not allowed to turn in the Pass/Fail/Retake form to the Graduate School for any reason.

#### g) Final Copy of Dissertation

- 1) *The dissertation must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the dissertation prior to final submittal.*
- 2) *The final form of the dissertation to be submitted to the Graduate School must be in accordance with the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.*
- 3) The student, however, must submit a digital copy of the thesis to the Department.
- 4) The student must also supply a electronic copy of the thesis to the Major Professor and to each of the other members of the thesis Committee. If requested, the student must provide any member of the thesis Committee with a paper copies.

#### h) Timely Submission of Approved Dissertation:

*Approved dissertations, including Graduate School corrections, must be submitted to the Graduate School not later than the deadline for submission of approved dissertations in the regular semester following the final examination in order to graduate. This includes all corrections made by the Graduate School. 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. “Regular semester” refers to Fall and Spring semesters. The decision to void an examination will not be taken lightly. A student and his/her major professor will be given an opportunity to petition regarding unforeseen delays in the submission of the final document to the Graduate School.*

## 5. Graduate Assistantships (GA)

### 5.1. Requirements:

- 1) Students who have accepted, but no longer want, a GA must request a formal release from the commitment. See the Graduate Advisor as soon as possible.
- 2) All GA's are considered 1/2 time employees, involved in 20 hours of work per week. 1/4 time GA's are sometimes available but are uncommon. GA's on 1/2 time employment may not have any work amounting to more than 20 hours a week, whether on or off-campus.
- 3) Since the University considers GA's part-time employees, they are entitled to Workman's Compensation within the range established by the University for any accident endured while fulfilling their duties. For further information contact the Employee Group Insurance office.
- 4) GA's must be registered as full-time students (9 semester hours in the Fall and Spring Semester with 6 hours at or above 4000 level, and 6 semester hours during the Summer semester with 3 hours at or above 4000 level if paid during the Summer).
- 5) Employment begins on the first day of the academic year (consult your General Catalog or Graduate Coordinator). Through the **Advance Billing System**, the system requires every graduate student 1) to schedule their courses through your myLSU account, 2) to give the addresses where the bills should be sent through your myLSU account, 3) to select their optional fees (especially parking plans if they park a car on campus). 4) If graduate assistants want to pay through the payroll deduction, they must go to your myLSU account, and select payroll deduction as their payment option. 5) You should receive a fee bill on your myLSU account. 6) After getting the bill they should go to the Bursar's Office or online through your myLSU account and pay it off. If all of their fees are covered by payroll deduction, scholarships, fellowships, etc., and they owe the University nothing, students **still must return the remittance stub** to the Bursar's Office or go on-line and click 'complete registration' to complete the fee bill payment. **You are not registered until the Bursar's office records your remittance stub on the computer or your myLSU account states 'registration complete'**. For any more information contact the Graduate Coordinator.  
The Department has the right to, and does, withhold paychecks or even take GA's away if the student does not show up on time.
- 6) For more specifics on University policy on GA's, read Policy Statement-21 on Graduate Assistants.
- 7) Another source of information regarding GA's is the University's Policy PS-21 on Graduate Assistantships. See the LSU website regarding this policy here and click on the PS-21 link: <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>
- 8) GA's are entitled to a 10% discount on anything bought at the University bookstore in the Union, upon presentation of their IDs.
- 9) **Attendance at Graduate Assistants' Meetings is a necessary and mandatory duty for all Graduate Assistants.** These meetings relate to teaching, proctoring, grading and research duties. They also provide a forum to air problems that may be encountered in the course of your work. A graduate student can hold a GA while on probation for 1 semester with special permission from the Graduate School.



## **5.2. GA Eligibility:**

### **a) All Students:**

Graduate students should be in good academic standing (i.e., not on probation) to be GA's.

Otherwise, a student placed on probation will have his/her GA taken away, but it may be reinstated the following semester if the student attains at least a 3.0. GPA in 9 semester hours of graded coursework.

### **b) Non-Native English Speaking Students:**

Non-native English speaking students are all students whose citizenship is not that of: Australia, Canada, Ireland, New Zealand, the United Kingdom, the United States of America, and the following Caribbean Islands: Antigua, Bahamas, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Grenada, Guyana, Jamaica, St. Christopher, St. Kitts, and St. Vincent. The following requirements apply to them:

- 1) The Graduate School requires that all non-native English-speaking students take a speech placement interview prior to registering at LSU and register during their first semester for a course in "Current Spoken American English" (ENGL 1051).
- 2) The following is from the University policy statement (PS-21) on GA. A copy is available from the Graduate Advisor. "International students on assistantships, whose native language is not English must take the LSU Comprehensive English Language Test and participate in a speech interview. If either test indicates a deficiency in English competency, students will be required to enroll in and successfully complete the appropriate courses and be certified as proficient in English before they may teach in a classroom." (PS-21, p5).
- 3) Departmental policy stipulates that International student Teaching Assistants who do not become certified in English by the end of their first semester will have their TA stipend reduced by 5%. If they are not certified by the end of their first year in residence, their TA may be terminated (although they may still hold an RA).

## **5.3. Types of GA's:**

### **a) Teaching Assistantship (TA):**

TA's are expected to teach both Fall and Spring semesters. Individuals may have just one TA assignment, or they may be assigned two different TA responsibilities as defined below.

- 1.) Serving as a lecture assistant. The duties may include assisting in preparation of visual aids, handouts, examinations, homework assignments, proctoring examinations, and in grading.
- 2.) Teaching a laboratory section. This may involve preparing laboratory exercises for students, giving short lectures in laboratory on procedures and principles, answering questions, making up and grading laboratory quizzes and tests, holding office hours, and maintaining safe and proper lab conditions.

**b) Service Assistantships (SA):**

SAs are expected to serve in both Fall and Spring semesters. Individuals may have just one type of SA, or they may be assigned two different SA responsibilities as defined below.

- 1) Maintain one or more of the Department's collections by ensuring that the catalog is kept up-to-date, the collection(s) are clean and in good order, and access to the collection(s) is properly controlled.
- 2) Assist the professor in charge of the Wilbert Lecture series by coordinating arrangements with the Department staff, preparing and posting announcements of the lectures, assisting with receptions on the day of the lecture, and providing any other assistance as deemed necessary by the professor.
- 3) Assist the professor in charge of laboratory facilities by maintaining instruments and providing assistance to the users.

**c) Research Assistantships (RA):**

RAs are not awarded by the Department of Geology and Geophysics, but rather by individual professors out of their research grants. The responsibilities of an RA vary, but may include one or more of the following:

- 1) Laboratory assistant
- 2) Computer assistant
- 3) Field assistant

If the student has any TA or SA commitment he/she must get a release from the Graduate Advisor before he/she can accept a RA. All rules and regulations applicable to GA's still apply. However, appointments may be based on 12 months rather than 9 months.

**5.4. GA Stipends and Tuition:**

Stipends and tuition listed below are subject to change without notice. Stipends of RA's may be different from those listed below.

The payment period for all a GA usually begins at least one week prior to the start of classes. For this reason all students being paid by the university should be available for in-person on campus the week prior to the start of classes. An RA is responsible to schedule their arrival on campus at the start of each semester with their academic advisor. A TA should coordinate with the instructor of record before the start of each semester.

**a) Fall and Spring (9-month academic year):**

Current TA rates.

|             | Current  |
|-------------|----------|
| MS          | \$19,386 |
| PhD student | \$23,000 |

Students holding a 20-hour per week GA receive an in-state tuition exemption and out-of-state fee waiver. Students holding a 10-hour per week GA receive an out-of-state fee waiver but must

pay in-state tuition. All GA's must pay all required fees. Summer registration is only required if graduate student is receiving an assistantship for that semester.

|                     | Tuition to be paid | Fees     | Credit hour Registration Rqmts. |
|---------------------|--------------------|----------|---------------------------------|
| 20-hour GA<br>(1/2) | Exempted           | Must Pay | 9 (Fall & Spring) 6 (Summer)    |
| 10-hour GA<br>(1/4) | In-state           | Must Pay | 9 (Fall & Spring) 6 (Summer)    |

Students who do not hold a GA will be required to pay full tuition and fees. Out of state students without a GA will be required to pay out-of-state tuition. Tuition may be paid all at once at registration, or be deducted from paychecks if on a GA (this option can be chosen on your myLSU account. No forms are necessary). Paychecks are distributed via direct deposit to a bank on or about the 21st of each month. For depositing checks directly to the bank students must fill out direct deposit information on your myLSU account. The first paycheck of the Academic year is not issued until the 21st of September. No pay advance is available from the Department or the University. One possible source of money prior to the first paycheck is a student loan from the Office of Student Aid and Scholarships.

#### b) Summer:

Students who have been TA's for at least two semesters may be eligible for summer employment teaching lab sections on campus, although the number of positions available are limited. Alternatively, one or more TA's may work at the Department Field Camp in Colorado (see the Director of the camp as early as possible). If employed as a TA during the summer, the stipend varies between \$3,000 - \$3,900.00 depending on the role. Tuition is waived and students must pay all required fees. A few RA's are also available and should be sought aggressively as early as possible; stipends vary.

### ***5.5. Getting Started and Finishing Up:***

- 1) The student should ensure that the Graduate Advisor has his/her class schedule as soon as possible after registration. Teaching assignments are posted and revised often starting at the end of the prior semester and during the first weeks of the current semester.
- 2) TA's teaching 1601/1602 should be prepared to attend a meeting organized by the professor in charge of introductory laboratories during the registration week (time and date will be posted). TA's for other classes should meet with the professor teaching the course before the first class.
- 3) The Campus Transit service provides door-to-door service 7 days a week, 5:00 pm – 12:00 am to and from any location on campus. Anyone wanting a ride simply needs to call (225) 578-5555, provide the information requested and a van or minibus will be dispatched. Students who return late to their residence halls may stop by the Public Safety Building on South Stadium Road and request Campus Transit follow them to a legal parking space where they will be picked up and taken to their residence hall.
- 4) Teaching supplies such as grade books, chalk, index cards, transparencies, also extra slide projectors and replacement bulbs are available in the department office.

- 5) Keys to offices and labs are to be requested through Facility Services. That process is started by filling out a Key Request Form available on the FS website.
- 6) A TA who has a problem and feels he/she needs help is encouraged to talk to the professor teaching the course, the Graduate Advisor, or the Graduate Student Representative. For any grievances, e.g., unfair amount of time required for a TA duty, refer to section 7.1.
- 7) GA's must turn in any textbooks, lab manuals to the faculty member who is teaching the course at the end of the semester. GA's must also turn in keys to labs/classrooms to Facility Services at the end of the semester. GA's must be registered for the next semester.

## **6. International Students**

This section contains information of special interest to international students. For more information and instructions, consult the International Student Office (ISO) whose role is to assist international students in all matters related to their study at LSU [Phone: 578-3191]. Please also see the GA section on non-native English speakers (section 5.2).

### ***6.1. English Placement Test:***

All non-native English speakers are required to take a placement examination in English prior to registering at LSU. If the test indicates a deficiency in English, the student will be required to register for the appropriate courses, e.g., ENGL 1004 and/or ENGL 1005. In the case of a major deficiency in English, the Graduate School may require postponement of enrollment in graduate courses until proficiency is demonstrated. Non-native English speakers are strongly encouraged to fulfill all the requirements stipulated for being a GA, if they have not already done so. See section 3.2.b (regarding ENGL 1051).

### ***6.2. Health Insurance***

All students are required to be enrolled in LSU's Accidental and Sickness Insurance or another insurance plan that is equivalent to the LSU plan at the time of registration (contact ISO for this information). Proof of insurance must be presented at registration.

### ***6.3. Tax***

An international student is subject to U.S. income tax only on income from sources within the U.S.A. However, there are special rules that apply to taxing the income of international students. Check with the ISO for more detailed information. There are also publications designed to help in determining the information needed to file U.S. tax returns, such as Publication 519 - U.S. Tax Guide for Aliens. These publications may be obtained at no charge from the Internal Revenue Service (IRS) Forms Distribution Center (1-800-424-1040), <http://www.irs.gov>, or at Middleton Library in the government documents sections.

## **6.4. Visa**

To maintain student status, the US Immigration and Naturalization Service requires that a student be registered as full time at all times while in the U.S.A. Exemptions are possible; see the ISO for details.

## **7. Department Grievances and Procedures**

Students are strongly recommended to air any grievances first through the Department procedures; if these fail, use the University procedures.

### **7.1 Within the Department**

The recommended approach for the airing of student complaints is:

1. First consult with faculty member involved.
2. Consult with your Advisor.
3. Consult with the MS or PhD Graduate Student Representatives.
4. Consult with the Graduate Advisor.
5. Consult with the Department Chair.

If you are not able to resolve the issue or complaint using the above approach, then please submit a LSU Student Grievance Report Form.

### **7.2. University Policies and Procedures**

University Policies on student conduct are listed in the "Student Handbook and Code of Student Conduct". Copies are available from the Office of the Chancellor and on the LSU website, <http://appl003.lsu.edu/slas/dos.nsf/index>

Grade appeals for courses are outlined in the "General Catalog" and in Policy Statement 48.

A copy of each is available from the LSU website,

<http://students.lsu.edu/deanofstudents/student-appeals>

University policy on Graduate Assistants is outlined in Policy Statement 21. A copy is available from the LSU website, <http://sites01.lsu.edu/wp/policiesprocedures/policies-procedures/21/>

Graduate Assistantship/Employee grievance procedures are outlined in Policy Statement 8.

A copy is available from the LSU website,

<http://sites01.lsu.edu/wp/policiesprocedures/policies-procedures/8/>

### **7.3. Sexual Harassment Policy**

University policy and procedures are explained in Policy Statement 73 "Sexual Harassment". A copy is available in the Department office. The following excerpt comes from PS-73:

"Sexual harassment is a form of unlawful sexual discrimination. For the purposes of this policy, sexual harassment is defined as unwelcome verbal or physical behavior of a sexual nature. Sexual harassment includes both 'quid pro quo' and 'hostile environment' unlawful discrimination.

'Quid Pro Quo' sexual harassment may involve submission to verbal or physical conduct of a sexual nature, unwelcome sexual advances, or requests for sexual favors when this is made either explicitly or implicitly a term or condition of an individual's employment or student status. It typically involves an authority relationship in which the recipient is vulnerable with respect to employment or academic status so that objection to the offensive behavior or demands may have negative consequences.

'Hostile environment' sexual harassment may include unwelcome verbal or physical conduct of a sexual nature in which the unwelcome conduct unreasonably interferes with an individual's ability to function effectively in an employment or academic setting by creating an intimidating, hostile or offensive environment even if no 'quid pro quo' relationship exists."

Both informal and formal grievance procedures are outlined in PS-73.

<http://sites01.lsu.edu/wp/policiesprocedures/policies-procedures/73/> Any disciplinary sanctions against faculty or employees will be in accordance with PS-8.

<http://sites01.lsu.edu/wp/policiesprocedures/policies-procedures/8/> Any action against students will be in accordance with the "Code of Student Conduct". Anyone having questions or grievances regarding sexual harassment at LSU should contact the Equal Opportunity Programs Office.

### ***7.4. Equal Opportunity Policy***

University policy and procedures are outlined in PS-1 "Affirmative Action and Equal Employment Opportunity Policy". A copy is available on the Information Technology Services webpage through this link: [http://itsweb.lsu.edu/ITS\\_Security/IT\\_Policies/LSU/item614.html](http://itsweb.lsu.edu/ITS_Security/IT_Policies/LSU/item614.html) The following excerpt comes from PS-1: "The University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veterans status in the admission to, participation in, or employment in the programs and activities which the University operates."

Anyone having questions or grievances regarding equal opportunity at LSU should contact the Equal Opportunity Programs Office.

## **8. Useful Things to Know**

### **Graduate Student Representative:**

Two graduate students (one for M.S. and one for Ph.D. students) are elected annually to serve as a liaison between the graduate students and the faculty, primarily through his/her attendance at faculty meetings.

### **Department Seminar Series:**

Approximately every other week the Department invites a guest speaker, usually from other colleges, universities or professional organizations to present a lecture. Students are strongly encouraged to attend these lectures and meet the speakers. The lecture usually takes place on Friday afternoons. Check the posted notices for topics, location and time. Students are encouraged to suggest speakers for future lectures to the Chair of the Department Seminar Committee.

### **AAPG Student Chapter:**

The AAPG (American Association of Petroleum Geologists) has a student chapter in the Department, which sponsors field trips, social activities, intramural sports, and some funding for travel to official meetings. Officers (President, Vice-President, Treasurer, Secretary, and Public Relations) are elected annually.

**Association for Women in Science-Baton Rouge Chapter (AWIS-BR):**

AWIS-BR is a local chapter of the 25-year old national group based in Washington, DC. It is committed to the achievement of equity and full participation of women in all areas of science and technology. The Baton Rouge chapter has lunches twice a month, speakers, social events. AWIS is open to both men and women. AWIS-national offers grants to graduate students and also publishes a pamphlet on grants available to graduate students.

**SEG Student Chapter:**

The SEG (Society for Exploration Geophysicists) has a chapter in the Department that provides opportunities for leadership, achievement and cultivation of ideas. Members have the opportunity to apply for Scholarships, Technical Program grants, Near Surface Research Awards and Student Chapter Outreach Grants. Officers (President, Vice-President, Secretary and Treasurer) are elected annually.

**Sigma Gamma Epsilon (Delta Iota):**

A National Honorary society for the Earth Sciences has a University chapter, Delta Iota. The Chapter sponsors tutoring for introductory geology courses and refurbishing of departmental displays. Officers (President, Vice-President, Treasurer, and Secretary) are elected annually.

**Website/Social Media:**

The Geology website/Social media accounts should be checked periodically for events and activities within the Department as well as around campus.

**Graduate Student Association:**

A campus wide organization of graduate students which serves to voice and work collectively towards improving the quality of graduate student life at LSU. Watch the "Bulletin Board" for date and time of meetings. For further information write to:

Graduate Student Association of LSU

P.O. Box 16470

Louisiana State University

Baton Rouge, LA 70803

<http://gradlsu.gs.lsu.edu>

**Keys:**

Per PS-49, the Building Coordinator is responsible for building security. All key requests are to be requested through Facility Services. For questions, please see the Building Coordinator for details.

Owing to the large inventory of sophisticated equipment, security is a matter of great concern. Please ensure that all office and laboratory doors are locked when not in use, and that the outside doors are securely locked on entering and leaving outside of normal building hours. Do not leave valuables unattended in offices or labs, and especially in the library or in plain sight in a car.

**Safety:**

The city of Baton Rouge, like many American cities, has a high incidence of violent crimes. Women should not walk by themselves at night and men should also be very cautious at night. Any person on campus who needs a ride at night can call Campus Transit at 578-

5555. The service is free but is limited to the LSU campus only.

An attempt is made to minimize the assignments of female TA's to evening classes. TA's teaching evening classes are encouraged to make students aware of the potential dangers and recommend to female students that they arrange to be escorted to their car by another student. Should a student need a phone, phones are available in the lobby of the first floor of the old building (130) and across from E 134 in the new building, as well as in the computer lab (E336).

CAMPUS POLICE: **578-3231**

OFF/ ON CAMPUS POLICE/EMERGENCY: **911**

CAMPUS POLICE - INTERACTIVE WEBSITE where you can report problems, crimes, etc. The address is <http://www.lsu.edu/police>

**Building Problems:**

During office hours, all building maintenance problems (lights out, power off, keys not working, etc.) should be reported to Facility Services (578-3186) or email ([workcon@lsu.edu](mailto:workcon@lsu.edu))--24 hours.

**Mailboxes:**

Mailboxes are located in the Department office, divided in alphabetical order of surnames. Mail arrives once a day around 12:00/12:30 p.m.

**Photocopies:**

A photocopier for everyone's use is available in the small room (E235 A) across from the mailboxes in the main office. It is to be used only for **small amounts of class-related items, personal copies may be made at Middleton Library.** If you are in a great hurry you can do the copying yourself, but charge it to your major professor, at the Middleton Library photocopy center. See the Assistant to the Chair for further information. Access codes for the Xerox machine may be obtained from the Assistant to the Chair. Copies for research purposes must be cleared with your faculty advisor, as all copies are charged to his/her account.

**Recycling:**

The University recycles all paper. You may put all paper including glossy and newspaper in your recycling box in your office. See the Academic & Building Coordinator for a recycling box. Recycling is collected by the Janitorial staff. For more information, call the LSU Recycling Hotline at 578-5325. The city of Baton Rouge has curb-side recycling; for more information call 927-1600.

**Travel:**

FOR FULL DETAILS ON TRAVEL, PLEASE REFER TO UNIVERSITY TRAVEL REGULATIONS ON THE ACCOUNTS PAYABLE & TRAVEL WEBPAGE: (<http://www.lsu.edu/administration/ofa/oas/acctpay/travel.php>) OR YOU CAN CONTACT THE ACADEMIC & BUILDING COORDINATOR FOR MORE INFORMATION.

**Purchasing Policy**

If you need to make a purchase on University funds, please contact the Assistant to the Chair for instructions at either (225) 578-2517 or TBA .

**Health Center:**

All full-time students have free access to the Student Health Center having paid for the service in their fee bill. The Health center is staffed and equipped for treating minor illnesses



and minor accidents. Facilities include an out-patient medical clinic, a mental health clinic, a pharmacy, a laboratory, and an x-ray department. Charges are made for medicines and for X-ray and laboratory work done at the center. Facilities are open Monday through Friday from 8:00 am to 5:00 p.m. and Saturday morning from 8:00 am - 11:30 am. Appointments must be made ahead of time, at least a day in advance, walk-ins are accepted in emergency situations and on Saturday mornings.

**E-mail Access:**

The Office of Computing Services provides e-mail accounts to all faculty, staff and graduate students.

**Department Computer Facilities:** refer to Appendix V.

**Faxes and Long Distance Phone Calls:**

Faxes can be received through the main office. The Fax number is (225) 578-2302. Check with your faculty advisor for permission to send faxes from the main office.

Long distance phone calls cannot be made from departmental phones without a faculty access code or a personal calling card number.

## **9. Financial Assistance**

A list of potential granting agencies is given below. The information listed is subject to change without notice.

Any financial aid a student receives from an external source, if not directly deposited in his/her personal account, must be made payable to the LSU Foundation and **not to the University**. Furthermore, such payments must never be referred to as "invoices" in any correspondence. For an explanation or further details on form of payments, see the Student Financial Aid Office.

**Check the Department Bulletin Board for Announcements.**

### ***9.1 Fellowships***

Some fellowships may require US citizenship; check with the Assistant to the Chair.

**LSU Graduate School Fellowship** (US citizens only)

Superior graduate students awarded departmental assistantships and fellowships may, on departmental nomination to the Graduate School and selection by a faculty committee approved by the Graduate Dean, be designated Graduate School Scholars. Students selected for these awards receive a monetary enhancement to their departmental assistantship/fellowship. See graduate school for more details.

### ***9.2. Research Grants and Scholarships***

LSU Office of Sponsored Programs (OSP) has grant and scholarship information on file. The office is 202 Himes Hall. OSP will also do regular grant-searches for you and send this information to your e-mail address. Call OSP for more information, 8-2760. Check with the Graduate Advisor for other grants and scholarships available and for current applications.

### ***9.3. Funding for Travel to Meetings:***

#### **Graduate Research and Development Support (GRADS)**

Students are eligible for \$150 or more each academic year, for travel to conferences, conventions and competitions that are educational, academic or professional in nature. Applications should be signed by the Department Chair. The Assistant Dean gives final approval and signature. Forms can be obtained from:

The Office of Graduate Planning  
Louisiana State University  
127 David Boyd  
(225) 578-1640

#### **AAPG-LSU Student Chapter**

The Department student Chapter provides funding for travel to Society or Professional meetings in a calendar year. You must submit an abstract of the paper or poster you are presenting. For deadlines, contact the current AAPG President. The 2021-2022 President was Allison Barbato. Her contact email is [abarb15@lsu.edu](mailto:abarb15@lsu.edu).

#### **Society/Professional Meetings**

Most organizations provide some funding for students presenting papers, or poster sessions at their meetings. Information on the availability of such funding must be obtained directly from the society/organization.

#### **GSA Southeastern Section**

Program to support cost of student travel to GSA meetings. Applies to both the annual meeting and Southeastern Section meeting. See GSA Bulletin for details.

## APPENDIX I GLOSSARY

### Glossary

**Consult the "General Catalog" for other definitions.**

**Academic Year:** The period consisting of Fall and Spring semesters. Summer term is considered part of the academic year.

**Calendar Year:** The period lasting from 1 January to 31 December.

**Current Semester Deadline:** These are University deadlines by which certain forms must be submitted and examinations or courses taken by students. These are published every semester and are not flexible. Copies are available from the Graduate Coordinator and the Graduate School.

**Degree Candidates:** A student who intends to graduate, receive his/her degree that semester, and has completed the "Masters or Doctoral Application for Degree".

**Dissertation/Thesis Committee:** This committee guides the student throughout his/her period in residence, in particular their thesis or dissertation work, and evaluates the Final Examination. For details see section 1.2.a. and 2.2. a.

**Final Examination:** Also called thesis or dissertation Defense. This is the examination on the subject of the thesis or dissertation. For details see sections 1.1.a., 1.2.d, 2.1.d, and 2.2. f.

**Full Time:** A student is considered full time if he/she is registered for 9 credit during Fall and Spring semesters and 6 credits during the Summer.

**General Catalog:** The publication issued by the Graduate School, in which all Graduate School requirements are listed. It may be bought at the University Bookstore in the Union.

**General Examination Committee:** This is the committee, usually the same as dissertation committee, which evaluates the student's General Examination. (Ph.D. candidates only). For details see sections 2.1.c. and 2.2.e.

**Grade Point Average (GPA):** A measure of scholastic performance; the ratio of quality points earned to semester hours attempted.

**Graduate Advisor:** A faculty member designated by the Chair of the Department to serve as a liaison between the graduate students and their committees, and the Graduate School. For appointed member see Appendix IV.

**Graduate Faculty:** Consists of those members of the teaching and research faculties who have been so designated by the Chancellor according to the following ranking system: Full Member, Associate Member or Affiliate Member. Restrictions apply to the rank of the

faculty on the student's thesis or dissertation committee. For a listing of graduate faculty, consult the "General Catalog".

**Semester Hours:** The unit by which coursework is measured. The number of semester hours assigned to a course is usually determined by the number of hours the class meets per week.

## **APPENDIX II COURSES REGULARLY OFFERED**

Courses routinely offered:

Geol 4035 Advanced Sedimentology  
Geol 4012 Introduction to Micropaleontology  
Geol 4044 Petroleum Geology  
Geol 4045 Stratigraphy  
Geol 4066 Plate Tectonics  
Geol 4068 Reflection Seismology  
Geol 4081 Chemical Oceanography  
Geol 4131 Basin Analysis  
Geol 4150 Hydrology & Hydrogeology  
Geol 4164 Deltaic Geology  
Geol 4182 Physical Hydrogeology

Geol 7061 Sequence Stratigraphy  
Geol 7062 Seismic Stratigraphy  
Geol 7081 Isotope Geochemistry  
Geol 7132 Dynamics of Sedimentation  
Geol 7195 Reservoir Characterization  
Geol 7200 Scientific Communications and  
Visualization

Seminars:

Geol 7921

## APPENDIX III STAFF & RESPONSIBILITIES

### Departmental Staff and Responsibilities

Throughout your graduate studies in the Department of Geology and Geophysics, the following people will be instrumental in the completion of your degree. Their respective responsibilities are listed.

#### Office Personnel

**TBD - Human Resources** 578-3354 / [e-mail address](#) Personnel forms, faculty/staff/student worker payroll, leave tracking, room reservations, grade sheets, sabbatical requests, promotion and tenure, and travel. Helps with undergraduate student registration and field camp.

**Sara Martin – External Relations/Grad Student Coordinator** 578-3426 / [smartin2@lsu.edu](mailto:smartin2@lsu.edu) Recruiting, corporate relations, alumni and conference coordination, website management, annual newsletter. Helps with graduate student admissions, graduate records, and scholarships.

**Sara Martin – Academic Coordinator** 578-4594 / [@lsu.edu](mailto:@lsu.edu) Course scheduling, textbook orders, grants coordinator.

– **Assistant to the Chair** 578-2517 / [@lsu.edu](mailto:@lsu.edu) Accounting, purchasing, financial reporting. Data entry of all accounting transactions, reconciliation of departmental accounts, faculty allocation reports. Other duties: property inventory, copy codes, AV equipment. Assists with proposal routing. Office supervisor.

#### Technical Personnel

**Wanda LeBlanc-Scientific Research Technologist 2** - [wleblan@lsu.edu](mailto:wleblan@lsu.edu) (8-2420 Rm E208B), Geochemistry Laboratories. Use of the XRD and geochemistry laboratories, EHS laboratory safety.

**Andrew Webb-Research Associate/Building Coordinator** - [awebb6@lsu.edu](mailto:awebb6@lsu.edu) (8-2946 Rm E240).

Building Coordinator (key requests, facilities maintenance, shipping/receiving)

Rock Prep Lab (saws, crushers, polishing, thin sections, grain mounts, mineral separation, storage of samples)

Fleet Custodian (vehicle rental and maintenance)

**Jeffrey Springer – Technical Services Provider**– jspringer1@lsu.edu (8-4787 Rm E233) IT support for department

# APPENDIX IV

## COMPUTER/ANALYTICAL/REFERENCE COLLECTIONS

### *Department Computer and Analytical Facilities*

#### 1. Computer Labs

##### a. **Fishbowl Computer Lab** – Howe Russell E232

General access computer lab used for both student work and teaching. The computer lab has 11 computers running Windows 7, a projector connected to the teaching computer, and one printer. WE DO NOT GUARANTEE DATA RETENTION FOR THESE COMPUTERS. PLEASE STORE YOUR WORK ON AN EXTERNAL HARD DRIVE OR FLASH DRIVE.

Standard Software Includes:

7-Zip, AdBlockPlus, Adobe cs4 suite, ArcGIS Desktop, Biomac (usgs), Crystal Maker, Crystal Diffract, Cygwin, Dutrow's course set, Filezilla Client, Firefox, Geochemist Workbench, Geographix, GIMP, Google Earth, Imgburn, Inkscape, Kingdom Suite, Mathematica, Matlab + wavelet toolbox, Melts, Microsoft office, Notepad++, Papercut Client, Petrel, Putty, Python, Symantec antivirus, Sysinternals, Theriak domino, Topodrive & Particle flow (usgs), Turning Point, Virtual Clone Drive, VLC Player, Windirstat, XLStat, Xming

##### b. **Subsurface Computer Lab** – Howe Russell E217

Special use computer lab. Speak to Jeffrey Springer for key code access to this lab. The computer lab is used for subsurface modeling and mapping. The computers run Linux (4 computers are configured for dual boot with windows). There are 4 Dell Precision workstations and 7 Sun workstations. Processing is done via ssh connection to a departmental server.

Standard Software Includes:

Gimp, Inkscape, LibreOffice, Melts, R studio, Xmgrace

#### 2. Department Printers

Students can connect to department-controlled printers through the Print server [\\Geol-Print.lsu.edu](http://Geol-Print.lsu.edu)

Each semester students are provided a \$100 printing credit. Printing in black and white costs \$0.10 per page and color printing costs \$1.00 per page. Large format printing is available upon request in the front office.

##### a. **Main Office**

- i. Color Laserjet 4525
- ii. Laserjet M602



- iii. Xerox Copier
  - b. **e232-“Fishbowl”**  
Laserjet M401
  - c. **417**  
Laserjet 4000
  - d. **e238**  
HP DesignJet Z9dr 44in – prints up to 44” wide but we only carry 42” wide paper
- 2. Additional Resources**
- a. There is a large format scanner available in E239
  - b. Xerox copy machine in E235
  - c. Large Format cutter and trimming board in E239

For questions or assistance please contact Jeffrey Springer at [GeolSupport@lsu.edu](mailto:GeolSupport@lsu.edu)

#### **4. University Computing facilities**

Through HPC@LSU, University faculty, staff and students can access LSU’s supercomputers, [SuperMike-II](#) and [SuperMIC](#), and other high-performance computing systems on campus. HPC@LSU also provides system administration and consultation support for the [Louisiana Optical Network Infrastructure](#) (LONI) supercomputers.

## ***DEPARTMENT LABORATORIES***

### **Safety Training**

Everyone working in Geology and Geophysics labs must take the online safety training. All laboratory personnel (faculty, staff and students) are required to take the general safety training. If you work in an area that has biologicals, chemicals, or physical processes, then you are laboratory worker and must take the general training. If you have the potential to work with hazardous chemicals, you need to take the additional chemical safety training.

The link to the site is below. The training required are also listed below.

<https://www.lsu.edu/ehs/training/online-lab-safety.php>

Do not click on the links below. You must sign in under your name to access these links. I am showing which online training courses you are required to take as a Geology & Geophysics personnel.

#### **General Laboratory Safety**

- [\*\*BASIC LABORATORY SAFETY\*\*](#)      [Required](#)
- [\*\*CYLINDER SAFETY\*\*](#)                      [Required for Handling Gas Cylinders](#)
- [\*\*EMERGENCY RESPONSE\*\*](#)              [Required](#)
- [\*\*HAZARD COMMUNICATION\*\*](#)          [Required](#)
- [\*\*HAZARDOUS WASTE TRAINING\*\*](#)      [Required](#)

Also recommended is the chemical safety course. Please take the Liquid nitrogen handling if you are using liquid nitrogen.

#### **CHEMICAL SAFETY**

- [\*\*CHEMICAL SAFETY\*\*](#)
- [\*\*LIQUID NITROGEN HANDLING\*\*](#)      [Required for Handling of Liquid Nitrogen](#)

For any questions on Laboratory Safety Training contact Wanda S Leblanc (wleblan@lsu.edu)

#### **Rock Magnetism Laboratory**

The Rock Magnetism Laboratory at LSU has the following pieces of equipment:

Three Microscopes with digital camera port and remote TV viewing

- 1) Nikon petrographic scope
- 2) Nikon binocular scope
- 3) Leitz with U-Stage attachment

Two field instruments to measure magnetic susceptibility (MS):

Manufacturer = Bartington, UK

One field instrument to measure RS232 gamma-ray spectroscopy (GRS):  
Manufacturer = Radiations Systems, Canada

Four laboratory instruments to measure magnetic susceptibility (MS):

- 1) Kappa Bridge KLY 3S manufactured by AGICO, Czech Republic
- 2) Custom built, high sensitivity MS instrument
- 3) Custom built instrument to measure MS at 6 frequencies
- 4) Bartington instrument to measure MS at 2 frequencies

A Spinner Magnetometer

An AF demagnetizer

A Thermal demagnetizer

A Syntron MK-1 Dielectric Separator to separate diamagnetic mineral grains

A PerkinElmer Lambda 35 UV/VIS Spectrometer to quantify color of samples.

An acid/vacuum carbonate measuring system with 8 lines for rapid sample measurement

All necessary computer and field equipment is available.

Contact: Dr. Brooks Ellwood (emeritus)

### **Palynological Facilities**

- 1) Processing facilities for extracting palynomorphs and siliceous microfossils from sediments and rocks.
- 2) A Palynologic Research Library consisting of more than 20,000 reprints and books dealing with pre-Quaternary palynology and an additional 3,000 reprints treating Holocene and Quaternary palynologic studies.
- 3) A modern pollen reference collection of ~ 8,000 species is available for research, as are some 60,000 palynologic slides from oil wells, primarily from the Gulf of Mexico.
- 4) A new microscopic facility for graduate students with three Olympus scope BX41 equipped with mounted digital camera and new IMac for convenient image and data handling.
- 5) Rooms 144, 152, 160, 164, and 168 in Old Geology Building (West)



Contact: Dr. Sophie Warny ([swarny@lsu.edu](mailto:swarny@lsu.edu) )

### **Chevron Geomaterials Characterization Laboratory**

The Chevron Geomaterials Characterization Laboratory (CGCL) was established in 2014 with a generous donation from Chevron to the Department of Geology & Geophysics to enhance undergraduate and graduate learning by acquiring instrumentation. The instrumentation in the CGCL can generally be grouped into three categories:

1. Light Microscopy and Imaging
  - a. Research-grade petrographic microscopes
  - b. Keyence VHX-7000 automated digital microscope with LIBS elemental analyzer
  - c. Optical Cathodoluminescence microscope
2. X-ray Analysis
  - a. Bruker S2-PUMA energy-dispersive X-ray Fluorescence Spectrometer for chemical characterization of bulk samples.
  - b. Bruker D2-PHASER benchtop X-ray Diffractometer for characterization/determination of mineral phases in bulk samples.
3. Electron Microbeam Analysis
  - a. JEOL JSM-6610 LV Environmental Scanning Electron Microscope with secondary electron and backscattered electron detectors for imaging.

- b. JEOL 8230 Electron microprobe with 5 wavelength dispersive spectrometers and an energy dispersive spectrometer for X-ray analysis. Imaging capabilities include secondary and backscattered electron detectors and a panchromatic cathodoluminescence detector. This instrument is also a part of LSU's shared instrumentation facility (SIF).

For enquiries or more information about the lab and its capabilities, contact Dr. Matthew Loocke ([mloock1@lsu.edu](mailto:mloock1@lsu.edu)).

**The Stable Isotope and Organic Geochemistry Lab (SIOGL)** is managed by Dr. Zhuang and has following facilities and equipment.

1. Thermo Trace 1310 Gas Chromatography with Flame Ionization Detector (GC-FID) and Programmable Temperature Vaporizing (PTV) Injector.
2. Thermo Scientific Delta Q Isotope Ratio Mass Spectrometer (IRMS) coupled with GC Isolink II, ConFlo IV, Gas Bench, and Trace GC 1310.
3. Los Gatos Liquid Water Isotope Analyzer (LWIA).
4. Elemental analyzer isotope ratio mass spectrometry (Isoprime MS and EA)

In SIOGL, we can perform compound-specific isotope analysis (CSIA,  $\delta^{13}\text{C}$  and  $\delta^2\text{H}$ ) on leaf wax *n*-alkanes, stable carbon and oxygen ( $\delta^{13}\text{C}$  and  $\delta^{18}\text{O}$ ) on sediment or sedimentary rock bulk sample and fossils (e.g., forams), total organic carbon (TOC) analysis, total organic nitrogen (TON) analysis, bulk sample organic matter  $\delta^{13}\text{C}$  and  $\delta^{15}\text{N}$  analyses, and  $\delta^{18}\text{O}$  and  $\delta^2\text{H}$  analyses on liquid water samples.

Contact: Dr. Guangsheng Zhuang ([gzhuang@lsu.edu](mailto:gzhuang@lsu.edu))

### **Subsurface Laboratory**

For information, see computer facilities (above).

### **Mineral Separation and Rock Preparation Laboratory**

Equipped for rock cutting, crushing, and pulverizing, density, magnetic, and grain size sorting, thin-section and grain-mount production, as well as bulk sample storage.

Contact: Andrew Webb: [awebb6@lsu.edu](mailto:awebb6@lsu.edu)

### **X-Ray Diffraction Laboratory**

X-ray powder diffractometers located in Shared Instrument Facility in Chemistry and Materials Building

Contact: Wanda Leblanc ([wleblan@lsu.edu](mailto:wleblan@lsu.edu))

### **Geophysics Laboratory (E122)**

## **SYSTEMS**

240-channel Sercel Eagle SN388 radio-telemetry seismic acquisition system  
Mobile Seismic Laboratory ('SEISMEAUXBILE')  
Two 24-channel seismographs for 0-1 km studies  
20 borehole vertical component 1-Hz geophones  
48 high-frequency piezo-sensor (20-20 kHz) acquisition system.  
Biaxial hydraulic press (0-2000 psi) with high-pressure (0-10 kpsi)  
low-flow pump and controller, and viscometer and  
24-channel ultra-high frequency (.1-2 MHz) acquisition system  
48-channel IRIS Syscal system for Electrical Resistivity Tomographic Imaging  
Sensors and Software GPR with 100 Mhz and 200 MHz antennae and GPS  
Lacoste-Romberg Gravity Meter (0.005 mGal precision)  
Physical seismic modeling sand tank (6'x6'x2') with 3-D robotic gantry for automated  
positioning of seismic sources in scaled 3D surveys.  
Digital Theodolite  
4-wheel and 6-wheel field vehicles  
Electronic and mechanical repair and testing equipment

## **SENSORS**

100 Hz, 40 Hz, 14 Hz, 2 Hz vertical-component geophones and  
4.5 Hz horizontal- and vertical-component geophones  
Downhole 3D seismometer for shallow borehole studies (< 30 m)  
72-channel towable land streamer

## **SOURCES**

Downhole Betsy seismic source (P-S<sub>v</sub>)  
Electro-mechanical impulsive shear-wave seismic source  
ATV-mounted accelerated weight-drop seismic source  
Shear plates for S<sub>H</sub> and P-S<sub>v</sub> sources  
Shallow (1 m) and deeper (5 m) shothole drilling machines  
2 x Magnetostrictive, high-frequency mechanical vibrators (< 10 kHz)  
2 x Piezo-ceramic high-frequency sources (1-5 kHz), controllers and software.  
Voice-coil high-frequency S<sub>H</sub> source (< 1 kHz) and shot controller.

Contact: Dr. Juan Lorenzo (gllore@lsu.edu)

## ***GEOLOGIC AND PALEONTOLOGIC UNIVERSITY COLLECTIONS***

- 1) Vertebrate Paleontology Collection, Museum of Natural Science, Rm 443, Old Geology.  
Contact:
- 2) Invertebrate Paleontology Collection, Museum of Natural Science, Rm 443, Old Geology.  
Contact: Lorene Smith
- 3) Howe Microfossil Collection, Museum of Natural Science, Rm 363, Old Geology  
Contact Lorene Smith
- 4) Cenex Modern Pollen Reference Collection, Museum of Natural History of Louisiana, Rm  
144, Old Geology

Contact: Dr. Sophie Warny

5) Mineralogy Collection, Museum of Natural Science, Rm E202, 208 and display cabinets in Howe-Russell

Contact: Dr. Barb Dutrow

6) Petrology Collection, Museum of Natural Science, Rm E206, Howe-Russell

Contact: Dr. Darrell Henry

## APPENDIX V DEADLINES

### Schedule of Form Submittal and Procedures

| TIME                                    | CANDIDATES                  | PROCEDURE   |
|---|-----------------------------|---|
| 1 <sup>st</sup> Semester                | Ph.D. & M.S.<br>Ph.D.       | -Advisor must be chosen.<br>-Major area of concentration must be selected   |
| 2 <sup>nd</sup> Semester                | Ph.D & M.S.<br><br>Ph.D.    | -Thesis or dissertation committee must be chosen.<br>-Thesis or dissertation proposal must be on file<br>-Submit Program of Study |
| 3 <sup>rd</sup> Semester                | Ph.D.                       | -Proposal Exam Results must be completed.   |
| Following Semesters                     | Ph.D<br><br>Ph.D. & M.S.    | -General Exam (Ph.D.) after coursework completion<br>-Final Exam (defense)  |
| Every Fall and Spring semester          | All Students<br>Ph.D & M.S. | -Completion of duties.<br>-Advisory Committee Semester Report must be turned in.  |
| Every year by February 15 <sup>th</sup> | Ph.D. & M.S.                | -Graduate Student Annual Report must be turned in.  |

### Graduate School Deadlines

On the following pages are graduate school deadlines for the Spring, Fall and Summer semesters of **2017-2018**. These schedules are provided to give you an approximate idea of when in a given semester each deadline occurs. Deadlines for the current semester are published in the Schedule of Classes.



## APPENDIX VI PURPOSE AND EXPLANATION OF FORMS

This section contains information regarding forms which students have to submit during their graduate program. Each form is described below. Original forms are available from the Community Moodle “G&G Graduate Student Course”.

**Please Note: All forms are found on the Graduate student “course” page found in Community Moodle and must be turned in to the Graduate Coordinator for the Department. The Graduate School will not accept forms directly from the student.**

Forms requiring the signature of the Chair are to be placed in the “to be signed” box outside the Chair’s office. Signed forms will be placed in the “signed; ready to pick up” box.

### **Form #1 - Graduate Student Annual Report**

This is a report on scholarly activities during the previous calendar year (e.g. coursework, presentations at meetings, publications, and grant proposals and any other pertinent information). All students must submit a graduate student annual report by February 15th each year to the Graduate Coordinator.

### **Form #2 - Request for Master's Examination and Degree Audit**

This form is used to receive approval from the Graduate School for taking the Master's Final Examination (Defense). This form must be submitted to the Graduate Coordinator for approval at least three weeks prior to the date of examination, which must be before the current semester deadline if the student is a degree candidate. See Community Moodle “G&G Graduate Student Course” for this form.

### **Form #3 – Master’s Application for Degree**

This form is used to seek approval from the Graduate School for graduation during a particular semester. It includes a listing of the coursework the student will use to fulfill his/her degree requirements for the Master's Degree. It must be submitted to the Graduate Coordinator by the current semester deadline. If the student for some reason fails to meet other degree requirements and therefore is unable to graduate, the student must be taken off of the graduation list through the Graduate School by submitting a Title, Advisor Change or Deletion form (#10) and a "Masters/Doctoral Application for Degree Update" form (#4/#9) must be submitted for the following semester. Please turn the forms in to the Graduate Coordinator. See Community Moodle “G&G Graduate Student Course” for this form.

#### **Form #4 –Masters Application for Degree Update**

This form is used when a student turns in a “Masters Application for Degree” (#3) in a previous semester yet was not able to graduate. The student must turn in this form to the Graduate Coordinator by the current semester deadline in order to be on the current semester graduation list. See Community Moodle “G&G Graduate Student Course” for this form.

#### **Form #5 – Masters Transfer Credit**

This form is used by Master’s students who intend to transfer credits to their Master’s Degree program. A maximum of 12 credit hours of transfer and/or LSU extension and/or non-matriculating credit may be transferred as explained in the Graduate Bulletin or General Catalog. This includes a maximum of 6 hours of credit at the 6000 level and above. Transfer work must have been taken for graduate residence credit with a “B” or better and must have been completed within 5 years of the time the student is eligible to submit this request.

#### **Form #6– Ph. D Proposal Exam Results**

This form is used for Doctorate students as a pass/fail form for the professors to sign when the students defend their proposal. The Proposal Exam Results is intended to test the student's ability to conduct original, independent research. The exam must be completed by the end of the student's third semester in residence and by turning in a copy to the Graduate Coordinator. See Community Moodle “G&G Graduate Student Course” for this form.

#### **Form #7 - Request for Doctoral General Examination and Degree Audit**

This form is used to receive approval from the Graduate School to schedule the General Examination. This form must be submitted by the student after the student has successfully completed all coursework to the Graduate Coordinator for approval at least three weeks prior to date of examination. See Community Moodle “G&G Graduate Student Course” for this form.

#### **Form #8 – Request for Degree Audit Change**

This form is used when a Doctoral student has to make changes to his/her coursework after submitting a “Request for Doctoral General Examination and Degree Audit” form (#7). Because the previous form is submitted upon completion of coursework, this form is a rarity and should be turned in expeditiously upon the knowledge of the change before the General Exam is taken.

#### **Form #9 – Request for Doctoral Final Exam**

This form is used to receive approval from the Graduate School to schedule the Final Examination. This form must be submitted by the student to the Graduate Coordinator for

approval at least three weeks prior *and* by current semester deadlines for graduation. See Community Moodle “G&G Graduate Student Course” for this form.

### **Form #10 – Doctoral Application for Degree**

This form is used to seek approval from the Graduate School for graduation during a particular semester. It includes a listing of the committee with signatures and the dissertation title. It must be submitted to the Graduate Coordinator by the current semester deadline. If the student for some reason fails to meet other degree requirements and therefore is unable to graduate, the student must be taken off of the graduation list through the Graduate School by submitting a Title, Advisor Change or Deletion form (#10) and an "Doctoral Application for Degree Update" form (#9) must be submitted for the following semester by the Graduate School deadline. Please turn the forms in to the Graduate Coordinator. See Community Moodle “G&G Graduate Student Course” for this form.

### **Form #11–Doctoral Application for Degree Update**

This form is used when a student turns in a “Doctoral Application for Degree” (#8) in a previous semester yet was not able to graduate. The student must turn in this form to the Graduate Coordinator by the current semester deadline in order to be on the current semester graduation list. See Community Moodle “G&G Graduate Student Course” for this form.

### **Form #12 - Title, Advisor Change or Deletion form**

This form is used in order to update a change to your thesis/dissertation title or your advisor after you have turned in the Request for Masters Exam/Request for Doctoral Final Exam form (#2/#7). It must be submitted to the Graduate Coordinator to account for any changes before the date of your defense. – Or – If you are no longer planning to graduate for the current semester and you have already filed the Masters/Doctoral Application for Degree. By submitting this form to the Graduate Coordinator, you will be deleted off of the current semester’s graduation list. This form must be filled out as soon as you are aware that you will not graduate in the current semester. Filing this form is usually followed by submitting the Masters/Doctoral Application for Degree Update (#4/#9) by the following semester deadline for graduation.

### **Form #13- Vehicle Authorization Form, Driver Record**

This form is used to allow the University to ensure that the student's driving record is acceptable to their insurance company. It should be completed shortly after arriving on campus, if needed, and before the first time a student needs to use a vehicle. This form is available from, and must be submitted to, the Assistant to the Chair before usage of a Department vehicle.

### **Form #14 - Graduate School Accelerated Master’s Degree Program Application**

This form is used to gain acceptance by both the Graduate School and the department into the Accelerated Master’s program before the online application process through the

Graduate School. It should be completed no later than the last day to add courses for the semester in which graduate credit is requested. This form is available on the Graduate School's website and must be submitted to both the department and the Graduate School for approval.

### **Form #15- Graduate Certificate Application for Degree**

This form is used when a student has finished the requirements for the ADG Certificate program and wants to receive the certificate at the current commencement ceremony. NOTE: A student can either receive the certificate during their degree program once they are finished with the courses required, or, they can wait if they are also receiving a Masters or Doctorate degree and receive the certificate at the same ceremony. The form can be found on Community Moodle.

### **Form #16 – Administrative Approval Request**

This form is used when a student needs to add a non-LSU member to his/her committee. This committee member can count/not count in the minimum needed for committee members and has to be turned in to the Graduate Coordinator along with the non-LSU member's CV as soon as possible during the time the student's committee is formed. It is **STRONGLY** recommended that this form NOT be done in the same semester as the final examination.

### **Form #17 – Request for Remote Graduate Committee Participation**

This form is used when a non-LSU committee member cannot physically be at the examination and needs to use remote technology to participate (e.g., Skype). It is not intended for LSU members except under *exceptional* circumstances, e.g. sabbaticals, when physical presence at the exam would be impractical. It must be completed and submitted to the Graduate Coordinator with the "Request for Master's Examination" form (#2), the "Request for Doctoral General Examination and Degree Audit" form (#7), and the "Request for Doctoral Final Examination" form (#9) at least 3 weeks prior to the date of the examination and by current semester deadlines for graduates.

### **Form #18– M.S Proposal Exam Results**

This form is used for Master students as a pass/fail form for the professors to sign when the students defend their thesis. The Proposal Exam Results is intended to test the student's ability to conduct original, independent research. The exam must be completed by the end of the student's third semester in residence and by turning in a copy to the Graduate Coordinator. See Community Moodle "G&G Graduate Student Course" for this form.

**FOR ANY OF THE FORMS LISTED, PLEASE SEE THE COMMUNITY MOODLE "G&G GRADUATE STUDENT COURSE" OR CONTACT THE APPROPRIATE STAFF PERSON NOTED FOR THE FORM.**