Graduate
Policy and Procedures Manual

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GOVERNANCE
GOVERNANCE

The governance of the graduate program at LSU in Shreveport conforms to the mandates and guidelines of the LSU Board of Supervisors, or its successors.

Specifically, the governance structure for the graduate program at LSU in Shreveport is defined by pertinent sections of the *Bylaws and Regulations* of the Board of Supervisors of Louisiana State University.

1. From the *Bylaws*

   **Article VII.**

   **Section 7. The Executive Graduate Council.**
   There shall be an Executive Graduate Council of the University System Graduate Division. It shall consist of:

   a. The chief academic officer of the System staff, who shall serve as chairperson.

   b. The chief graduate officer for each campus.

   c. An appointed member of the graduate faculty from each campus of the System offering resident graduate work. These appointees shall be recommended to the President for appointment by each campus's chief administrative officer after consultation with the Chairperson of the Executive Graduate Council, in order to avoid a concentration of representation from any general subject area.

   d. A single member, representing those campuses not offering graduate work, appointed by the President.

   e. A single member-at-large of the graduate faculty to be appointed from any campus of the system by the President.

   The member-at-large shall be appointed for two years and the members from individual campuses shall be appointed for staggered terms of three years.

   The Executive Graduate Council shall coordinate all graduate work and approve new programs and degrees recommended by the several chancellors and their graduate councils for transmittal to the President for review before presentation to the Board.

   [Checked through revision of By-Laws dated May 1992]
2. From The Regulations

CHAPTER I

1-2.5 The Graduate Faculty

a. University System Graduate Division Faculty. The Graduate Faculty of the System shall consist of the graduate faculties of the several campuses. Election to the graduate faculty of one campus shall automatically mean election to the University System Graduate Division Faculty.

The principal officer of the Graduate Faculty of the System shall be the chief academic officer of the System staff, who shall preside over the Executive Graduate Council (sec. 1-2.6) as its chairperson.

b. Individual Campus Graduate Faculty. The Graduate Faculty on each campus shall consist of those members of the teaching and research faculties who have been so designated by the Chancellor upon the recommendation of the Graduate Council (Sec. 1-2.7) acting upon appropriate nominations. Such designation shall provide for classification of the Graduate Faculty as members or associate members according to their qualifications and experience.

c. Voting Powers. Voting power at faculty meetings is vested in the members on matters of educational policy, and in the members and associate members in recommending candidates for degrees.

1-2.6. The Executive Graduate Council
(See Bylaws, Article VII, Section 7.)

1-2.7. The Campus Graduate Council.
Each campus offering resident graduate work shall have a Graduate Council, which shall be advisory to the Dean of the Graduate School. The Council shall be composed of 10 members of the graduate faculty appointed by the Chancellor. The Dean of the Graduate School shall serve as an ex officio member. The faculty members of the Council shall serve staggered terms of five years each. The Council shall advise the Dean of the Graduate School in the administration of the academic affairs and policies of the Graduate School.

[Checked through revision of By-Laws dated May 1992]
ORGANIZATION OF THE GRADUATE PROGRAM
Louisiana State University in Shreveport

I. GENERAL RESPONSIBILITY

The Graduate Faculty shall be the academic policy-making body within the University on all matters relating to graduate studies and shall meet as indicated below.

The Graduate Council, as the instrument of the Graduate Faculty and subject to the regulations of the LSU Board of Supervisors, shall be the body responsible for advising the chief graduate officer concerning all policies related to graduate programs. The Graduate Council shall establish policies and standards governing (1) development and change in graduate curricula, including new degree programs; (2) courses which shall be offered for credit toward a graduate degree; (3) the eligibility of students for admission, financial aid, and graduation; (4) the qualifications of faculty for graduate teaching assignments; (5) recommendations to the Chancellor for appointment to membership on the Graduate Faculty and the Graduate Council; and (6) the administration of assistantships. In addition, the Council shall review nominations to the Graduate Faculty by academic schools and recommend to the Chancellor appointment of those qualified for membership. The Graduate Council shall be responsible for the development and maintenance of a system for the equitable resolution of differences and issues that may arise between and among graduate students and members of the Graduate Faculty.

II. THE GRADUATE FACULTY

A. MEMBERSHIP

The Faculty of the University is defined as full-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks). The Graduate Faculty will consist of those members who have been so designated by the Chancellor upon recommendation of the Graduate Council acting on appropriate nominations. The Graduate Faculty shall consist of three classifications, Member, Associate Member, and Adjunct Member, according to their qualifications and experience, the term "Member," especially when capitalized, being construed as "full member."

1. Members shall serve designated terms subject to periodic review, the period of years being designated at the time of appointment or reappointment. They shall have the following minimum qualifications:
   a. full-time membership on the faculty of LSUS
   b. rank of Associate Professor or higher or the rank of Assistant Professor with two years of experience teaching at that rank, except that Assistant Professors holding Member status in May 1996 shall not be deprived of that rank unless a change is recommended by the graduate faculty of the college in which the person holds membership,
c. the terminal degree appropriate to the field

d. high standards of professional performance, including productive scholarship and research, creative work or patents, legal licensure or certification in professional field, and/or demonstrated professional leadership.

2. **Associate Members** serve three-year terms which are renewable after review. They shall have the following minimum qualifications:

a. full-time membership on the faculty of LSUS

b. rank of Assistant Professor or higher

c. the terminal degree appropriate to the field.

3. **Adjunct Members** may be nominated for appointment for periods no longer than one year. They shall have the following qualifications:

a. special competence which qualifies them to teach a specific course for graduate credit

b. nomination by the chair of the school or program director in which the course is to be taught. The nomination shall have the supporting signature of the college level committee and of the dean of the college in which the school is housed.

Appointment to status as a **Member**, **Associate Member** or **Adjunct Member** of the Graduate Faculty by the Chancellor is a necessary prerequisite to the assignment of a staff member to teach a course for which credit may be earned toward a graduate degree.

In keeping with the By-Laws and Regulations of the LSU System, the Graduate Faculty of the University System shall consist of the graduate faculties of the several campuses. Election to the Graduate Faculty of one campus shall automatically mean election to the University System Graduate Division Faculty.

**B. MEETINGS**

The chief graduate officer shall call a meeting of the Graduate Faculty when he or she determines the need for a meeting, or on recommendation of a majority vote of the Graduate Council or on receipt of a petition signed by at least ten members or ten percent of the members of the Graduate Faculty, whichever is lower.

**Members** and **Associate Members** shall be informed of meetings by written notice at least one week in advance. The chief graduate officer shall preside at meetings of the Graduate Faculty. A majority of the **Members** of the Graduate Faculty shall constitute a
quorum for the transaction of business. Voting power at graduate faculty meetings is vested in the Members on matters of educational policy, and in the Members and Associate Members in recommending candidates for degrees.

When not in conflict with any of the provisions of the Bylaws and Regulations of the Board of Supervisors of Louisiana State University or this organizational statement of the Graduate Program of Louisiana State University in Shreveport, Robert’s Rules of Order (latest revision) shall constitute the rules of parliamentary procedure governing all meetings.

In lieu of meetings, the wishes of the Graduate Faculty may be expressed by the Graduate Council, as noted elsewhere—as in II. Functions. A.1, A.2, and A.4; III. Functions. G; and V—or by mail ballot in accordance with procedures set up by the Graduate Council.

1. **FUNCTIONS**

   **The Graduate Faculty shall**

   2. advise the chief graduate officer on educational policy. All formal policy statements of the Graduate Program shall, upon recommendation of the Graduate Council and the chief graduate officer, be presented to the Graduate Faculty for approval, except that on recommendation of the Graduate Council by a vote of at least seven members in favor, the Graduate Council shall be empowered to recommend a policy to the chief academic officer on behalf of the Graduate Faculty. Voting power at meetings of the Graduate Faculty is vested in Members on matters of educational policy.

   3. approve all new graduate degree programs, except that on the recommendation of the Graduate Council by a vote of at least seven members in favor, the Graduate Council shall be empowered to recommend a program to the chief academic officer on behalf of the graduate faculty. The school’s graduate faculty or faculties in the case of interdisciplinary programs decide criteria for a new degree program. After preliminary determination of the need for a program and of the mutual interest of the school’s graduate faculty, the dean of the college, the chief graduate officer, and the chief academic officer, the proposal shall be submitted from the school to the chief graduate officer through the dean of the college concerned. After review by the chief graduate officer, the proposal shall be submitted to the Graduate Council. Outside consultants may be required by the Council in the process of its review. If approved by the Graduate Council, the proposal shall be submitted to the Graduate Faculty for review or be recommended to the chief academic officer as noted elsewhere. If approved by the Members of the Graduate Faculty, the proposal will be forwarded to the chief academic officer, whose recommendation is forwarded to the Chancellor. If a proposal is disapproved by the Graduate Council or by the Graduate Faculty, it shall be returned to the
school with a letter of explanation through the dean of the college concerned and a copy of the letter of explanation shall accompany a copy of the proposal to the chief academic officer. An appropriate operating procedure shall provide details.

3. recommend candidates for degrees. Voting power in recommending candidates for degrees shall be vested in Members and Associate Members.

4. have the power to overrule actions of the Graduate Council on matters of policy and on approval of new programs when the Graduate Council, acting on the positive vote of at least seven members, makes a recommendation directly to the chief academic officer; in the event that at least ten Members or ten percent of the Members of the Graduate Faculty, whichever is lower, wish to attempt to overrule the Graduate Council, a signed petition to that effect shall be submitted to the chief academic officer, who shall call a meeting of the graduate faculty for consideration of and action on the petition.
III. THE GRADUATE COUNCIL

A. MEMBERSHIP

Any Member of the Graduate Faculty is eligible to hold membership on the Graduate Council (see Part II. THE GRADUATE FACULTY, Membership, section A-1) provided that he or she has been duly nominated and appointed.

The Graduate Council shall consist of 10 Members of the Graduate Faculty plus the chief graduate officer, who shall serve on the Council ex officio. At all times the Graduate Council membership shall include at least five members from each of the two colleges: Arts and Sciences, and Business, Education and Human Development, including eight elected members and two at-large members.

The members of the Council shall serve staggered terms of five years each. The rotation of these terms shall be consistent with the initial appointments of members of the Council as follows:

<table>
<thead>
<tr>
<th>College Representatives</th>
<th>Expiration of Term</th>
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<tbody>
<tr>
<td>ASC</td>
<td></td>
</tr>
<tr>
<td>Member 1</td>
<td>August 2012</td>
</tr>
<tr>
<td>Member 2</td>
<td>August 2012</td>
</tr>
<tr>
<td>Member 3</td>
<td>August 2013</td>
</tr>
<tr>
<td>Member 4 (At-Large)</td>
<td>August 2014</td>
</tr>
<tr>
<td>Member 5 (At Large)</td>
<td>August 2015</td>
</tr>
<tr>
<td>BEDHD</td>
<td></td>
</tr>
<tr>
<td>Member 1</td>
<td>August 2011</td>
</tr>
<tr>
<td>Member 2</td>
<td>August 2011</td>
</tr>
<tr>
<td>Member 3</td>
<td>August 2013</td>
</tr>
<tr>
<td>Member 4</td>
<td>August 2014</td>
</tr>
<tr>
<td>Member 5</td>
<td>August 2015</td>
</tr>
</tbody>
</table>

(NOTE: The two at-large members are both in the College of Arts and Sciences because of the collapsing of the four colleges into two colleges.)
A vacancy on the Graduate Council may result from the completion of term of service on the Council, resignation from the Council, or termination with the University due to such causes as resignation, retirement, non-reappointment, or death. The chief graduate officer shall be responsible for coordinating the activities necessary to fill a vacancy consistent with the following procedures:

1. A vacancy which occurs as a result of the completion of a term of a college representative shall be filled in the last spring semester of the term of service. The chief graduate officer shall advise the dean of the college of the impending vacancy by April 1. The dean of the college shall call a meeting of the Members and Associate Members of the College Graduate Faculty for the purpose of electing a nominee. The nomination shall be transmitted by May 1 to the chief graduate officer for subsequent transmittal to the Chancellor via the chief academic officer.

   A vacancy in an unexpired term of a college representative shall be filled within 2 months following its occurrence and in accordance with these procedures.

2. A vacancy which occurs as a result of the completion of the term of a member at-large shall be filled in the last spring semester of the term of service. The chief graduate officer shall nominate a Member of the Graduate Faculty and transmit it to the Chancellor via the chief academic officer by May 10.

   A vacancy in an unexpired term of a member-at-large shall be filled within 2 months following its occurrence and in accordance with these procedures.

B. MEETINGS

The Graduate Council shall meet at least three times in the fall semester and three times in the spring semester of each academic year and at other times when the chief graduate officer determines the need or when at least three members of the Graduate Council submit a written request. All members of the Graduate Council shall be informed of regular meetings by written notice at least one week in advance. Notices and invitations shall also be sent to Library liaison personnel and directors of graduate programs. The chief graduate officer shall call the first meeting of the Graduate Council in September of each academic year or earlier if necessary.

The chief graduate officer shall serve as an ex officio member and as chair of the Graduate Council. He or she shall distribute a written agenda prior to each meeting and shall preside at meetings of the Graduate Council. As the chief executive officer of the Graduate Program he or she shall administer its programs in consultation with the
Graduate Council. He or she shall keep, or appoint an appropriate secretary to keep, the minutes of all meetings of the Graduate Council and shall implement any specific actions it may take.

A two-thirds majority (seven) of the members of the Graduate Council shall constitute a quorum for the transaction of business. When not in conflict with any of the provisions of the Bylaws and Regulations of the Board of Supervisors of Louisiana State University or with this organizational statement of the Graduate Program of Louisiana State University in Shreveport, Robert's Rules of Order (latest revision) shall constitute the rules of parliamentary procedure governing all meetings. Meetings of the Graduate Council are open, and persons who are not members of the Council may speak with permission of the Council.

C. FUNCTIONS

The Graduate Council shall

1. advise the chief graduate officer and the Graduate Faculty on educational policy

2. structure and recommend formal statements of educational policy to the Graduate Faculty for review and adoption, except that on a vote of not less than seven members of the Council in favor, the Council may recommend such statements to the chief academic officer for implementation

3. provide a professional basis for classification and recommendation of nominees for review and adoption to the Chancellor for appointment to the Graduate Faculty

4. review nominations and recommend members of the teaching and research faculties to the Chancellor for appointment to the Graduate Faculty, acting on nominations by the school chairs after consultation with school members of the Graduate Faculty

5. advise the chief graduate officer in formulating administrative procedure. The Graduate Council shall review the chief graduate officer's recommendations and formally adopt operating procedures to be followed in administering the academic affairs and policies of the Graduate Program.

6. serve as a search committee to advise the chief academic officer in the nomination of a chief graduate officer to the Chancellor should a vacancy occur in that position
7. recommend all new graduate degree programs to the Graduate Faculty for approval, except that on a vote of not less than seven members of the Council in favor, the Council may recommend to the chief academic officer the acceptance of a new degree program. The school’s graduate faculty determines criteria for a new degree program. After preliminary determination of the need for a program and of the mutual interest of the school's graduate faculty, the dean of the college, the chief graduate officer, and the chief academic officer, the proposal shall be submitted from the school to the chief graduate officer through the dean of the college concerned. After review by the chief graduate officer, the proposal shall be submitted to the Graduate Council. Outside consultants may be required by the Council in the process of its review. The Graduate Council may approve the proposal, disapprove it, or request additional information, revision, or justification of the proposal in the process of its review. If approved by the Graduate Council, the proposal shall be submitted to the Graduate Faculty for review, except that the Graduate Council may act as provided elsewhere. If approved by the members of the Graduate Faculty or the Graduate Council, the proposal shall be forwarded to the chief academic officer, whose recommendation shall be forwarded to the Chancellor. New degree programs and degrees approved by the Chancellor shall be presented to the Executive Graduate Council of the University System via the President for review before presentation to the Board of Supervisors. If a proposal is disapproved by the Graduate Council or by the Graduate Faculty, it shall be returned to the school with a letter of explanation through the dean of the college concerned. A copy of the letter of explanation shall accompany a copy of the proposal to the chief academic officer. This process will be detailed in an appropriate operating procedure.

8. approve all new graduate courses. As the executive committee of the Graduate Faculty, the Graduate Council shall review and approve all proposals for the establishment of a new course. An appropriate operating procedure shall provide for the process. The school’s graduate faculty determines criteria for a new course or revision of a course already approved or for dropping an existing course. The proposal by the graduate faculty of the school shall be submitted to the chief graduate officer through the dean of the college concerned. After review by the chief graduate officer, the proposal shall be submitted to the Graduate Council. The Graduate Council may approve the proposal, disapprove it, or request additional information, revision, or justification in the process of its review. New courses associated with proposed new degree programs shall accompany that program as it is processed according to an appropriate operating procedure.
IV. ADMINISTRATIVE OFFICERS AND REPRESENTATIVES

A. THE CHIEF GRADUATE OFFICER

The chief administrative officer of the Graduate Program is the person designated by the chief academic officer. He or she administers or coordinates, as appropriate, the academic programs of the Graduate Program in keeping with its established policies and is advised in the administration of its affairs by the Graduate Council. As a Member of the Graduate Faculty and an ex officio member of the Graduate Council, the chief graduate officer implements actions taken by the Graduate Faculty or its executive committee, the Graduate Council, serves as a member of the Executive Graduate Council of the University System Graduate Division, coordinates the activities necessary to fill vacancies on the Graduate Council, and consults with members of the Graduate Council in formulating an agenda for meetings of the Graduate Council. He or she calls and presides at all meetings of the Graduate Faculty.

B. DIRECTORS OF INDIVIDUAL PROGRAMS

In those instances when a graduate program exists within a school, the school chair, in consultation with the chief graduate officer, may determine the need to recommend a member of the Graduate Faculty in the school to the chief academic officer to serve as Director of Graduate Studies within the school. In those instances when the graduate program involves interschool cooperation, the dean of the college in which the program is housed may, in consultation with the chief graduate officer, recommend a Member of the Graduate Faculty in one of the schools to the chief academic officer for appointment as Director of Graduate Studies for that program.

The Director of Graduate Studies for an individual program shall work with the school chair and dean of the college to coordinate various graduate faculty activities, such as advisory committee assignments, comprehensive examination preparation and reading, and selection of a thesis director. He or she shall work with the chief graduate officer in all matters pertaining to the administration of the graduate program.

C. REPRESENTATIVES TO THE SYSTEM EXECUTIVE GRADUATE COUNCIL

LSUS shall be represented on the System Executive Graduate Council by two persons:

1. the chief graduate officer

3. an appointed Member of the Graduate Faculty of LSUS. By December 1 of the year preceding the completion of the three year term of service on February 1, the chief graduate officer shall recommend one or more Members
of the Graduate Faculty to the Chancellor. The Chancellor shall recommend one of the names to the President for appointment after consultation with the Chair of the Executive Graduate Council in order to avoid a concentration of representation from any general subject area.

V. REPEAL AND AMENDMENT

The **ORGANIZATION OF THE GRADUATE PROGRAM** and the accompanying Policy Statements may be amended by receiving an affirmative vote of a majority of the **Members** of the Graduate Faculty after receiving recommendations from the Graduate Council, except as they include provisions specifically covered by the Statutes of the State of Louisiana and the *Bylaws and Regulations of the Board of Supervisors of Louisiana State University*.

Alternatively, the Graduate Council, on a vote of not less than seven members in favor, may recommend such amendments to the chief academic officer, subject to being overruled by the full graduate faculty through petition and action in a called meeting as specified elsewhere in this document.

A change in governance of the University shall necessitate editorial changes of this document, but may not necessitate complete amendment.
GRADUATE
POLICY AND PROCEDURES MANUAL

POLICIES
GRADUATE POLICY STATEMENT - 1

COORDINATED BY: Office of Academic Affairs

ORIGINAL EFFECTIVE DATE: April 24, 1980

REVISED: October 30, 1997

GPS # 1: INTERNATIONAL STUDENTS

As a public tax-supported institution Louisiana State University in Shreveport must use its resources for the benefit of the State that supports it. Though programs are structured primarily to accommodate the needs of the citizenry of Louisiana and the United States, foreign students are also attracted to study here. It is the policy of the Graduate Program to accept any foreign student who meets the requirements for admission and complies with the legal requirements of this State and the United States.

Applicants whose native language is not English are required to submit scores on the Test of English as a Foreign Language, a test designed to ascertain proficiency in English and administered in many overseas testing centers. A student wishing to take the test should write directly to: TOEFL, Educational Testing Service, Princeton, New Jersey 08541. Applicants must be sufficiently advanced in English comprehension to be able to participate in class discussions.

All admission credentials must be submitted prior to acceptance; no provisional admission is granted to individuals requiring a student visa. Complete records must be on file at the University at least 90 days prior to the registration for the semester in which the student desires to start. Each applicant shall submit evidence of potential for success in pursuing graduate study.

A Statement of Financial Support must also be submitted, indicating financial ability to remain at the University long enough to complete degree requirements. An acceptable statement must be submitted prior to evaluation for admission.

International students must refer to a current catalog for any updating of pertinent regulations.

AUTHORIZED

Stuart E. Mills
Provost and Vice Chancellor
for Academic Affairs

APPROVED

Vincent J. Marsala
Chancellor
GPS # 2: Graduate Assistantships

PURPOSE
To specify regulations pertaining to graduate assistantships.

DEFINITIONS
- **Full-time graduate student** is a graduate student who is pursuing at least 9 hours of graduate course work for credit in a regular semester or at least 6 hours of graduate course work for credit in a summer term or who has been approved for a reduced course load for good academic reasons.

- **Full-time graduate assistant** is a graduate student who is pursuing at least 9 hours of graduate course work for credit in a regular semester or at least 6 hours of graduate course work for credit in a summer term and is working as an assistant for 20 hours a week. The full-time graduate assistant receives a full tuition waiver.

- **Part-time graduate student** is a graduate student who is pursuing at least 6 and not more than 8 hours of graduate course work for credit in a regular semester or at least 3 hours in a summer term.

- **Part-time graduate assistant** is a graduate student who is pursuing fewer than 9 hours but 6 or more hours in graduate course work for credit in a regular semester and is working as an assistant for 10 hours a week. The part-time graduate assistant receives a tuition waiver for 6 to 8 hours of graduate courses.

GENERAL POLICY
1. Graduate assistants are primarily students rather than employees. Nevertheless, graduate assistant appointments are part-time employee-employer contracts between graduate students and the University. The graduate assistant is obligated to fulfill assigned duties for a specified average number of hours per week and is entitled to compensation within the range established by the budget.
2. A graduate assistantship is intended to be supportive of the graduate assistant's educational experience by being related to the graduate program in which the assistant is enrolled. Proposed appointments to duties unrelated to the student's academic program will not be approved.

3. Only graduate students with acceptable academic records may be appointed to graduate assistantships. A student on probation may not be appointed to a graduate assistantship until the student has achieved good academic standing. Although a graduate assistant who is placed on academic probation during an appointment period may be permitted to continue on appointment through that period, he or she may not be appointed or reappointed unless the student's cumulative grade point average is at least 3.0 and then may be appointed or reappointed only for one semester at a time.

4. A graduate assistantship is terminated whenever the assistant is ineligible to continue as a student in the University. A fiscal year appointment of a graduate assistant who, at the end of the second semester, becomes academically ineligible for reappointment may be terminated effective with the end of the academic year.

5. The graduate assistant will serve in a role determined by the school and college in which he or she is assigned. Such assignments might include assisting graduate faculty in research and/or laboratory instruction, coordination of special programs, or basic library research for on-going publication efforts. Graduate assistantships may be awarded for teaching.

6. A graduate assistant shall be compensated on an hourly basis at not less than the rate for regular student workers. The total compensation shall not exceed the maximum established by the University upon recommendation of the Graduate Council, except the Vice Chancellor for Academic Affairs may approve a higher rate when external funds are involved. The work schedule of a full-time graduate assistant shall be not more than 20 or less than 10 hours per week. A part-time graduate assistant shall not work more than 10 hours a week*.

7. A graduate assistantship shall carry with it an exemption from the University tuition assessed during the registration period. This exemption shall not include the student activity fee or any other separately assessed fee. The fee exemption shall be granted provided that the student is employed for at least 2/3 of the semester. A student whose employment is terminated before 2/3 of the stipulated hours are completed may be required to reimburse the University the amount of exemption. The graduate assistant's supervisor is responsible for notifying the director of graduate programs, in a timely manner, of any student who falls in this category.

A graduate assistant is expected to register for at least six hours each semester, except when the student’s graduate program director has notified the Office of Academic Affairs of good academic reasons for a reduced course load.
8. Offers of graduate assistantships by school representatives to persons who have applied to but not yet been accepted in the Graduate Program must clearly state that the assistantship is contingent upon unconditional admission to the Graduate Program.

9. To reduce the probability of embarrassing employee-employer relations when an assistantship offer must be withdrawn or an appointment must be terminated, the following paragraph or its equivalent should be included in all offers of graduate assistantships to graduate students or admitted applicants, and a copy of the offer letter should be attached to the initial appointment form when that form is submitted to the dean of the college for approval.

*Per LSU System clarification, August 26, 1997.*

Your appointment will be for a____ month period beginning______, may be renewed, and is contingent on your being a student in good standing in the Graduate Program. While you hold a graduate assistantship, you are expected to devote essentially full time to your graduate program and the responsibilities of your graduate assistantship. The conditions of your employment as a graduate assistant include your satisfactory progress toward your degree. The term "satisfactory progress" shall include, but not be limited to, maintaining satisfactory cumulative and semester grade point averages, taking and passing examinations on schedule, and (if applicable) working on your thesis to the satisfaction of your major professor.

10. Offers extended to prospective first-year graduate students before April 15 shall be accompanied by a copy of the following Resolution, which has been adopted by the Council of Graduate Schools:

<table>
<thead>
<tr>
<th>Council of Graduate Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants</td>
</tr>
<tr>
<td>Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.</td>
</tr>
<tr>
<td>Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organization subscribing to the above Resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.</td>
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</tbody>
</table>

11. Graduate students who are not graduate assistants should complete the regular student worker appointment form, not the graduate assistant form (Graduate Form I).
PROCEDURES FOR SELECTION AND APPOINTMENT OF GRADUATE ASSISTANTS

1. Graduate assistantships will be advertised (flyers posted, announcements made in classes, etc.) with information about applications in the appropriate school offices and deans’ offices. Information will include due date for the application, selection date, duties of the assistantship, compensation/tuition waiver, term of appointment, conditions for retaining the assistantship, etc.

2. Applications should be completed and submitted to the appropriate Dean’s office by the deadline. Each dean or Director of the Graduate Program will appoint a selection committee of appropriate graduate faculty to review the applications and conduct interviews with the candidates (if necessary). The appropriate Dean or Director of the Graduate Program will chair the selection committee.

3. Selections will be made by the selection committee described in (2), and the student(s) will be notified. If a student accepts an offer, the graduate assistantship appointment form is then filled out, signed by the student, and sent to the Director of the Graduate Program for consideration. If approved and signed by the Director and Dean, then the appointment form is sent to the Dean of Graduate Studies. If approved and signed by the Dean (or designee) then the completed appointment form will be forwarded to the Office of the Registrar to make the arrangements for tuition waiver and pay.

4. Offers of graduate assistantships by a school to a graduate student will be processed through the Office of the Dean of the College and the Office of Graduate Studies, and upon approval then to the Registrar.

5. A graduate assistantship appointment/status change form must be submitted for approval by the appropriate administrators prior to the graduate student's beginning work.

AUTHORIZED

Stuart E. Mills
Provost and Vice Chancellor
for Academic Affairs

APPROVED

Vincent J. Marsala
Chancellor
GRADUATE POLICY STATEMENT - 3

COORDINATED BY: Office of Academic Affairs

ORIGINAL EFFECTIVE DATE: April 6, 1981

REVISED: August 3, 1987; October 30, 1997

GPS # 3: TEACHING LOADS OF MEMBERS AND ASSOCIATE MEMBERS OF THE GRADUATE FACULTY

PURPOSE

To establish University-wide policy with respect to the teaching load of a Member or Associate Member of the Graduate Faculty.

DEFINITIONS

- **Member of the Graduate Faculty** means Member or Associate Member and excludes the classification of Adjunct Member. (See Organization of the Graduate Program for qualifications of each category.)

- **Faculty hour** carries the same definition as stated in the Faculty Handbook.

- **Graduate course** is defined as a course of instruction which is numbered 600 or higher.

- **Non-administrative faculty** member is defined as a member of the faculty whose normal teaching load is twelve faculty hours.

POLICY

The University recognizes in its faculty the value of productive scholarship and research, creative work, patents, legal licensure, certification in professional fields, and demonstrated leadership in the professions. These qualities are rewarded through such avenues as promotion in rank, granting of tenure, and increments in salary. Membership on the Graduate Faculty is premised in part on the demonstration of these high standards of professional performance which shall also serve as the basis for a reduction in the teaching load.
The annual teaching load of a non-administrative member of the Graduate Faculty may be reduced below 12 faculty hours per regular semester. A teaching load may normally be reduced by 3 hours in a semester or summer term in which a graduate course is taught. Such a reduction may be recommended on a case-by-case basis by the school chair.

Reduction in the teaching load of a member of the Graduate Faculty carries with it the expectation that the release time will be utilized toward furthering the graduate program through productive scholarship and teaching; research; creative efforts; and participation in or coordination of community, business, or educational projects.

Special circumstances, such as budgetary constraints, may prevent the implementation of this policy from time to time. When such circumstances prevail, the Provost may require that reduced load requests be made on a case-by-case basis. Under these circumstances, a request for a reduction in teaching load will be premised, in part, on the total effort required in the teaching of a graduate course including the number of class meetings, quantity of individualized instruction or supervision, number of students, and number of research reports or paper required. Such a request will be made by the school chair and transmitted for approval to the dean of the college and subsequently to the Vice Chancellor for Academic Affairs for approval.

AUTHORIZED

Stuart E. Mills
Provost and Vice Chancellor
for Academic Affairs

APPROVED

Vincent J. Marsala
Chancellor
GPS # 4: Procedure and Appeals: Grades, Academic Dishonesty, Other Nondisciplinary Matters

PURPOSE

The appeals procedure for academic and related matters is guided by two broad principles:

1. the preservation of the academic integrity of the university, wherein the administration and faculty work to assure equitable, consistent, and informed decisions that apply to all graduate students;

2. the fair treatment of the individual graduate student and the assurance to the student that in his or her individual case, circumstances are properly evaluated.

INTRODUCTION

The appeals procedures for students for final grades assigned in courses, for penalties for academic offenses such as plagiarism and cheating, and for admissions, readmissions, degree requirements, and re-evaluation of transfer credits are handled in three different ways, depending upon the nature of the appeal. In all cases, the ultimate appeal on campus is to the Chancellor of the university. That appeal should be made only for the most severe of cases and only after the usual processes have been exhausted (as in Step I.D. below). (Bona fide clerical errors are corrected in a manner other than the appeals procedure as understood here.)

I. APPEALS OF FINAL GRADES ASSIGNED IN COURSE

RESTRICTIONS:

1. The formal appeal of a final grade must be initiated by the student (see "A" below) within 30 days after the beginning of the next regular semester (i.e., fall or spring, exclusive of summer).
2. Appeals must be based clearly on alleged prejudice, bad faith, capricious action, or similar reasons. A low grade in itself is not the basis of an appeal, nor is the alleged difficulty of a course or test.

3. If an administrative officer (school chair, dean, Vice Chancellor for Academic Affairs) is the faculty member who assigned the grade which is appealed, that officer shall recuse himself or herself from the appellate process; his/her place in the procedure will be taken by a faculty member appointed ad hoc by the graduate officer, the Vice Chancellor for Academic Affairs, or the Chancellor, as appropriate.

PROCEDURES:

A. A student who has a question about a final grade is encouraged to discuss the matter with the faculty member. The formal appeal process begins when the student presents a written and dated request that a faculty member reconsider a grade. The formal appeal is to be made on a Student Appeal Form, available in the Office of Academic Affairs, which will contain the following information:

   1. a statement of the actions complained of,
   2. the relief requested,
   3. a specific statement of the reasons supporting the relief sought.

The student should meet with the faculty member concerned to discuss the situation and attempt to arrive at a solution. The faculty member must respond within three working days; the response may be oral. (*Bona fide* clerical errors may be corrected at this stage by appropriate action.)

If the decision reached requires change in an official university record, the faculty member must comply with all university regulations and procedures necessary to accomplish the change.

B. If the matter is not resolved between the student and the faculty member, and the student wishes to pursue the appeal, he or she shall make a written request to the chair of the school in which the course is taught or to the graduate program director if the course is not offered through a specific school, asking for a meeting of the chair, the faculty member, and himself or herself. The faculty member will provide the name of the appropriate chair.

The written request, which must be made within three working days after the action of the faculty member in Step A, should clearly state the purpose of the meeting and should indicate the faculty member’s name. The request should be accompanied by a copy of the Graduate Student Appeal Form previously submitted in Step A.

1 A change of grade is accomplished by filing a form provided for that purpose. A satisfactory reason for the change is academic appeal. The school chair or program director and/or the student’s dean (dean of the college in which the student is enrolled) may request documentation of the facts of the matter to facilitate any decision with respect to approval of the grade change.
The chair or program director shall confer with the student and the faculty member, in an effort to reach a consensus (and may consult other instructors in the discipline). If a consensus is reached, then upon request of any of the three individuals, copies of the consensus will be made and initialed by all three, with each person retaining a copy. If the consensus reached requires change in an official university record, the school chair or program director shall comply with all university regulations and procedures necessary to accomplish the change.

C. If a consensus is not reached, and if the student wishes to appeal further, then the student must appeal within five working days to the dean of the college in which the course is offered.

The student's appeal must be in writing and must present the documents used in Steps A and B. The student may also request that an ad hoc committee be appointed to assist in reaching a decision.

Upon receipt of the appeal, the dean must promptly forward copies to the chair or program director and faculty member concerned, who must promptly reply with individual written statements supporting their previous actions. Copies of the written replies must be forwarded to the student. The chair or program director, the faculty member, or the student may request that an ad hoc committee be convened.

When the chair's or program director's and faculty member's replies have been received, the dean will take the following action(s):

1. The dean will meet with the student, faculty member, and chair or program director in an effort to reach a consensus. If the consensus is satisfactory to all concerned, then the appropriate person(s) will take whatever steps are necessary.

2. If the consensus is not satisfactory to the student, the faculty member or the chair or program director, the dean will refer the appeal to an ad hoc committee appointed from within the college in which the course is taught. The committee will make its recommendations to the dean.

Ad hoc committees to consider grade appeals will be appointed by the dean and shall be composed of three members of the graduate faculty of that college, with no more than two from the same school, and two graduate students, who shall be voting members. The dean shall designate a chair for the panel. The panel shall hold a hearing with the chair, the faculty member, and the student.

After deliberation, the panel will make its recommendation in writing to the Dean. Copies of the recommendation and the dean's final decision must be given to all parties and to the student's dean. A copy shall be forwarded to Office of Graduate Studies.
Regardless of the method used, the Dean must make his or her decision within 30 days from the date of the receipt of the student's appeal. The decision must be written, listing the reasons supporting the decision; copies must be given to all parties and to the student's dean. If the decision requires change in an official university record, the Dean shall comply with all university regulations and procedures necessary to accomplish the change.

D. If any party to the appeal believes that a serious procedural error in the appeal occurred or that there was an abuse of discretionary authority in reaching a decision, he or she may file with the Office of Academic Affairs a written petition for review.

This petition, which must be filed within five working days after receipt of the decision in Step C, must contain a complete statement of the alleged serious procedural error, or examples of abuses of discretionary authority complained of, and also must contain reasons for the relief sought. The petition must be accompanied by copies of all documents produced in the appeal. Copies should be sent to all parties to the appeal and to the student's dean.

The chief graduate officer shall decide within two weeks after receipt of the petition whether further action should be taken. In reaching this decision, he or she may ask other parties to the appeal to make written reply to the request for a review; or these parties, on their own, may make a written reply.

If the decision is reached that a review is not justified, the student and all other parties, including the student's dean, will be so notified.

If the chief graduate officer decides to respond favorably to the petition for review, he or she will hold a formal meeting with all parties and, based on discussions at this meeting, as well as on all written materials furnished him or her, will either remand the case to the dean's level or affirm the decision already made. Once a decision is reached, the chief graduate officer will notify all parties and the student's dean of his/her decision. If the decision requires change in an official university record, the chief graduate officer must comply with all university regulations and procedures necessary to accomplish the change. The decision of the chief graduate officer shall conclude the matter, subject to the right of the Vice Chancellor for Academic Affairs and the Chancellor to review the case.

E. The Vice Chancellor for Academic Affairs will consider the case only on the basis of a petition for review following the procedure outlined in Step D above.

2 A change of grade is accomplished by filing a form provided for that purpose. A satisfactory reason for the change is academic appeal. The school chair or program director and/or the student’s dean (dean of the college in which the student is enrolled) may request documentation of the facts of the matter to facilitate any decision with respect to approval of the grade change.

3 A change of grade is accomplished by filing a form provided for that purpose. A satisfactory reason for the change is academic appeal. The school chair and/or the student’s dean (dean of the college in which the student is enrolled) may request documentation of the facts of the matter to facilitate any decision with respect to approval of the grade change.
F. The Chancellor will consider the case only on the basis of a petition for review following the procedure outlined in Steps D and E above. At this level, the student may be accompanied by an advisor.

II. PROCEDURES AND APPEALS OF PENALTIES FOR ACADEMIC MISCONDUCT

Definitions of academic misconduct and penalties for these offenses are detailed in The Student Handbook and as the Student Conduct Code.

III. APPEALS FOR OTHER MATTERS

In matters which involve a student's admissibility to the University, readmission after scholastic suspension, probationary status, evaluation of credits earned in other institutions, and completion of degree requirements the case should be appealed to the Office of Academic Affairs or the officer designated for graduate studies. The appeal should be initiated not later than the semester prior to the semester at the end of which the student desires to graduate. The student cannot be assured that cases arising during the semester of the student's intended commencement will be resolved in time to allow the student to participate in the commencement at the end of the semester.

Upon receipt of a written appeal, the chief graduate officer will meet with the student in an effort to explain the University regulations that pertain. If the student then accepts the interpretation, the matter goes no further. If, however, the student wishes to appeal the matter further, the chief graduate officer sends a copy of the student's appeal and his or her report of the meeting with the student, his or her analysis of the circumstances, and his or her recommendation to the Graduate Council. The Council will meet with the student if the student so desires. In a closed session the Graduate Council will reach a decision on a recommendation and will send that recommendation to the Academic Vice Chancellor. Copies of all appeals decisions shall be sent to the student's academic dean the dean of the college and the chair of the school and program director from which the case was appealed.

AUTHORIZED ________________________________ Date_______
Stuart E. Mills
Provost and Vice Chancellor
for Academic Affairs

APPROVED ________________________________ Date_______
Vincent J. Marsala
Chancellor
PURPOSE

To specify regulations pertaining to graduate teaching assistantships.

DEFINITION

Graduate Teaching Assistant is a graduate student serving in an instructional role in a class or laboratory within a specific school of the University, performing pedagogical (teaching) functions such as preparing lectures, conducting classes, constructing and grading tests, holding student conferences, and assigning course grades.

POLICY

For the purposes of reporting to the University’s accrediting body the Office of Graduate Studies identifies two groups of graduate teaching assistants:

1. Those who are the primary instructor of record for a class and who will have primary responsibility for teaching a course and/or assigning final grades. These assistants must satisfy the SACS “18 hour rule” requirements. These assistants must have earned at least 18 graduate hours in their teaching discipline prior to their appointment, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated regularly.

2. Those who are not the primary instructor of record and who will not have primary course teaching or grading responsibility but will assist an instructor of record. The above requirements do not apply to graduate teaching assistants engaged in such activities as assisting in laboratory sessions, attending or helping to prepare lectures, grading papers, conducting discussion groups, or conducting tutorials.

In the special circumstance when a graduate student is enrolling in classes for less than the minimum number of hours to be considered a part-time graduate student in order to complete a thesis and is expected to graduate in that semester, the student may be allowed a graduate teaching assistantship upon the approval of the Dean of Graduate Studies.

AUTHORIZED

Stuart E. Mills
Provost and Vice Chancellor for Academic Affairs

APPROVED

Vincent J. Marsala, Chancellor
Operating Procedures
OPERATING PROCEDURES - 1

COORDINATED BY: Graduate Council

ORIGINAL EFFECTIVE DATE: May 22, 1980

REVISED: October 1, 1982; October 30, 1997

OP # 1: GRADUATE COURSES AND CURRICULA

I. PROCEDURES FOR ESTABLISHING A NEW GRADUATE DEGREE PROGRAM

A. After preliminary determination of mutual interest in a proposed program on the part of a school's graduate faculty, the dean of the college concerned, the Graduate Council, and the Vice Chancellor for Academic Affairs, the school contemplating the development of a new graduate degree program should submit through these University channels a letter of intent at least 12 months prior to the date the Request for Authority to Offer a New Program (Regents' form) is to be considered by the Board of Regents. Letters of Intent are submitted to the Board of Regents via the Executive Graduate Council through the Board of Supervisors. (Guidelines for Letters of Intent and Request for Authority to Offer a New Program are available in the Appendix of the Undergraduate Courses and Curricula Manual.)

B. After the Letter of Intent has been filed, the school’s graduate faculty will decide proposed criteria for the complete program. When all matters are agreed upon, the Request for Authority to Offer a New Degree Program will be submitted from the school through the dean of the college concerned, the Graduate Council, the Graduate Faculty, and the Vice Chancellor for Academic Affairs to the Chancellor of the University. Outside consultants may be required by the Graduate Council. Regardless of the approval or disapproval, the request will not be stopped short of the University Chancellor.

C. Normally, the Chancellor will request the Administrative Council to review new academic programs from a financial viewpoint. After the Council reports its findings to the Chancellor, he or she will approve and send the proposal forward to the President's Office, or disapprove and return it to the Office of Academic Affairs for return to the initiating school with a letter stating reasons for disapproval of the request.
D. The President's Office will request the Vice President for Academic Affairs to review the proposed program with the Executive Graduate Council and report the finding to the President. If the President approves, the proposal is forwarded to the Faculty and Studies Committee of the Board of Supervisors for official action. Requests approved by the Faculty and Studies Committee are then acted upon by the full Board of Supervisors.

E. Upon approval by the Board of Supervisors, the program is presented to the Board of Regents.

F. Upon approval by the Board of Regents, the new program is established.

II. PROCEDURES FOR COURSES (ESTABLISHING A NEW 700-LEVEL GRADUATE COURSE, CHANGING OR DROPPING AN EXISTING GRADUATE COURSE, OR APPROVAL OF A SENIOR COURSE [400-LEVEL] FOR GRADUATE CREDIT [600-LEVEL]).

A. Each kind of course action is handled on its designated form: Graduate Form A for adding a new course at 700-level, Graduate Form B-1 for dropping an existing course or Graduate Form B-2 for changing an existing course, or Graduate Form D for approval of a senior undergraduate course for graduate credit. The completed form is submitted by the school through the dean of the college concerned and the College Graduate Courses and Curricula Committee to the Office of Academic Affairs.

1. New Courses (700-level)
   If a new course is designed specifically for more than one curriculum, all curricula should be cited on Form A. Also if the course is to be required or used as an elective in another college, certification of that dean's approval is to be attached to the form.

2. Special Topics Courses
   No special topics course may be conducted on the same topic more than two successive semesters. If there is need for a third offering of the topic, it must be submitted to the Graduate Council for approval as a regularly offered course using Graduate Form A.

3. 400/600 Level Courses
   Not every 400-level course is automatically appropriate as a 600-level course. The issue to be addressed in seeking to designate a 600-level course should be the feasibility of simultaneously meeting the instructional needs of both the graduate students and the undergraduate students. This cannot be done unless the instructor is competent to assess these needs, unless the course requirements are compatible with the goals of both the graduate and undergraduate degree programs, and unless the mechanisms for evaluation are suitable for both the graduate and undergraduate program standards. (Courses to be at the 600-level will have been
previously approved by the Faculty Council Courses and Curricula Committee at the 400-level and will be proposed on Graduate Form D accompanied by copies of the undergraduate action.)

B. After reviewing the form, the Office of Graduate Studies will send it to the Graduate Council.

C. One of several actions can result from consideration of the request by the Graduate Council: (1) the request may be approved; (2) the request may be rejected; or (3) the Council may withhold action, requesting further information or clarification.

D. Approved requests are returned to the Office of Academic Affairs for review. If the Office of Academic Affairs approves the request, it is sent to the Chancellor for approval. After receiving the Chancellor’s approval, the form is distributed by the Office of Academic Affairs.

E. If the request is disapproved by the Graduate Council, the chief graduate officer will return the proposal with a letter stating the Graduate Council's reason for disapproval to the school concerned through the college dean.

F. If action is withheld, the chief graduate officer will return the proposal with a letter indicating the Council's reason for withholding action to the school concerned through the college dean.
OP # 2: NOMINATION FOR MEMBERSHIP ON THE GRADUATE FACULTY

The nomination of a member of the faculty to membership on the Graduate Faculty will be made using Graduate Form G or Graduate Form H (for renewals). The nomination of an adjunct faculty member to membership on the Graduate Faculty will be made using Graduate Form K or Graduate Form L (for renewals). Each adjunct nomination must be accompanied with Graduate Form M (vita). The following procedures are required:

1. Following consultation with Members of the Graduate Faculty in the school and the dean of the college concerned, the completed form may be submitted by the school chair to the Dean of Graduate Studies. A vita must accompany all first-time nominations.

2. After checking the form for completeness, the Dean of Graduate Studies will present it to the Graduate Council.

3. One of several actions can result from consideration of the request by the Graduate Council: (a) it may recommend that the Chancellor appoint the nominee to the status sought; (b) it may recommend that the Chancellor refuse to appoint the nominee to the status sought; or (c) the Council may withhold action, requesting further information, clarification, etc.

4. Recommendations for approval will be sent by the Vice Chancellor for Academic Affairs to the Chancellor for his/her consideration. Approved recommendations will be circulated by the Office of Academic Affairs.

5. If the request is recommended for disapproval by the Graduate Council, the Vice Chancellor for Academic Affairs will send the unsigned form, accompanied by a letter stating the Graduate Council's reason for recommending disapproval, to the Chancellor for his/her consideration. The Vice Chancellor for Academic Affairs will also send a copy of the unsigned form and the letter recommending disapproval to the school concerned through the college dean.

6. If action is withheld, the Dean of Graduate Studies will return the request with a letter indicating the Council's reason for withholding action to the school concerned through the college dean.
**REQUEST FOR ADDITION OF NEW (700-LEVEL) GRADUATE COURSE**
(Refer to Graduate Operating Procedure #1 • Submit 1 electronic and 1 paper copy to Graduate Council)

<table>
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<tr>
<th>College</th>
<th>School</th>
<th>Budget Code No.</th>
<th>Date</th>
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<tr>
<th>Course Prefix &amp; No.</th>
<th>Abbr. Title (21 limit)</th>
<th>Sem. Cr.</th>
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Faculty Contact hours per week:

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<th></th>
<th>Lect</th>
<th>Lab</th>
<th>Lect-Lab</th>
<th>Sem</th>
<th>Res</th>
<th>Clin</th>
<th>Ind.St.</th>
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<td>Regular Semester:</td>
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<td>Summer Term:</td>
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Initial semester: | Semester(s) Normally Offered: | Fall | Spring | Summer |
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1. **DESCRIPTION** (Catalog form and outline and syllabus. Use separate sheet)_____  
2. Primary course prerequisite: Course Prefix & # Title _____  
3. To what degree, if any, will the course duplicate other courses offered on campus? _____  
4. Curricula for which course is designed (state whether elective or required): _____  
5. Has this course been discussed and approved by the school graduate faculty? Yes ☐ No ☐  
6. Enrollment Per Semester: Estimated ____ Min ____ Max ____  
7. If this course is approved:_____  
   (a) Will additional staff be needed? Yes ☐ No ☐  
   (b) Will additional space, equipment, special library materials, or any major expense be involved? Yes ☐ No ☐  
   (c) Will a special fee be assessed of a student enrolling in this course? Yes ☐ No ☐ If yes, amount _____  

If the answer to any part of Question #7 is “Yes,” provide explanation on reverse side of this form.

<table>
<thead>
<tr>
<th>ACADEMIC AFFAIRS ONLY: CIP Number for this course</th>
<th>Primary Prereq. CIP Number</th>
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School Chair                                   Chair of Graduate Council

College Graduate Courses & Curricula Chair     Vice Chancellor for Academic Affairs

College Dean                                   Chancellor

(Revised 2/11)
REQUEST FOR DROPPING A GRADUATE COURSE
(Refer to Graduate Operating Procedure #1 • Submit 1 electronic and 1 paper copy to Graduate Council)

<table>
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<tr>
<th>College</th>
<th>School</th>
<th>Budget Code</th>
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**Course**  
**Title**

(1) Why is the deletion of this course being recommended?

(2) Has this request been discussed and approved by the school graduate faculty? Yes [ ] No [ ]

(3) List all curricula which require this course:

(4) Have all schools listed in (3) been consulted concerning the deletion of this course? Yes [ ] No [ ]

(5) Date to be removed from master file? _____

---

**APPROVED:**

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<th>Date</th>
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School Chair  
Chair of Graduate Council

College Graduate Courses & Curricula Chair  
Vice Chancellor for Academic Affairs

College Dean  
(Revised 2/11)  
Chancellor
REQUEST FOR CHANGING A GRADUATE COURSE
(Refer to Graduate Operating Procedure #1 - Submit 1 electronic and 1 paper copy to Graduate Council)

College _____ School _____ Budget Code _____ Date _____
COURSE _____ TITLE _____

(1) Present Course Description:

(2) Proposed Course Description:

(3) Why is this change being recommended?

(4) Has this change been discussed and approved by the school graduate faculty? Yes ☐ No ☐
(5) Have other schools requiring this course been consulted? Yes ☐ No ☐
(6) First semester for the revised course to be offered? _____

_________________________________________  _______________________________________
APPROVED:                                APPROVED:                                DATE                          DATE

_________________________________________
School Chair

_________________________________________
Graduate Courses & Curricula Chair

_________________________________________
College Dean
(Revised 2/11 36
REQUEST FOR ADDING A GRADUATE CURRICULUM
(Refer to Graduate Operating Procedure #1 • Submit 1 electronic and 1 paper copy to Graduate Council)

College _____  School _____  Budget Code No. _____  Date _____
Name of Curriculum _____  Type of Degree _____

Has this request been discussed with and approved by all colleges concerned?  Yes ☐ No ☐
Semester to be initiated: Fall _____ Spring _____ Summer _____ Year _____

CURRICULUM

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

APPROVED DATE APPROVED DATE

School Chair

College Graduate Courses & Curricula Chair

College Dean

Chair of Graduate Council

(Revised 2/11)

________________________________________________________________________

________________________________________________________________________

Vice Chancellor for Academic Affairs

Chancellor

Vice President for Academic Affairs

President

37
**REQUEST FOR CHANGING OR DROPPING A GRADUATE CURRICULUM**

(Refer to Graduate Operating Procedure #1 • Submit 1 electronic and 1 paper copy to Graduate Council)

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<tr>
<th>College</th>
<th>School</th>
<th>Budget Code No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Curriculum</td>
<td>Type of Degree</td>
<td>(As currently listed on page _____ of the _____ catalog)</td>
<td></td>
</tr>
</tbody>
</table>

Action (check appropriate block):

- □ CHANGING: Attach a copy of the current curriculum in the “Present” column and list the changes in the “Proposed” column. Explain all changes adequately on attachment.

- □ DROPPING: Attach a copy of the current curriculum in the “Present” column. Explain reasons for dropping on attachment.

Has this request been discussed with and approved by all colleges concerned?  Yes □ No □

Semester to be initiated: Fall ______ Spring ______ Summer ______ Year ______

<table>
<thead>
<tr>
<th>CURRICULUM</th>
<th>Present</th>
<th>Proposal</th>
</tr>
</thead>
</table>

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<th>APPROVED</th>
<th>DATE</th>
<th>APPROVED</th>
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<tbody>
<tr>
<td>School Chair</td>
<td></td>
<td>Vice Chancellor for Academic Affairs</td>
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<tr>
<td>College Graduate Courses &amp; Curricula Chair</td>
<td></td>
<td>Chancellor</td>
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<td>College Dean</td>
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<td>Vice President for Academic Affairs</td>
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<td>Chair of Graduate Council</td>
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<td>President</td>
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</table>

(Revised 2/11)  38
Graduate Council Action Date

APPROVAL OF A SENIOR (400-LEVEL) COURSE FOR GRADUATE CREDIT 600-LEVEL
(Refer to Graduate Operating Procedure #1 · Submit 1 electronic and 1 paper copy to Graduate Council)

College: _____ School: _____
Budget Code No.: _____ Initial Semester of Offering: _____
Course Number: _____ Title: _____

1. Graduate Catalog Description: On a separate sheet submit the graduate course catalog description and a copy of the approved undergraduate C&C Form A with its attachments.

2. Indicate Graduate Program to which the 600-level credit would be applied and characterize the graduate students who would be expected to enroll.

3. Indicate what differences in instructional outcomes would be sought for the graduate students in the undergraduate course, and how these outcomes would be realized.

4. Indicate the probable faculty member who would teach the undergraduate course when offered for graduate credit and the school member who is responsible for the maintenance of the undergraduate course (if different).

Statement of the Chair: The mechanisms for obtaining and evaluating the instructional outcomes designed for graduate-level matriculates have been discussed and approved by the graduate faculty of the school.

Chair’s Signature Date
Recommendation by College Graduate Courses and Curricula Committee.

Committee Chair’s Signature Date

Statement of the Dean: This course has been approved for graduate credit by the graduate faculty of the College.

Dean’s Signature Date

Approvals:

Chair of Graduate Council Date

Provost Date

Chancellor Date

(Revised 2/11) 39
NOMINATION FOR GRADUATE FACULTY APPOINTMENT
(Refer to Graduate Operating Procedure #2 • Submit 1 electronic and 1 paper copy to Graduate Council)

Name: ___________________________ Semester & Year Effective: ___________________________

College: __________________________ Appointment date to LSUS Faculty: ___________________________

Rank: __________________________ Highest Degree: __________________________ Year Awarded: __________________________

Awarding Institution:

1. Please check graduate status sought: □ Member □ Associate

2. Appt. Period years (#) ______(yr) to ______ (yr) OR semester: □ Fall □ Spring □ Summer

3. Most recent significant peer reviewed publication (title, publisher, date):

4. Most recent significant professional publication, excluding that cited above (title, publisher, date):

5. Most recent significant professional presentation (title, group, place, date) or other scholarly/creative contributions (e.g., performances, exhibits, etc.):

6. Indicate course number(s) and title(s) of graduate course(s), existing or projected, most likely to be assigned:

7. Attach a vita.

On the back or attached pages append the following:

Statement of the Program Director’s or School Chair’s supporting nomination. (Address the contributions this faculty member is expected to make to the school’s graduate offerings.)

Chair’s Signature __________________________ Date

Signature of Chair of College-Level Review Committee __________________________ Date

Dean's Signature __________________________ Date

Approvals:

Chair of Graduate Council __________________________ Date

Provost __________________________ Date

Chancellor __________________________ Date

(Revised 2/11)
# RECOMMENDATION TO RENEW GRADUATE FACULTY APPOINTMENT

(Refer to Graduate Operating Procedure #2 • Submit 1 electronic and 1 paper copy to Graduate Council)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Semester &amp; Year Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>Previous Appointment to Graduate Faculty:</td>
</tr>
<tr>
<td>Rank:</td>
<td>Highest Degree:</td>
</tr>
<tr>
<td>Awarding Institution:</td>
<td>Year Awarded:</td>
</tr>
</tbody>
</table>

1. Please check graduate status sought:  □ Member  □ Associate

2. Appt. Period years (#), _____ (yr) to _____ (yr) OR semester  □ Fall  □ Spring  □ Summer

3. Most recent significant peer reviewed publication (title, publisher, date):

4. Most recent significant professional publication, excluding that cited above (title, publisher, date):

5. Most recent significant professional presentation (title, group, place, date) or other scholarly/creative contributions (e.g., performances, exhibits, etc.):

6. Indicate course number(s) and title(s) of graduate course(s), existing or projected, most likely to be assigned:

   *Attach a vita or short biography that lists recent publications/presentations (within last five years).*

On the back or attached pages append the following:

**Statement of the Program Director’s or School Chair’s supporting nomination.** (Address the contributions this faculty member is expected to make to the school’s graduate offerings.)

<table>
<thead>
<tr>
<th>Chair’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Chair of College-Level Review Committee</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Approvals:**

<table>
<thead>
<tr>
<th>Chair of Graduate Council</th>
<th>Date</th>
</tr>
</thead>
</table>

| Provost | Date |

| Chancellor | Date |

(Revised 02/11) 41
**Graduate Assistantship**

**Important:** Appointment forms must be submitted prior to a student beginning work.

**Instructions:**
1. Prepare in triplicate (Office of Graduate Studies, Admissions and Records Office, and Department of Human Resource Management)
2. Route through (1) College Dean’s Office, (2) Office of Graduate Studies, (3) Admissions and Records Office, and (4) Department of Human Resource Management.
3. Report any changes in original end dates.
4. Graduate Assistants cannot work more than 20 hours per week.
5. Each new employee must provide his or her (1) driver’s license and (2) social security card or birth certificate to the Department of Human Resource Management, Administration Building, room 109, within 3 business days.

### General Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Social Security Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>City:</td>
</tr>
<tr>
<td>DOB:</td>
<td>Race:</td>
</tr>
</tbody>
</table>

### Academic Information

<table>
<thead>
<tr>
<th>Degree Earned:</th>
<th>Awarded By:</th>
<th>Date Earned:</th>
</tr>
</thead>
</table>

### University Employees

<table>
<thead>
<tr>
<th>Are you related to a LSUS employee?</th>
<th>No:</th>
<th>Yes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please list the name, title, and relationship below.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Title:</td>
<td>Relationship:</td>
</tr>
</tbody>
</table>

### Employment Information

<table>
<thead>
<tr>
<th>Job Title (choose one)</th>
<th>Full-time Graduate Assistant:</th>
<th>Part-time Graduate Assistant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Begin Date:</td>
<td>End Date:</td>
<td>Prior End Date:</td>
</tr>
<tr>
<td>Budget Account Number:</td>
<td>Rate of Pay:</td>
<td>Total Estimated Earnings for Appointment:</td>
</tr>
</tbody>
</table>

### Federal Income Tax Withholding (W-4)

<table>
<thead>
<tr>
<th>Marital Status (choose one)</th>
<th>Single:</th>
<th>Married:</th>
<th>Married, but withhold at a higher single rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of allowances (exemptions) I am claiming:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional amount, if any, you want deducted from each pay:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I claim **exemption** because (a) last year I did not owe any federal income tax and had a right to a full refund of ALL income tax withheld **AND** (b) this year I do not expect to owe any federal income tax and expect to have a right to a full refund all ALL income tax withheld. If both (a) an (b) apply, enter “exempt” in the box.

### State Income Tax Withholding (L-4)

| Exemptions: (a) If you claim neither yourself nor your spouse, enter “0.” (b) If you claim yourself, enter “1.” (c) If you claim yourself and your spouse, enter “2.” |
| Credits: If during the year you will provide more than one-half of the support of persons closely related to you (other than your spouse) enter the number of dependents here: |
**Graduate Assistantship Statement Acknowledgements**

All Graduate Assistants must read and initial the following paragraph.

Your appointment will be for a [_____] month period beginning [_______], may be renewed, and is contingent on your being a student in good standing in the Graduate Program. While you hold a graduate assistantship, you are expected to devote essentially full time to your graduate program and the responsibilities of your graduate assistantship. The conditions of your employment as a graduate assistant include your satisfactory progress toward your degree. The term “satisfactory progress” shall include, but not be limited to, maintaining satisfactory cumulative and semester grade point averages, taking and passing examinations on schedule, and (if applicable) working on your thesis to the satisfaction of your major professor.

Initials:

All first-year Graduate Assistants hired before April 15 should read and initial the following paragraph.

---

**Council of Graduate Schools**  
**Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants**

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent to this resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organization subscribing to the above resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Initials:

---

**Statement of Student:** I understand that my salary limit for the work period indicated on page one is $[______]. I realize that I must not work more hours than I am eligible to be paid for according to this salary limit. The duties of this appointment have been explained and are acceptable to me. I realize I must be a graduate student in good standing to be eligible for a graduate assistantship. I understand that I must be enrolled in nine semester hours in a regular semester to be a full-time graduate assistant; any less hours and I will be a part-time assistant. I understand that a tuition waiver from this graduate assistantship must be considered by Student Financial Aid to determine my eligibility for other sources of financial assistance for which I might apply through that office.

I have read the above statements, and I agree to abide by the provisions therein.

Applicant’s Signature ____________________ Date ____________

---
Applicant’s Name:

Graduate Assistantship Details
Graduate Assistantship in (program): Appointment Semester:
Stipend Amount (Graduate students will be paid on an hourly basis):

Job Title (choose one)

<table>
<thead>
<tr>
<th>Full-time Graduate Assistant</th>
<th>Student takes nine or more hours of coursework and works 20 hours a week. (Full tuition remission on approved courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time Graduate Assistant</td>
<td>Student takes six to eight hours of coursework and works 10 hours a week. (Maximum six hours of tuition remission on approved courses)</td>
</tr>
</tbody>
</table>

Approved Courses for Tuition Waiver
Please only list the approved courses for the appointment semester.
(Only required pre-requisites and required graduate courses will be tuition exempt)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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<tr>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Attach a copy of the student’s schedule and job description for this appointment.

Approval Signatures

Graduate Program Director’s Signature Date

Dean’s Signature Date

Dean of Graduate Studies’ Signature Date

Admissions and Records Office Staff’s Signature Date

(Revised 02/11) 44
Graduate Assistantship Approval
for One Pre-Approved Semester

This form is to be used to authorize a continuing semester under an approved graduate assistantship. This form will not be accepted as new graduate assistantship paperwork.

General Information

Name: ___________________________ Social Security Number: ___________________________

School: ___________________________ Supervisor: ___________________________

Graduate Assistantship Details

Graduate Assistantship in (program): ___________________________

Appointment Semester: ___________________________

Job Title (choose one)

<table>
<thead>
<tr>
<th>Full-time Graduate Assistant</th>
<th>Student takes nine or more hours of coursework and works 20 hours a week. <em>(Full tuition remission on approved courses)</em></th>
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<tr>
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<td>Student takes six to eight hours of coursework and works 10 hours a week. <em>(Maximum six hours of tuition remission on approved courses)</em></td>
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</table>

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Please only list the approved courses for the appointment semester.

(Only required pre-requisites and required graduate courses will be tuition exempt)

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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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<tr>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>

Approval Signatures

Graduate Program Director’s Signature ___________________________ Date ___________________________

Dean of Graduate Studies’ Signature ___________________________ Date ___________________________

Processing Signature

Admissions and Records Office Staff’s Signature ___________________________ Date ___________________________
# STUDENT APPEAL FORM

*(Refer to Graduate Police Statement #4 • Submit 1 electronic and 1 paper copy to the Graduate Council)*

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>SS #:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>College:</th>
<th>Curriculum:</th>
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<table>
<thead>
<tr>
<th>Course:</th>
<th>Number:</th>
<th>Section:</th>
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<table>
<thead>
<tr>
<th>Student’s Academic Advisor:</th>
<th>School:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Instructor to whom first appeal is made:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

The action(s) complained of:

Relief requested:

Statement of reasons supporting the relief sought:

<table>
<thead>
<tr>
<th>Student’s signature</th>
<th>Date of first appeal</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</table>

**SUCCESSIVE APPEALS AS NECESSARY:**

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

**CHANGE OF RECORD IF NECESSARY:**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Instructor’s Dean</th>
<th>Date</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>School Chair</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean of Graduate Studies</th>
<th>Date</th>
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</thead>
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</tbody>
</table>

(Revised 2/11)
## NOMINATION FOR ADJUNCT GRADUATE FACULTY APPOINTMENT

(Refer to Graduate Operating Procedure #2  § Submit 1 electronic and 1 paper copy to Graduate Council)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Semester &amp; Year Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>Appointment date to LSUS Faculty:</td>
</tr>
<tr>
<td>Rank:</td>
<td>Highest Degree:</td>
</tr>
<tr>
<td></td>
<td>Year Awarded:</td>
</tr>
<tr>
<td>Awarding Institution:</td>
<td></td>
</tr>
</tbody>
</table>

1. Appt. Period year (#) ____________ 20__________ to 20__________ OR semester (Fall, Spring, Summer)

2. Indicate course number(s) and title(s) of graduate course(s), existing or projected, most likely to be assigned:

1. Attach Adjunct Graduate Faculty Vita (Graduate Form M)

---

Signature of School Chair  
Date

Signature of Chair of College-Level Review Committee  
Date

Dean’s Signature  
Date

### Approvals:

Chair of Graduate Council  
Date

Provost  
Date

Chancellor  
Date

(2/11)
**RECOMMENDATION TO RENEW ADJUNCT GRADUATE FACULTY APPOINTMENT**

(Refer to Graduate Operating Procedure #2 Submit 1 electronic and 1 paper copy to Graduate Council)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Semester &amp; Year Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>Previous Appt. to Graduate Faculty:</td>
</tr>
<tr>
<td>Rank:</td>
<td>Highest Degree:</td>
</tr>
<tr>
<td>Awarding Institution:</td>
<td></td>
</tr>
</tbody>
</table>

1. Appt. period year (#) ______ 20____ to 20 _____ OR semester (Fall, Spring, Summer)

2. Indicate course number(s) and title(s) of graduate courses(s), existing or projected, most likely to be assigned:

3. Results of most recent assessment of graduate teaching:

4. Attach Adjunct Graduate Faculty Vita (Graduate Form M).

---

**Approvals:**

<table>
<thead>
<tr>
<th>Signature of School Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of College-Level Review Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Dean’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Chair of Graduate Council</td>
<td>Date</td>
</tr>
<tr>
<td>Provost</td>
<td>Date</td>
</tr>
<tr>
<td>Chancellor</td>
<td>Date</td>
</tr>
</tbody>
</table>

(revised 2/11) 48
ADJUNCT GRADUATE FACULTY VITA

(Submit 1 electronic and 1 paper copy to the Graduate Council attached to Graduate Form K or L as appropriate)

Name: ____________________________  Semester & Year Effective: _______________________
College: ___________________________  School: ________________________________

1. Education (most recent first)

2. Related work experiences in the field (most recent first)

3. Professional licensure and certifications (include dates)

4. Publications
   a) Books
   b) Chapters in books and articles in refereed journals, referred bulletins, and referred proceedings
   c) Other publications (e.g., compositions, essays, etc.)

5. Other scholarly/creative contributions (e.g., performances, exhibits, etc.)

6. Papers presented at professional meetings (title, name of organization, location, dates)

7. Honors and awards

8. Grants and contracts funded (source, funds, dates, other pertinent information)

9. Additional education related to area of expertise

10. Technology training
APPENDICES
COMMITTEES OF THE GRADUATE COUNCIL

The following committees are used by the Graduate Council when necessary.

GRADUATE COMMITTEE ON ADMISSIONS AND STANDARDS

Composition:

Three Council members, at least two returning members, each representing a different school and one representing a different college.

Responsibilities:

1. Be familiar with university policy and regulations pertaining to student status and academic standards.

2. Review and monitor admission and retention standards for the various graduate programs.

3. Recommend policy or procedures where appropriate in regard to admission standards.

4. Review cases of exception to stated policy as presented by program director for Council action.
   a. Admit as degree student
   b. Admit as non-matriculating graduate student
   c. Refuse graduate admission

5. Make recommendations to full Graduate Council

GRADUATE COMMITTEE ON COURSES AND CURRICULA

Composition:

Three Council members, at least two returning members, each representing a different school and one representing a different college.

Responsibilities:

1. Review proposals for additions, changes, and deletions to graduate courses or curricula.
   a. Completeness of the proposal
   b. Need for proposed course or other action
   c. Adequacy of supporting resources, i.e. library, faculty, computing
   d. Unnecessary duplication

2. Communicate as needed with school chair or dean of college where course or program originated when questions arise relative to 1.a-d above.
3. Recommend approval, refusal to approve, or delay to the Vice Chancellor for Academic Affairs via the Graduate Council.

4. Establish criteria and procedures for monitoring existing graduate course and curricula offerings and for facilitating the development of new graduate programs, curricula, and courses.

5. Make recommendations to full Graduate Council.

GRADUATE COMMITTEE ON MEMBERSHIP

Composition:

Three Council members, at least two returning members, each representing different schools and one representing a different college.

Responsibilities:

1. Review applications for Membership, Associate Membership, or Adjunct Membership

   Criteria for Review include but are not limited to the following:
   a. Accuracy and neatness of the application
   b. Eligibility for level of membership sought
   c. Quality of vita

2. Recommend action to Chancellor via full Graduate Council and Vice Chancellor for Academic Affairs:
   a. Appointment
   b. Refusal to appoint
   c. Withhold action, requesting further information, clarification
   d. Recommend change in level of membership requested; e.g., adjunct in place of associate

3. Review procedures and monitor the membership processes, making recommendations for changes as appropriate.

4. Recommend standards and procedures for periodic reviews of member status of graduate faculty.
# GRADUATE STUDENT CLASSIFICATION SYSTEM

<table>
<thead>
<tr>
<th>PROGRAM ID</th>
<th>DEGREE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1993</td>
<td>NDG</td>
<td>NO PREFERENCE – GRADUATE – BA</td>
</tr>
<tr>
<td>C2993</td>
<td>NDG</td>
<td>NO PREFERENCE – GRADUATE – ED</td>
</tr>
<tr>
<td>C3993</td>
<td>NDG</td>
<td>NO PREFERENCE – GRADUATE - LA</td>
</tr>
<tr>
<td>C4993</td>
<td>NDG</td>
<td>NO PREFERENCE – GRADUATE - SC</td>
</tr>
<tr>
<td>C3010</td>
<td>NDG</td>
<td>MA IN ENGLISH COOPERATIVE W/LSUBR OR LA TECH</td>
</tr>
<tr>
<td>C3020</td>
<td>NDG</td>
<td>MA IN HISTORY COOPERATIVE W/ LA TECH</td>
</tr>
<tr>
<td>C3394</td>
<td>NDG</td>
<td>AMERICAN HUMANICS HSA CERTIFICATION – GRADUATE</td>
</tr>
<tr>
<td>C4010</td>
<td>NDG</td>
<td>MASTER OF SCIENCE COOPERATIVE W/LSUHSC-S</td>
</tr>
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<td>C9991</td>
<td>NDG</td>
<td>AUDIT ONLY – GRADUATE</td>
</tr>
<tr>
<td>E2030</td>
<td>MED</td>
<td>EDUCATION CURRICULUM AND INSTRUCTION – READING</td>
</tr>
<tr>
<td>E2035</td>
<td>MED</td>
<td>PRE-MED IN CURRICULUM AND INSTRUCTION</td>
</tr>
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<td>E2065</td>
<td>MED</td>
<td>EDUCATION CURRICULUM AND INSTRUCTION – GIFTED</td>
</tr>
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<td>E2072</td>
<td>MED</td>
<td>EDUCATION CURRICULUM AND INSTRUCTION – LIB SC</td>
</tr>
<tr>
<td>E2073</td>
<td>MED</td>
<td>EDUCATION CURR AND INSTR – ED TECH FACILITATOR</td>
</tr>
<tr>
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PROCEDURES FOR MAINTAINING GRADUATE STUDENTS' RECORDS

A. The student files graduate application electronically or in admissions office and requests that all previous institutions send transcripts to Admissions and Records.

B. Office of Admissions and Records processes applications and accompanying documents and classifies the applicant as follows:

1. Degree is not intended: C1993, C2993, C3993, C4993, C3010, C3020, C3394, C4010, C9991, T4017, depending on area of interest or area of undergraduate degree.


3. Pre-admitted into program: E2035, E2085, E2095, H3015, K2025, M3015, N1015, N1025, P2015, T2015, T2025, T3025, T4015. (Meets all admission requirements, with exception of final transcript or undergraduate prerequisite courses. Can be used for one calendar year to complete prerequisites.)

C. Office of Admissions and Records forwards copies of the application to the Dean of Graduate Studies to determine admission to Graduate Studies. The Dean forwards the application packet with transmittal sheets to the appropriate program director if the student meets the criteria for admission to Graduate Studies.

D. The program director reviews the student's application and supporting materials and indicates the appropriate status for the student on the "Request for Admission to Graduate Study."

E. If the student's status is to be changed, the "Request for Admission..." is forwarded to the graduate office for review and processing.

F. A dated and initialed "Request for Admission..." is forwarded to Admissions and Records for inclusion in the student’s permanent file.

G. The program director regularly posts grades to the student’s curriculum sheet and counsels the student to maintain progress towards the degree.

H. A final checkpoint is established by each program director to trigger degree checkout for graduation. This may be the student’s notice of intention to take the comprehensive examination, or the student’s enrollment in the last required hours of
thesis credit or in a capstone course. This checkpoint ensures that the student is on the degree candidates list at the appropriate time.