



GRADUATE POLICY AND PROCEDURES MANUAL

**Office of Graduate Studies
Revised February 2023**

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GOVERNANCE

Governance

The governance of the graduate program at Louisiana State University 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 Louisiana State University Shreveport is defined by pertinent sections of the Bylaws and Regulations of the Board of Supervisors of Louisiana State University.

➤ **From the Regulations**

Article 1. Section 2

E. The Graduate Faculty

1. **University Graduate Division Faculty.** The Graduate Faculty of the University 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 Graduate Division Faculty.
 - a. The principal officer of the Graduate Faculty of the University shall be the chief academic officer of the University, who shall preside over the Executive Graduate Council (Sec.1- 2.6) as its chair.
2. **Individual Campus Graduate Faculty.** The Graduate Faculty on each campus shall consist of those members of the teaching, research, and extension 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.
3. **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.

G. The Executive Graduate Council

There shall be an Executive Graduate Council of the University Graduate Division. It shall consist of:

1. The chief academic officer of the University, who shall serve as chair.
2. The chief graduate officer for each campus.
3. An appointed member of the graduate faculty from each campus of the University offering resident graduate work. These appointees shall be recommended to the President for appointment by the Chancellor of each campus or, for LSU, the President's designee after consultation with the chair of the Executive Graduate Council, in order to avoid a concentration of representation from any general subject area.
4. A single member, representing those campuses not offering graduate work, appointed by the President.

5. A single member-at-large of the Graduate faculty to be appointed from any campus of the University 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.

H. The Campus Graduate Council

1. **Establishment.** Each campus offering graduate work shall have a Graduate Council, which shall advise the Dean of the Graduate School in the administration of the academic affairs and policies of the Graduate School. Each campus shall formulate a policy regarding the operation of the Graduate Council, including membership, length of terms, and functions.
2. **Approval.** Each campus shall submit its policy and any subsequent amendments concerning the Graduate Council to the President for review and approval. Until such campus policies are approved, the existing provisions shall control.

Organization of the LSUS Graduate Program

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 Dean of Graduate Studies 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."
- B. **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 three years of experience teaching at that rank.
 - c. The terminal degree appropriate to the field.
 - d. High standards of professional performance, including productive
 - i. scholarship and research, creative work or patents, legal licensure or
 - ii. certification in professional field, and/or demonstrated professional
 - iii. leadership.
- C. **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.
- D. **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 Department or Director of the Program 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 Department is housed.
- E. 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.
- F. In keeping with the Bylaws 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 University System Graduate Division Faculty.

- G. **Meetings.** The Dean of Graduate Studies shall call a meeting of the Graduate Faculty when he/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.
- H. **Members and Associate Members** shall be informed of meetings by written notice at least one week in advance. The Dean of Graduate Studies 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.
- I. 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 Shreveport, Robert's Rules of Order (latest revision) shall constitute the rules of parliamentary procedure governing all meetings.
- J. In lieu of meetings, the wishes of the Graduate Faculty may be expressed by the Graduate Council, as noted elsewhere by electronic mail ballot (e-vote) in accordance with procedures set up by the Graduate Council.
- K. **Functions.** The Graduate Faculty shall:
- a . Advise the Dean of Graduate Studies on educational policy. All formal policy statements of the Graduate Program shall, upon recommendation of the Graduate Council and the Dean of Graduate Studies, 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 Provost and Vice Chancellor for Academic Affairs on behalf of the Graduate Faculty.
 - b . 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 Provost and Vice Chancellor for Academic Affairs 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 Dean of Graduate Studies, and the Provost and Vice Chancellor for Academic Affairs, the proposal shall be submitted from the school to the Dean of Graduate Studies through the Dean of the College concerned. After review by the Dean of Graduate Studies, 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 Provost and Vice Chancellor for Academic Affairs as noted elsewhere. If approved by the **Members** of the Graduate Faculty, the proposal will be forwarded to the Provost and Vice Chancellor for Academic Affairs, 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 Provost and Vice Chancellor for Academic Affairs. An appropriate operating procedure shall provide details.

- c . Recommend candidates for degrees. Voting power in recommending candidates for degrees shall be vested in **Members** and **Associate Members**;
- d . 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 Provost and Vice Chancellor for Academic Affairs; 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 Provost and Vice Chancellor for Academic Affairs, 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 Section II A. Membership) provided that he/she has been duly nominated and appointed.

The Graduate Council membership shall include nine elected members, three each from the three colleges: Arts and Sciences, Business, and Education and Human Development, and one at-large member appointed by the Dean of Graduate Studies.

The members of the Council shall serve staggered terms of five years each. Members must maintain graduate faculty status and may be reelected to successive terms. The rotation of these terms shall be consistent with the initial appointments of members of the Council as follows:

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 Dean of Graduate Studies 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 Dean of Graduate Studies shall advise the Dean of the College of the impending vacancy by April 1st. 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 1st to the Dean of Graduate Studies for subsequent transmittal to the Chancellor via the Provost and Vice Chancellor for Academic Affairs. 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 Dean of Graduate Studies shall nominate a **Member** of the Graduate Faculty and transmit it to the Chancellor via the Provost and Vice Chancellor for Academic Affairs by May 10th. 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 Dean of Graduate Studies 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 Dean of Graduate Studies shall call the first meeting of the Graduate Council in September of each academic year or earlier, if necessary.

The Dean of Graduate Studies shall serve as an ex officio member and as Chair of the Graduate Council. He/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/she shall administer its programs in consultation with the Graduate Council. He/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. The Dean of Graduate Studies is ex-officio (non-voting) except to break a tie during the meeting.

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 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 Dean of Graduate Studies 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 Provost and Vice Chancellor for Academic Affairs 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 Department Chairs after consultation with School **Members** of the Graduate Faculty;

5. Advise the Dean of Graduate Studies in formulating administrative procedure. The Graduate Council shall review the Dean of Graduate Studies' 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 Dean of Graduate Studies 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 Provost and Vice Chancellor for Academic Affairs 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 Dean of Graduate Studies, and the Provost and Vice Chancellor for Academic Affairs, the proposal shall be submitted from the school to the Dean of Graduate Studies through the Dean of the College concerned. After review by the Dean of Graduate Studies, 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 Provost and Vice Chancellor for Academic Affairs, 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 Provost and Vice Chancellor for Academic Affairs. This process will be detailed in an appropriate operating procedure.
1. 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, 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 Dean of Graduate Studies through the Dean of the College concerned. After review by the Dean of Graduate Studies, 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.

D. Committees and Taskforces

From time-to-time ad hoc committees and taskforces may be created by the Dean of Graduate Studies when necessary. Each ad hoc committee and taskforce shall consist of 3-4 Graduate Council members.

IV. Administrative Officers and Representatives

A. The Dean of Graduate Studies

The Dean of Graduate Studies of the Graduate Program is the person designated by the Provost and Vice Chancellor for Academic Affairs. He/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 Dean of Graduate Studies 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/she calls and presides at all meetings of the Graduate Faculty and Graduate Council.

B. Directors of Individual Programs

In those instances when there are one or more graduate programs within a Department, the Dean of the College, in consultation with the Dean of Graduate Studies, may recommend a member of the Graduate Faculty in the Department to the Provost and Vice Chancellor for Academic Affairs to serve as Program Director of an individual program or Director of Graduate Studies overseeing all graduate programs within the Department. 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 Dean of Graduate Studies, recommend a **Member** of the Graduate Faculty in one of the Schools to the Provost and Vice Chancellor for Academic Affairs for appointment as Program Director for that program.

The Program Director of an individual program or the Director of Graduate Studies in a department shall work with the Department Chair and the 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/she shall work with the Dean of Graduate Studies 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 Dean of Graduate Studies; and
2. An appointed **Member** of the Graduate Faculty of LSUS. By December 01 of the year preceding the completion of the three-year term of service on February 01, the Dean of Graduate Studies 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 LSUS 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 Provost and Vice Chancellor for Academic Affairs, 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 06, 1981

Revised: August 03, 1987; October 30, 1997; November 22, 2019

GPS #1: 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 LSUS 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 12 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.

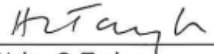
The annual teaching load of a non-administrative member of the Graduate Faculty may be reduced below 12 faculty hours per regular semester. A teaching load may normally be reduced by 3 hours in a semester or summer term in which a graduate course is taught. Such a reduction may be recommended on a case-by-case basis by the Department 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 Department Chair and transmitted for approval to the Dean of the College and subsequently to the Provost and Vice Chancellor for Academic Affairs for approval.

AUTHORIZED



Helen C. Taylor
Provost and Vice Chancellor for Academic Affairs

11-22-19
Date

APPROVED



Lawrence S. Clark

11/22/19
Date

GRADUATE POLICY STATEMENT – 2

Coordinated by: Office of Academic Affairs

Original Effective Date: February 01, 1980

Revised: August 03, 1987; October 30, 1997; November 08, 2002; April 21, 2017; November 22, 2019, November 1, 2022

GPS #2: Graduate Assistantships

PURPOSE

To specify regulations pertaining to graduate assistantships

DEFINITIONS

- Full-time Graduate Student is a graduate student in a doctoral program who is pursuing at least 6 hours of graduate coursework for credit in a regular semester; or a graduate student in a master's-level program who is pursuing at least 9 hours of graduate course work 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 in a doctoral program who is pursuing at least 6 hours of graduate work for credit in a regular semester; or a graduate student in a master's-level program 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 not more than 20 hours a week. The full-time graduate assistant receives a full tuition waiver.
- Part-time graduate student is a doctoral student who is pursuing less than 6 hours of graduate course work for credit; or a master's-level 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 in a doctoral program who is pursuing at least 3 credit hours of graduate course work or a master's-level student who is pursuing at least 6 credit hours in graduate course work in a regular semester and is working as an assistant for not more than 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 (GAs) are primarily students, not employees. Nevertheless, graduate assistant appointments are part-time employee-employer contracts between graduate students and the University. As a result, the GA is obligated to fulfill assigned duties for the specified amount of time and is entitled to compensation within the range established by the University. Graduate Assistants nominally report to the Program Director of the Program of Study for assignment of job duties even if that assignment results in their working for other faculty, staff, or administrators on campus. All graduate assistants are automatically members of the Graduate Student Association (GSA) and are expected to participate in at least one GSA meeting or event per semester.

2. Graduate assistants must fall under one of the following categories:
 - i. Teaching Assistant (TA)- GAs working under this category work in support of instructional programs, including such tasks as preparing examinations, grading papers, conducting lectures, tutoring, assisting in preparation of lectures, maintaining class records, and coaching students outside of formal class and laboratory settings. (Graduate Teaching Assistants who are the Instructor of Record need to meet the additional requirements specified in Graduate Policy Statement 5.)
 - ii. Research Assistant (RA) - GAs working under this category will assist in conducting research.
 - iii. Service Assistant (SA) - GA duties will include, but are not limited to, assisting scholarly journals housed at LSUS, conducting data analysis, assisting in the library services, and other academic/professional/administrative assignments.
 - iv. GA – No Tuition Waiver (GA-NTW) – GAs working under this category may perform the duties of TAs, RAs, or SAs, but will not be eligible for waiver of tuition or fees.
3. The graduate assistantship should support the educational experience of career preparation of the GA and should be related to the student's graduate program where possible. Any proposed appointment to duties completely unrelated to the student's academic, career, or professional goals must be requested in writing by the Program Director of the student's program of study before approval by the Dean of Graduate Studies.
4. 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/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.
5. A graduate student may hold only one graduate assistantship appointment in a given semester, either part-time or full-time. Holding more than one GA appointment or two separate part-time appointments in lieu of a full-time appointment is not permitted.
6. If a graduate student holding a full-time GA appointment drops courses during a semester resulting in enrollment in less than the required number of courses for a full-time appointment, then the full-time appointment will be converted to a part-time appointment if the requirements of a part-time appointment are met. If the requirements of a part-time appointment are also not met, the appointment will be terminated. If a graduate student holding a part-time GA appointment drops courses during a semester resulting in enrollment in less than the required number of courses for a part-time appointment, then the part-time appointment will be terminated.
7. 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. A Graduate Assistant could also be terminated for cause or unsatisfactory performance of assigned job duties, if such a termination is recommended by the Program Director of the student's program of study. Terminations for cause or

unsatisfactory performance could be effective immediately.

8. A graduate assistant shall be compensated on an hourly basis at a standard rate determined by the Office of Graduate Studies at the beginning of each academic year. When external funds are involved, graduate assistants shall be paid at least the standard hourly rate. 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 per week. Exceptions have to be approved by the Dean of Graduate Studies.
9. 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 tuition exemption shall be granted provided that the student is employed for at least 2/3 of the semester.
10. A student whose employment is terminated before the last day to drop with a W, for the appointment term, may be required to reimburse the University the amount of exemption. The graduate assistant's Program Director is responsible for notifying the Dean of Graduate Studies in a timely manner, of any student who falls in this category.
11. Offers of graduate assistantships by school representatives to persons who have applied to but have not yet been accepted into the Graduate Program must clearly state that the assistantship is contingent upon unconditional admission to the Graduate Program.
12. 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 Graduate Studies for approval.

Your appointment will be for a _____month period beginning ____ (date), may be renewed, and is contingent on your being a student in good standing in the Graduate Program. A student on academic probation is not in good standing. While you hold a graduate assistantship, you are expected to devote adequate time to your graduate program and the responsibilities of your graduate assistantship. The conditions of your employment as a graduate assistant include: (1) adequate performance of assistantship duties and (2) satisfactory progress toward your degree. Your performance in your assistantship duties will be evaluated by the program director of the program you are enrolled in and the faculty or staff member routinely supervising your work. The term "satisfactory progress" includes, but is not limited to, maintaining semester and cumulative grade point averages of at least 3.0, taking and passing examinations on schedule, and, if applicable, working on your thesis or dissertation in a manner that meets the approval of your thesis committee chair and/or program director. Satisfactory progress toward the degree will be evaluated by appropriate graduate faculty, the program director of the degree program in which you are enrolled, or the Dean of Graduate Studies.

13. 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:

Council of Graduate Schools

Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a 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 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 organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

14. Graduate students who are not graduate assistants should complete the regular student worker appointment form, not the graduate assistant form (Graduate Forms I1 and I2).

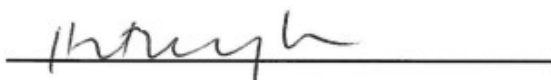
PROCEDURES FOR SELECTION AND APPOINTMENT OF GRADUATE ASSISTANTS

1. Graduate assistantships will be advertised via announcements on institutional media, classes, flyers, emails, etc. with information about applications available in the appropriate School and Deans' offices. Information will include application deadline, 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 Program Director's or Graduate Coordinator's office by the deadline. Program Directors or Graduate Coordinators will follow a consistent set of criteria and procedures to select eligible

candidates. They may appoint a selection committee of appropriate graduate faculty from the program to review the applications and conduct interviews with the candidates (if necessary). The Program Director or his/her designee will chair the selection committee as needed.

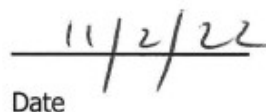
3. Once selections are made by the selection committee described in (2) or otherwise, the student(s) will be notified. If a student accepts an offer, the graduate assistantship appointment form will be filled out and signed by the student. The Program Director will fill out compensation details including the source of funds, sign, and send the form to the Dean of Graduate Studies, along with details of the courses the student has registered for and a statement of job duties. If approved and signed by the Dean of Graduate Studies (or designee), the completed appointment form will be forwarded to the Office of the Registrar, and then to the Office of Human Resources to make the arrangements for tuition waiver and pay.
4. A graduate assistant cannot begin work before the date indicated on the appointment form or before the appointment is approved and processed. International students cannot begin work without fulfilling appropriate documentation requirements and getting the approval of the Office of Human Resources.
5. Graduate Assistants will be evaluated at least once a year or at the end of their appointments each semester by the appropriate Program Director or designated supervisor. The Program Director may use these evaluations to determine suitability of continued appointment. The Office of Human Resources may request these evaluations, especially if the assistantship is terminated for unsatisfactory performance. Program Directors must keep these written evaluations on file for at least three years.

AUTHORIZED



Helen Clare Taylor

Provost and Vice Chancellor for Academic Affairs


Date

APPROVED



Lawrence S. Clark

Chancellor


Date

GRADUATE POLICY STATEMENT – 3

Coordinated by: Office of Academic Affairs

Original Effective Date August 20, 2004

Revised: April 21, 2017; November 22, 2019

GPS #3: Graduate Teaching Assistantships: Responsibilities and Assignment

PURPOSE

To specify regulations pertaining to graduate teaching assistantships.

DEFINITIONS

- GAs working under this category work in support of instructional programs, including such tasks as preparing examinations, grading papers, conducting lectures, tutoring, assisting in preparation of lectures, maintaining class records, and coaching students outside of formal class and laboratory settings. Graduate Teaching Assistants who are the Instructor of Record may hold student conferences and assign course grades. Such GAs must meet the additional requirements specified in Graduate Policy Statement 5.1 (below).

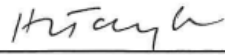
POLICY

For the purposes of reporting to the University's accrediting body, the Office of Graduate Studies identifies two groups of Graduate Teaching Assistants:

1. **Graduate Teaching Assistantship 1 (GTA1).** 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 SACSOC "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. **Graduate Teaching Assistantship 2 (GTA2).** 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 requirements of GTA1 appointments do not apply to GTA2 appointees engaged in such activities as assisting in laboratory sessions, attending or helping to prepare lectures, grading papers, conducting discussion groups, conducting tutorials, or coaching students outside of formal class and laboratory settings.

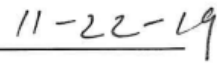
In the special circumstance when a graduate student is enrolling in classes for less than the minimum number of hours to be considered a part-time graduate student in order to complete a thesis and is expected to graduate in that semester, the student may be allowed a Graduate Teaching Assistantship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

AUTHORIZED



Helen C. Taylor

Provost and Vice Chancellor for Academic Affairs

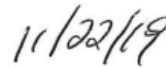


Date

APPROVED

Lawrence S. Clark

Chancellor



Date

GRADUATE

POLICY AND PROCEDURES MANUAL

GRADUATE POLICY STATEMENT – 4

Coordinated by: Office of Academic Affairs
Original Effective Date: February 10, 1983
Revised: August 03, 1987; October 30, 1997; April 28, 2000; November 18, 2016; November 22, 2019

GPS #4: Procedure and Appeals. Grades, Academic Dishonesty, and other Non-Disciplinary 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; and
2. The fair treatment of the individual graduate student and the assurance to the student that, in his/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. (Clerical errors are corrected in a manner other than the appeals procedure as understood here.)

I. Appeals of Final Grades Assigned in Course

The process for appealing course grades consists of up to three steps, described in detail below:

1. Attempt a resolution with the instructor of the course
2. Appeal to the Chair of the Department.
3. Appeal to the Dean of Graduate Studies

The student may choose to accept resolution of the matter at any stage.

Please note. Appeals must be based clearly on alleged prejudice, bad faith, capricious action, or similar reasons. The following do **not** qualify as basis for appeals: Technical issues **unrelated** to university provided services such as problems with the student's internet service provider, malfunctioning personal devices including computers, tablets, & phones, malfunctioning browsers; performance below expectations on tests; perceived difficulty or appropriateness of class material, textbooks, or assignments and tests; dissatisfaction with instructor's qualifications, teaching methods, or teaching effectiveness.

Step 1: Consult the instructor of the class. A student who has a question about a final grade should first discuss the matter with the faculty member teaching the course.

Step 2: File the appeal form with the chair of the department. If the student is unable to resolve the issue after speaking with the instructor of the course, the student must then file an appeal with the chair of the department offering the course. The form can be signed & scanned via email. This form must be submitted to the department chair along with a detailed letter of appeal and any supporting documentation or materials within 30 calendar days of the start of the term or session following the one in which the grade was recorded. If the department chair is the instructor, then the appeal should be submitted to the college dean. This form can also be used to appeal results of qualifying exams (e.g. comprehensive exam) and presentations (e.g. proposal or thesis defense) in which case the appeal should be submitted to the program director. The department chair will then investigate the appeal contacting necessary parties as needed and will then make a decision. This decision will be communicated to student within two weeks of the date the appeal form was received, and the appeal form and paperwork will be sent to the office of the Dean of Graduate Studies.

Step 3: Continue the appeal to the Dean of Graduate Studies. If the student wishes to appeal the department chair's (or college dean's) decision, he/she will send an email, with justification for the second appeal, to the Dean of Graduate Studies. The Dean of Graduate Studies will then review the documentation of the appeal and can decide not to accept the appeal if he/she deems it to be unfounded. If the Dean of Graduate Studies deems that the appeal is appropriate and justified, he/she will convene a panel of three Graduate Council members from outside the course's school. This panel will then investigate the appeal, consult appropriate parties if necessary and hold a hearing if necessary, with the student participating via skype as needed. The panel will then make a recommendation to the Dean of Graduate Studies who makes the final decision and communicates that decision to the student within three weeks of the date the student forwarded the appeal. The Dean of Graduate Studies also notifies the department chair, the program director, and the instructor. If the decision requires change in an official University record, the Dean of Graduate Studies must comply with all University regulations and procedures necessary to accomplish the change.

The decision of the Dean of Graduate Studies shall conclude the matter, subject to the right of the Provost and Vice Chancellor for Academic Affairs and the Chancellor to review the case. The Provost and Vice Chancellor for Academic Affairs will consider the case only on the basis of a separate petition for review after Step 3 of the above appeals process has been completed. The Chancellor will consider the case only on the basis of a separate petition for review and only if the student wishes to appeal the Vice Chancellor's decision.

II. Procedures and Appeals of Penalties for Academic Misconduct

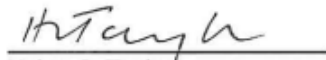
Definitions of academic misconduct and penalties for these offenses are detailed in The Student Handbook and as the Student Conduct Code.

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 Dean of Graduate Studies 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 Dean of Graduate Studies sends a copy of the student's appeal and his/her report of the meeting with the student, his/her analysis of the circumstances, and his/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 Department or Program Director from which the case was appealed.

AUTHORIZED

Helen C. Taylor
Provost and Vice Chancellor for Academic Affairs

11-22-19
Date

APPROVED

Lawrence S. Clark
Chancellor

11/22/19
Date

OPERATING PROCEDURES

OPERATING PROCEDURES – 1

Coordinated by: Graduate Council

Original Effective Date: May 22, 1980

Revised: October 01, 1982; October 30, 1997; December 12, 2014; November 22, 2019, July 13, 2022

OP #1: Graduate Courses and Curricula

I. Procedures for Establishing a New Graduate Degree Program

- a. Faculty interested in developing a new graduate certificate or program will work with the Department Chair and the Dean of the College to determine mutual interest and feasibility. If the college wishes to develop the idea further, the Dean of the College will inform the Dean of Graduate Studies and request assistance in the development of a formal proposal.
- b. The Dean of Graduate Studies will assist the college in the development of a proposal outline to be presented to the Vice Chancellor of Academic Affairs. The proposal outline will contain the following elements – Program objectives and content, Market demand or need, Fit with college and university strategic objectives and academic plan, Resource requirements, and Preliminary cost-benefit analysis. The VCAA will provide feedback and a preliminary decision regarding the development of a full proposal for submission to the Board of Regents.
- c. On the advice of the VCAA, the college will develop a full proposal using Form N in DocuSign and present it to the LSUS Graduate Council. The Graduate Council may ask for further information or may ask for external evaluation by consultants to aid in its deliberations. Upon approval by the Graduate Council, the Office of Academic Affairs will forward the proposal to the Chancellor for review.
- d. The Chancellor will review new academic programs from a strategic and financial viewpoint. After review, the Chancellor will either approve the proposal or send it back to the Office of Academic Affairs for return to the initiating college with a letter stating reasons for disapproval of the request.
- e. Upon approval by the Chancellor, the Office of Academic Affairs will send the proposal and other required paperwork to the LSU Office of Academic Affairs.
- f. The LSU Office of Academic Affairs will present the proposal to the Executive Graduate Council, the LSU Board of Supervisors, and eventually to the Louisiana Board of Regents for approval.
- g. Upon approval by the Board of Regents, the new program is established.

II. Procedures for Courses (Establishing a new 700- and 800-level graduate course, changing or dropping an existing graduate course, or approving a senior course [400-level] for graduate credit [600-level])

- a. Each kind of course action is handled on its designated form: Graduate Form A1 for adding a new course at 600-level, Graduate Form A2 for adding a new course at the 700-level or at the 800-level, Graduate Form B for changing an existing course or dropping an existing course, and Graduate Form C for adding a curriculum, changing a

curriculum, or dropping an existing curriculum. The completed form is first submitted by the program director or department chair to the Graduate Courses and Curricula Committee of the School/College for review. Upon approval by the committee, the form signed by the Dean of the College is sent to the Office of Academic Affairs via the Office of Graduate Studies.

- i. New courses (700- and 800-level): If a new course is designed specifically for more than one curriculum, all curricula should be cited on Graduate 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.
 - ii. Special Topics Courses: No special topics course may be conducted on the same topic more than two successive semesters. If there is a 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 A1 or A2.
 - iii. 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 and 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 A1 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:
 - i. The request may be approved;
 - ii. The request may be rejected; or
 - iii. 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 Dean of Graduate Studies will return the proposal with a letter stating the Graduate Council's reason for disapproval to the Department concerned through the College Dean.
 - f. If the action is withheld, the Dean of Graduate Studies will return the proposal with a letter indicating that Council's reason for withholding action to the Department concerned through the College Dean.

OPERATING PROCEDURES – 2

Coordinated by: Graduate Council

Original Effective Date: July 25, 1980

Revised: April 01, 1993; October 30, 1997; November 22, 2019

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 F. The following procedures are required:

1. Following consultation with **Members** of the Graduate Faculty in the Department, the completed form is first submitted by the program director or department chair to the Graduate Courses and Curricula Committee of the School/College for review. Upon approval by the committee, the form signed by the Dean of the College is sent to the Office of Academic Affairs via the Office of Graduate Studies. A vita must accompany all first-time nominations.
2. After checking the form for completeness and making needed changes, 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 Dean of Graduate Studies to the Provost and Vice Chancellor for Academic Affairs and to the Chancellor for their consideration. Approved recommendations will be circulated by the Office of Academic Affairs via the Office of Graduate Studies.
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 Provost and Vice Chancellor for Academic Affairs will also send a copy of the unsigned form and the letter recommending disapproval to the Department 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 Department concerned through the College Dean.

GRADUATE POLICY AND PROCEDURES MANUAL

FORMS

- 1. COURSE/CURRICULUM FORMS**
- 2. PROPOSAL FOR ADDITION OF A NEW GRADUATE PROGRAM
FORM**
- 3. FACULTY APPOINTMENT RENEWAL FORM**
- 4. GRADUATE ASSISTANT FORMS**
- 5. APPEAL FORMS**
- 6. RECORDS FORMS**

COURSE/CURRICULUM FORMS

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Graduate Form A1

Graduate Council Action _____ Date _____

APPROVAL OF A SENIOR (400-LEVEL) COURSE FOR A GRADUATE (600-LEVEL) COURSE

(Refer to Graduate Operating Procedure #1 – please submit via DocuSign)

College:	Department:	Date:
Course Prefix & #:	Title:	
Graduate Program	Semester to be initiated: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:

Graduate Catalog Course Description	Copy of Approved 400-Level C & C Form A & Attachments
-------------------------------------	---

1. What differences in instructional outcomes would be sought for the graduate students in the undergraduate course, and how these outcomes would be realized.

In Process

2. Indicate the probable faculty member(s) who would teach the undergraduate course when offered for graduate credit:

Name	Graduate Faculty Status
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Statement of the Program Director: 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 department.

Statement of the College Graduate Courses & Curricula Committee Chair: This course has been approved for graduate credit by the graduate committee of the School/College.

1. Program Director _____ Date _____

3. Graduate Courses & Curricula Chair _____ Date _____

2. Department Chair _____ Date _____

4. College Dean _____ Date _____

APPROVAL SIGNATURES:

5. Chair of Graduate Council _____ Date _____

6. Vice Chancellor for Academic Affairs _____ Date _____

(Revised 08/2021)



Graduate Council Action _____ Date _____

REQUEST FOR ADDITION OF A NEW (500-LEVEL/700-LEVEL OR ABOVE) GRADUATE COURSE

(Refer to Graduate Operating Procedure #1 – please submit via DocuSign)

College:	Department:	Date:
Graduate Program:	Curriculum: e.g. Reading	
Course Prefix & #:	Title:	
Abbr. Title (20 limit):	Type of Course:	Sem. Cr.:
Initial Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: <input type="text"/>	Est. enrollment per semester: <input type="text"/>

Catalog Description	Learning Outcomes	Outline or Syllabus

1. Primary course prerequisite: Course Prefix & #: Title 2. Will the course duplicate other courses on campus? ☐ Yes ☐ No Explain below:

3. Is there a lower-level course that covers the same content? ☐ Yes ☐ No

If yes, explain how this course differs in academic content and rigor?

4. Has this course been discussed and approved by the departmental graduate faculty? ☐ Yes ☐ No

5. If this course is approved;

Will additional staff be needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will additional space, equipment, special library materials, or any major expense be involved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will a special fee be assessed of a student enrolling in this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Amount: <input type="text"/>

ACADEMIC AFFAIRS ONLY: CIP number for this course: _____
 Primary Prerequisite CIP number: _____

APPROVAL SIGNATURES:

1. Department Chair or Program Director _____ Date _____

4. Graduate Council Chair _____ Date _____

2. College Graduate Courses & Curricula Chair _____ Date _____

5. Vice Chancellor for Academic Affairs _____ Date _____

3. College Dean _____ Date _____

(Revised 08/2021)



Graduate Form B

Graduate Council Action: _____ Date: _____

REQUEST FOR CHANGING OR DROPPING A GRADUATE COURSE*(Refer to Graduate Operating Procedure #1 – please submit via DocuSign)*

College:	Department:	Date:
Current Course Prefix & #:	Current Title:	
Graduate Programs Currently Offering This Course: 		
Semester to be initiated: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Year: _____
Semester to be removed from master file, if dropping: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Year: _____

Action (Attach required documents):

Changing a Graduate Course			Dropping a Graduate Course	
Current Curriculum	Proposed Curriculum	Justification	Current Curriculum	Justification

1. Does this request include a) course # or prefix change: ☐ Yes ☐ No b) Title Change: Yes ☐ No ☐

Proposed Course Prefix & #: Proposed Course Title: Proposed Abbreviated Title (maximum 20 characters/spaces):

2. Has this request been discussed and approved by the departmental graduate faculty? ☐ Yes ☐ No

3. Have all departments/programs affected by changing or deleting the course been notified? Yes ☐ No ☐

APPROVAL SIGNATURES:_____
1. Department Chair or Program Director Date_____
4. Graduate Council Chair Date_____
2. College Graduate Courses & Curricula Chair Date_____
5. Vice Chancellor for Academic Affairs Date_____
3. College Dean Date

(Revised 08/2021)



Graduate Form C

Graduate Council Action _____ Date _____

REQUEST FOR ADDING, CHANGING, OR DROPPING A GRADUATE CURRICULUM*(Refer to Graduate Operating Procedure #1 – please submit via DocuSign)*

College: _____	Department: _____	Date: _____
Name of Degree: _____	Name of Curriculum: e.g. Reading _____	
Semester to be initiated: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year: _____		Current catalog page number: _____

Action (Attach required documents:

Adding A Curriculum	Changing A Curriculum	Dropping A Curriculum
Proposed Justification	Current Proposed Justification	Current Justification

Has this request been discussed with and approved by all colleges concerned? Yes ☐ No ☐**APPROVAL SIGNATURES:**_____
1. Department Chair or Program Director Date_____
4. Graduate Council Chair Date_____
2. College Graduate Courses & Curricula Chair Date_____
5. Vice Chancellor for Academic Affairs Date_____
3. College Dean Date_____
6. Chancellor (only required if ADDING) Date

(Revised 08/2021)

PROPOSAL FOR ADDITION OF A NEW GRADUATE PROGRAM FORM



Graduate Form N

College Graduate Committee Action _____ Date _____

PROPOSAL FOR ADDITION OF A NEW GRADUATE PROGRAM

(Refer to Graduate Operating Procedure #1 – please submit via DocuSign)

College:	Department:	Date:
Name of Proposed Program:		
Abbr. Title (20 limit):	Credit hours:	
Type of Program:	Graduate Certificate	Master's program Doctoral program
Initial Semester:	Fall Spring Summer	Year: Est. enrollment per semester:
Accreditation:	Not Required Required	
Relevant accrediting agency:		
Mode of delivery:	On campus (<50% <u>online</u>) Hybrid (51 – 99% online) 100% online	

1. Market Demand or Need

- Describe why this program is needed for the region or state
- Provide any support or evidence for the demand for the program based on surveys or input from students, alumni, employers, community organizations, or state/national agencies
- Describe employment prospects for graduates of this program in occupations related to the program
- List same or similar programs in the region or state and explain the rationale for adding the program

2. Program Objectives and Content

- Describe program objectives and major student learning outcomes
- Describe the proposed curriculum. Include course numbers, titles, credit hours, and a brief catalog description. identifying any new courses not currently offered. Separately identify other requirements such as a qualifying exam, thesis/dissertation, or internship.
- Describe admission requirements

- d. Briefly describe how this program address one or more of the following Board of Regents priorities:
 - Accessibility (mode of delivery, alternate course scheduling)
 - Affordability (use of OER, transfer agreements, prior learning assessment, employer funded)
 - Partnerships (with industry, community-based organizations, other institutions)
 - Work-based learning (paid or experiential internships, apprenticeships, etc.)
 - Other program attributes that contribute to closing the achievement gap with underserved populations including low income, minority, and adult learner
3. Fit with College and University Strategic and Academic Plans
 - a. Describe the effect of adding this program on enrollment in existing programs in the college and university
 - b. How does this program align with the college's mission and academic plans?
 - c. How does this program align with the university's strategic plan and academic program portfolio?
4. Resource Requirements
 - a. What are the needs for new/additional faculty for the program including program leadership? If no new faculty are required, how will staffing for existing programs be affected?
 - b. Describe any additional non-faculty staffing needs (advisors, coordinators, tutors/coaches, etc.)
 - c. Describe any additional facilities or materials required (classrooms, labs, offices, student meeting rooms, software/licenses, technology/special equipment, library resources, etc.)
5. Finances (complete attached sheet)

ACADEMIC AFFAIRS ONLY: CIP number for this program: _____
 Primary Prerequisite CIP number: _____

APPROVAL SIGNATURES:

 1. Department Chair Date

 4. Graduate Council Chair Date

 2. College Graduate Courses & Curricula Chair Date

 5. Vice Chancellor for Academic Affairs Date

 3. College Dean Date

(Revised 05/2022)

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM								
Institution: _____					Date: _____			
Degree Program, Unit: _____								
FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).								
EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL	\$		\$		\$		\$	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment/Library Resources								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
TOTAL EXPENSES	\$		\$		\$		\$	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment								
Tuition								
Fees								
*Other (specify)								
TOTAL REVENUES	\$		\$		\$		\$	

GRADUATE FACULTY RENEWAL FORM

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Graduate Form F

Graduate Council Action _____ Date _____

NOMINATION/RENEWAL FOR GRADUATE FACULTY or ADJUNCT FACULTY APPOINTMENT

(Please submit via DocuSign)

Name: Last Name, First, MI		Appointment Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal	
Appointment Status: <input type="checkbox"/> Member (3-5 years) <input type="checkbox"/> Associate Member (1-3 years) <input type="checkbox"/> Adjunct (Up to 1 year)			
Start Date of Appointment: (mm/dd/yy)		End Date of Appointment: (mm/dd/yy)	
Rank:	School:	College:	
Graduate course(s), existing or projected, most likely to be assigned:			
Semester/Term	Course Number(s)	Course Title(s)	

1. Education - List most recent first: (Note: Indicate in progress or expected degrees with * after year)

Year	Degree	Institution

2. Professional licensure and certifications (include year of last renewal/certification):

Year	Professional Licensure/Certification	[Include granting authority]

3. Related work experiences in the field in the past 5 years to include faculty appointments - (Most recent first):

Dates (mo/yr - mo/yr)	Experience	[Include name of university, company, or organization]



4. Publications

- A. Peer reviewed journal articles in the past five years, starting with the latest (**full citation with page numbers**)
- B. Conference proceedings in the past five years, starting with the latest (**full citation with page numbers**):
- C. Other professional publications in the past five years, starting with the latest (**e.g., books, book chapters, cases, reports, trade publications – full citation required**):

Type	Full Citation
	In Process

5. Presentations and Exhibits

- A. Papers presented at professional meetings in the past five years, starting with the latest (**title, name or organizations, location, dates**)
- B. Other scholarly/creative contributions in the past five years (**e.g, performances, exhibits, etc.**)

Type	Detailed Citation of Presentation/Exhibit/Performance



Graduate Form F

6. Most recent publication, presentation or contribution not indicated above:

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7. Grants, Honors and Other Credentials

- A. Grants and contracts funded in the past five years (source, funds, dates, other pertinent information)
- B. Honors and Awards in the past five years
- C. Additional Education
- D. Technology Training

Type	Details of Grants/Honors & Awards/Additional Education/Tech Training

8. Supporting Documents

- Supporting statement or justification from Program Director or Department Chair (Optional)
- CV for Adjunct Faculty (Required)



APPROVAL SIGNATURES:

Program Director / Department Chair Date

College-Level Review Committee Chair Date

College Dean Date

Graduate Council Chair Date

Vice Chancellor for Academic Affairs Date

Chancellor Date

(Revised 7/2021)

GRADUATE ASSISTANT FORMS

DocuSign Envelope ID: 86CC3F92-5FB6-42DA-A2C5-540D4004C444

Graduate Assistantship (II)

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

International students must have a Social Security Number prior to beginning work. LSUS Human Resources can assist international students in obtaining a SSN once the completed form is received via DocuSign.

1. Fulltime Graduate Assistants cannot work more than 20 hours per week, and part-time Graduate Assistants cannot work more than 10 hours per week.
2. 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

Name:		Student ID:	
Email:		Social Security Number (required):	
Street Address:	City:	State:	Zip Code:
Current Program Objective:	Race:	Sex:	DOB:

Academic Information [Enter details of last degree earned]

Previous Degree Earned:	Awarded By:	Date Earned: (Year)
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University Employees

Are you related to LSUS employees?	No: Yes: If yes, please list the name, title, and relationship below.	
Name:	Title:	Relationship:
Name:	Title:	Relationship:

Employment Information

Primary Responsibility:	<input type="checkbox"/> Teaching Assistant (TA) <input type="checkbox"/> Research Assistant (RA) <input type="checkbox"/> Service Assistant (SA) <input type="checkbox"/> GA – No Tuition Waiver		
Appointment Type: <input type="checkbox"/> Full-time Graduate Assistant <input type="checkbox"/> Part-time Graduate Assistant:			
Department in which work will be performed:			
Work Supervisor:			
Begin Date:		End Date:	
Standard Hourly Rate:	Hourly Rate for appointment:	Total Estimated Earnings for Appointment:	
Budget Account Number (s): If using two accounts, indicate percentage to be taken from each account	1) %	2) %	

Applicant's Name:	Objective:
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Graduate Assistantship Details

Graduate Assistantship in (Dept/Program):	Appointment Semester:
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Full-time Graduate Assistant	Student takes nine or more hours of coursework and works 20 hours a week. (Full tuition remission on approved courses)
Part-time Graduate Assistant	Student takes six to eight hours of coursework and works 10 hours a week. (Maximum six hours of tuition remission on approved courses)

Approved Courses for Tuition Waiver [Note: Tuition is NOT waived if GA-No Tuition Waiver is selected as student's primary responsibility]
Please **only** list the approved courses for the appointment semester.

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

	Course Number	Reference Number
1.		
2.		
3.		
4.		
5.		
6.		

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



Declaration by Supervisor: I understand that the tuition waiver will be charged to the budget accounts indicated on page 1, unless GA -No Tuition Waiver is selected.

Supervisor

Date

Approval Signatures:

Graduate Program Director's Signature

Date

Dean of Graduate Studies' Signature

Date

Admissions and Records Office Staff's Signature

Date

Applicant's Name:	SID:
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Federal Income Tax Withholding (W-4)

Marital Status (choose one)	Single: <input type="checkbox"/>	Married: <input type="checkbox"/>	Married, but withhold at a higher single rate: <input type="checkbox"/>
Total number of allowances (exemptions) I am claiming:			
Additional amount, if any, you want deducted from each pay:			
I claim <u>exemption</u> 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) and (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.

<p>Your appointment will be for a _____ month period beginning _____ (date), may be renewed, and is contingent on your being a student in good standing in the Graduate Program. A student on academic probation is not in good standing. While you hold a graduate assistantship, you are expected to devote adequate time to your graduate program and the responsibilities of your graduate assistantship. The conditions of your employment as a graduate assistant include: (1) adequate performance of assistantship duties and (2) satisfactory progress toward your degree. Your performance in your assistantship duties will be evaluated by the program director of the program you are enrolled in and the faculty or staff member routinely supervising your work. The term "satisfactory progress" includes, but is not limited to, maintaining semester and cumulative grade point averages of at least 3.0, taking and passing examinations on schedule, and, if applicable, working on your thesis or dissertation in a manner that meets the approval of your thesis committee chair and/or program director. Satisfactory progress toward the degree will be evaluated by appropriate graduate faculty, the program director of the degree program in which you are enrolled, or the Dean of Graduate Studies. Initials: _____</p>

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

<p align="center">Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants</p> <p>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 violates 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: _____</p>

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. **As a paid Graduate Assistant, I understand that I am automatically included as a member of the Graduate Student Association (GSA). One of my job responsibilities is to be an active member of the GSA and attend one GSA event per semester. (Students in online only programs have the option of attending virtually.)**

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

Applicant's Signature

Graduate Assistantship Approval (I2) for One Pre-Approved Semester

Use this form to authorize a continuing semester under a graduate assistantship that covers a full academic year. Students working in a GA-No Tuition Waiver position should not complete this form. Do not use this form as new graduate assistantship paperwork.

General Information

Name:	Student ID:
Department:	Supervisor:

Graduate Assistantship Details

Graduate Assistantship in (program):			
Original Start Date:		Original End Date:	
Current Appointment Semester:	Fall	Spring	Summer
Year:			

Job Title (choose one)

<input type="checkbox"/>	Full-time Graduate Assistant	Student takes 9 or more hours of coursework and works 20 hours a week. (Full tuition remission on approved courses)
<input type="checkbox"/>	Part-time Graduate Assistant	Student 6-8 of coursework and works 10 hours a week. (Maximum 6 hours of tuition remission on approved courses)

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)

	Course Number	Reference Number
1.		
2.		
3.		
4.		
5.		
6.		

As a paid Graduate Assistant, I understand that I am automatically included as a member of the Graduate Student Association (GSA). One of my job responsibilities is to be an active member of the GSA and attend one GSA event per semester. (Students in online only programs have the option of attending virtually.)

Applicant's Signature

Date

Approval Signatures:

Graduate Program Director's Signature

Date

Dean of Graduate Studies' Signature

Date

Processing:

Admissions and Records Office Staff Signature

Date

APPEAL FORMS



Graduate Form J1

GRADUATE GRADE APPEAL FORM

Note:

1. Appeals must be based clearly on alleged prejudice, bad faith, capricious action, or similar reasons.
2. The following do **not** qualify as basis for appeals: Technical issues **unrelated** to university-provided services such as problems with the student's internet service provider, malfunctioning personal devices including computers, tablets, & phones, malfunctioning browsers; performance below expectations on tests; perceived difficulty or appropriateness of class material, textbooks, or assignments and tests; dissatisfaction with instructor's qualifications, teaching methods, or teaching effectiveness.

Instructions: This form must be submitted to the chair of the academic department offering the course along with a detailed letter of appeal and any supporting documentation or materials within 30 calendar days of the start of the term or session following the one in which the grade was recorded. If the department chair is the instructor, then the appeal should be submitted to the College Dean. This form can also be used to appeal results of qualifying exams (e.g. comprehensive exam) and presentations (e.g. proposal or thesis defense) in which case the appeal should be submitted to the chair of the department offering the program.

Name: _____ (Last, First, M.I.) Student ID# _____

Course #: _____ (e.g., UNIV 700) & Semester: _____ (e.g., Spring 2016)

Name of Course: _____ Course Ref # _____

Name of Instructor: _____

☐ I have contacted the instructor and tried to resolve this issue.

Verifiable Basis of Appeal (attach documentation):

Brief summary of complaint:

Relief Sought [e.g. "I should be allowed to retake Test II" or "My paper should be re-graded"]:

Signature of Student: _____ Date: _____

Tel : _____ Email: _____



-----Administrative Use Only-----

1. Date of first appeal: _____
2. Date of first decision: _____
3. Date of communication of decision to student : _____

Brief Description of Decision: _____

Signature of Department Chair or College Dean : _____ Date: _____

[Following first decision, the Department Chair or College Dean will forward this form and all related documentation including related correspondence with the student to the Dean of Graduate Studies]

4. Date of second appeal: _____
- Date of Graduate Council Panel Hearing: _____
- Date of final decision: _____
- Date of communication of final decision to student: _____

Brief Description of Decision: _____

Signature of Dean of Graduate Studies: _____ Date: _____

[Adopted 11/2016]

**GRADUATE STUDENT APPEAL FORM**

[For non-grade-related appeals. Use Form J1 for grade appeals. Refer to Graduate Policy Statement #4 for appeal procedure]

Instructions: This form must be submitted to the Dean of Graduate Studies along with a detailed letter of appeal and any supporting documentation or materials within 30 calendar days of the start of the term or session following the one in which the issue/incident occurred.

Name: _____ (Last, First, M.I.) Student ID# _____

☐ Check if this appeal is related to a course

Course # : _____ (e.g., UNIV 700) & Semester: _____ (e.g., Spring 2016)

Name of Course: _____ Course Ref # _____

Name of Instructor: _____

☐ I have contacted the instructor and tried to resolve this issue.

☐ I have approached the following faculty/staff/administrators to resolve this issue

Brief description of issue/incident:

Relief requested:

Signature of Student: _____ Date: _____

Tel : _____ Email: _____

Attachment: Appeal Letter (Required)

Attachment Additional Documentation (Optional)



-----Administrative Use Only-----

1. Date appeal received: _____

Date of first resolution: _____

Date of communication of resolution to student : _____

Brief Description of Resolution: _____

Signature of Graduate Dean : _____ Date: _____

2. Date of second appeal: _____

Date(s) of Graduate Council hearing: _____

Brief description of GC decision/recommendation: _____

Date GC recommendation submitted to VCAA: _____

3. Brief description of VCAA decision: _____

Signature of Vice-Chancellor of Academic Affairs: _____

Date: _____

4. Date of final resolution: _____

Date of communication of final resolution to student: _____

[Revised 06/2021]

**GRADUATE
POLICY AND PROCEDURES MANUAL
RECORDS FORMS**

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318.797.5061
(Fax) 318.797.5286
One University Place
Shreveport, LA 71115-2399
registar@lsus.edu

**Graduate Studies/Accelerated Online
Change of Program**

First Name		Last Name	
LSUS Student ID #		Semester	

Select to view a list of current Program ID codes to use below.
Change from College

Name of College	Program ID: (Example: MHA – H3010)

Change to College

Name of College	Program ID: (Example: MLA – M3010)

Please select how the request was made:

<input type="checkbox"/>	Student Email
<input type="checkbox"/>	Student Phone Call
<input type="checkbox"/>	Student In-Person Visit
<input type="checkbox"/>	Administration Request

GRADUATE POLICY AND PROCEDURES MANUAL



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One University Place
Shreveport, LA 71115-2399
registrar@lsus.edu

Graduate Studies/Accelerated Online

Add After Last Day to Register

All tuition and fees must be paid the day the course is added.

First Name		Last Name	
LSUS Student ID #		Semester	

Course(s) to Add

Course (Example: MATH 121)	Reference Number (Example: 014123)

Comments/Remarks/Attachments:

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Graduate Studies/Accelerated Online

Change of Grade

All tuition and fees must be paid the day the course is added.

First Name		Last Name	
LSUS Student ID #		Semester Course Taken	

Course Information

Course (Example: MATH 121)	Reference Number (Example: 014123)	Instructor's Name	Initial Grade	Present Grade

I hereby certify that an error was made in the final grade report of this student due to:

GRADUATE POLICY AND PROCEDURES MANUAL



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One University Place
Shreveport, LA 71115-2399
registar@lsus.edu

Request for Graduate Course Substitution/Waiver

- This form is required for students seeking a substitution for or waiver of a required course.
- College catalog descriptions of courses from an institution other than LSUS are required.
- Approval of the substitution requested is only for course content.
- All appropriate regulations regarding grade requirements remain in effect. Example: A grade of C or better may still be required for any course used in the major.
- The substitution is not final until all signatures are obtained.

First Name		Last Name	
LSUS Student ID #			
College			
Major			
What action are you requesting?	Substitution	Waiver	

Please provide the:

Required LSUS Course: _____ # of Semester Credit Hours: _____

Substituted Course: _____ # of Semester Credit Hours: _____

Is the Substituted Course an LSUS course?

YES	NO
-----	----

If no, please provide the name of the transfer university? _____

Also, provide a copy of the course description as an attachment or paste in the next section.

GRADUATE POLICY AND PROCEDURES MANUAL



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Shreveport, LA 71115-2399
registrar@lsus.edu

Graduate Studies/Accelerated Online Even Swap After Last Day to Register

Use this form to even swap courses after the last day to register. Any additional tuition and fees must be paid the day the course is added.

An even swap of courses occurs when a student is changing from one section of a course to another section of the same course in the same session and semester.

First Name		Last Name	
LSUS Student ID #		Semester	

Course to Add

Course (Example: MATH 121)	Reference Number (Example: 014123)	Session

Course to Drop

Course (Example: MATH 121)	Reference Number (Example: 014123)	Session

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Request to Drop/Withdraw/Audit Courses

First Name		Last Name	
LSUS Student ID #		Semester	

Course (Example: MATH 121)	Reference Number (Example: 014123)	D = Drop (Class not on transcript) W = Withdraw (Class on transcript) X=Audit	Effective Date (i.e. the last day to drop with or without a W)	Date of Last Attendance

- www.lsus.edu

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registrar@lsus.edu

Graduate Studies/Accelerated Online

Removal of "I" Grade

NOTE: Do not use this form for grade change.

First Name		Last Name	
LSUS Student ID #		Semester Course Taken	

Course Information

Course (Example: MATH 121)	Reference Number (Example: 014123)	Initial Grade	Present Grade
		I	

Comments/Remarks/Attachments:

GRADUATE POLICY AND PROCEDURES MANUAL

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One University Place
Shreveport, LA 71115-2399
registrar@lsus.edu

Graduate Studies/Accelerated Online Retroactive Drop/Withdraw/Audit

Use this form to drop/withdraw/audit from a class after the last day for appropriate actions as published on the university's academic calendar. If financial aid has been awarded, it is advised the student consult with the Financial Aid Office before finalizing the retroactive drop/withdrawal/audit.

First Name		Last Name	
LSUS Student ID #		Semester	

Course(s) to Drop

Course (Example: MATH 121)	Reference Number (Example: 014123)	D = Drop (Class not on transcript) W = Withdraw (Class on transcript) X = Audit	Date of Last Attendance

LSUS | Records

Graduate Studies/Accelerated Online
Post Term Request to Add or Drop a Course

First Name		Last Name	
LSUS Student ID #		Semester	

Course (Example: MATH 121)	Reference Number (Example: 014123)	Final Grade	Date Last Attended (F grades only)

Comments/Remarks/Attachments: