

Graduate Student Handbook

Department of Geology and Geophysics

Louisiana State University

2008-2009 Edition

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Disclaimer: This "Handbook" does not overrule, substitute or amend in any way the requirements of the Graduate School. The Department of Geology and Geophysics will accept no responsibility for overlooking or inadvertently omitting any Graduate School requirements. Therefore, obtain and read the 2008-2009 "General Catalog" and the 2008-2009 "Graduate Bulletin."

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Introduction

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

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

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

In reading this Handbook please remember these points:

- All mentions of Graduate School requirements are unauthorized and must be verified in detail in the General Catalog.
- If you are uncertain of any terms used in the Handbook (e.g., current semester deadline) consult Appendix I.
- All forms are mentioned with a number, e.g., "'Thesis Committee' form (#3)". The number corresponds to that form's listing in Appendix VIII, where they are described with examples.
- All Department personnel (e.g., Graduate Coordinator) and members of diverse committees (e.g., Department Computer Facilities Committee) are listed in either Appendix III or V.
- All offices mentioned in the text are listed in Appendix V.

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

Important Graduate School Phone Numbers:

RECORDS SPECIALISTS	ALPHA QUARTILE	PHONE
Leah Whitmire	A-K	8-2315
Chantelle Collier	L-Z	8-1353

SPECIAL ASSIGNMENTS	NAME	PHONE NUMBER
Dean's Rep/PhD Time Limit	Clovier Torry	8-3194
Theses/Dissertations	Suzanne Dixon	8-3181
Assistantships	Liz Barbin	8-1687
Course Drops/Adds	Chantelle Collier	8-1353
Non-Metric & Non-Degree	Leah Whitmire	8-2315
Graduation Info	Arlette Henderson	8-2316

1. Master of Science Degree in Geology and Geophysics at Louisiana State University

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

1.1 Summary of Graduate School requirements for the Master's Degree

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

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

All examinations must be taken while the University is in session.

a) Final Examination (Thesis Defense):

At least three weeks prior to the proposed examination date the student must submit the "Request for Master's Examination" form (#5) to the Graduate School for approval. The examination must be scheduled before the current semester deadline if the student is a degree candidate. See additional Department requirements in section 1.2.d.3

b) Degree Candidates (Graduation):

If the student intends to graduate, i.e., receive her/his degree, during a particular semester she/he must have taken her/his Final Examination and submitted their thesis to the Graduate School before the current semester deadlines. Furthermore, the student must submit the "Application for Admission to Candidacy for a Master's Degree" form (#6) to the Graduate School for approval prior to the current semester deadline. Should the student for some reason be unable to graduate in the semester in which form (#6) was submitted, a "Request to Update Application for Degree" form (#12) must be submitted for approval to the Graduate School the following semester.

c) Time Limits:

The program for the Master's Degree must be completed within five years from admittance to the degree program. The student's thesis committee must revalidate credit for courses taken at LSU more than five years before the completion of a program. This

is usually in the form of an examination for each course. All members of the thesis committee must sign the results of such an examination and reported to the Graduate School before the request for the student's Final Examination will be approved.

d) Course Requirements:

Students are required to have completed a minimum of 30 hours, 24 hours must be in course work and 6 hours in thesis research.

e) Revalidation of Coursework:

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

There is a new form for you to use when submitting information on revalidated courses. Obtain this form from the Records division of the Graduate School.

f) Major Professor and Thesis Committee:

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

g) Timely Submission of Approved Thesis:

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

1.2 Department of Geology and Geophysics requirements for the Master's degree

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

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

a) Thesis:

- 1) Advisor (Major Professor) - *The choice of Advisor is made by the student with the consent of that faculty member, who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics. This choice must be completed by the end of the first semester in residence and be on file, using the "Thesis Committee" form (#3), in the Graduate Coordinator's office.*
- 2) Thesis committee - *This consists of the Advisor who acts as Chair of the committee, and at least two additional Full Members, Associate Members or Affiliate Members of the Graduate Faculty. At least one of the members of the committee must be a Full Member of the Graduate Faculty from the Department of Geology and Geophysics. If the major professor is an adjunct faculty member in Geology and Geophysics, then the dissertation committee must contain a majority (> 50%) of Geology and Geophysics faculty members. Selection of the faculty on the committee is made by the student with the consent of each faculty member. If a Minor field is chosen, one member of the committee must represent the Minor department. The choice of committee members must be completed by the end of the second semester in residence and be on file, using the "Thesis Committee" form (#3), in the Graduate Coordinator's office. The members of the committee may be changed at any time, by filing a new "Thesis Committee" form (#3) in the Graduate Coordinator's office. However, it is recommended that changes should not occur close to the Final Examination date.*
- 3) The student must meet with her/his committee members at least once each semester to have her/his progress reviewed by the committee and submit a "Advisory Committee Semester Report" form (#2), to the Graduate Coordinator.
- 4) Thesis proposal - A copy of the thesis proposal, signed and approved by the thesis committee, must be on file in the Graduate Coordinator's office by the end of the second semester in residence.

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

b) Examinations

- 1) Assessment Examination – All new M.S. candidates take an exam consisting of general questions during the first week preceding the start of classes in the first semester of residence in order that the faculty may properly evaluate the student's geological background. Results will be used in recommending the courses to be included in the candidate's program of study.

c) MS Language Requirement:

There is no foreign language requirement.

d) MS Course Requirements:

- 1) *Successful completion of at least 30 semester hours, 6 semester hours of which must be in thesis research, and 24 semester hours in graded class work in courses numbered 4000 or above.*
- 2) Of the 24 semester hours in graded class work, a minimum of 13 semester hours must be in 7000-level courses. The 13 hours of 7000 level courses must include at least 4 semester hours in graduate seminars. In this context, a course is defined as a class in which formal instruction is a major portion of the time i.e., this excludes independent research work (e.g., GEOL 7909).
- 3) *A minimum semester/cumulative GPA of 3.0 or better must be maintained during the student's residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.*

e) Thesis Defense:

- 1) *Completion of a thesis must demonstrate the candidate's capacity for research, originality of thought, and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship to the satisfaction of the thesis committee and meet with the approval of the Graduate School.*
- 2) A public defense of the thesis is required once the thesis committee has approved a final draft.
- 3) The "M.S. Student Checklist for Completion of Coursework" form (#4) must be submitted as an attachment to the Annual Report " form (#1).

- 4) Schedule - A complete copy of the thesis, as it is to be defended, must be given to each committee member and to the Graduate Coordinator at least two weeks prior to the public defense. See additional Graduate School requirements in section 1.1.a.
- 5) Public notice - A two week public notice prior to the defense is required (see the Graduate Coordinator).
- 6) Defense - Consists of a short presentation (approximately 20-30 minutes) on the thesis work accomplished by the student, after which questions may be asked from members of the public. This is followed by a closed session in which only the thesis committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.
- 7) Pass/Fail decision - *A pass is granted if not more than one dissenting vote is given by the members of the thesis committee. A second failure of the defense will result in dismissal from the degree program.*

f) Final Copy of Thesis:

- 1) *The thesis must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the thesis prior to final submittal. Students should obtain the publication "Guidelines for the Preparation of Theses and Dissertations" from the Graduate School for a list of the requirements.*
- 2) *The final form of the thesis to be submitted to the Graduate School must be in accordance with the instructions in the pamphlet *Guidelines for the Preparation of Theses and Dissertations*, available from the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.*
- 3) The student, however, must submit both an electronic and a paper copy of the thesis to the Department. The paper copy should contain hard copies of text and figures and appropriate supplementary material on CDs.
- 4) The student must also supply a copy of the thesis to the Major Professor and to each of the other members of the thesis Committee. The members of the thesis Committee can specify whether they prefer paper or electronic copies.

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

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

2.1 Summary Graduate School Requirements for the Doctoral Degree

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

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

All examinations must be taken while the University is in session.

a) Continuous Registration:

Doctoral candidates must maintain continuous registration for a minimum of three semester hours credit each regular semester (excluding summers) from the completion of the General Examination to the end of the semester in which an approved dissertation is submitted to the Graduate School.

b) Program of Study:

A "Program of Study for the Doctoral Degree" in which the student specifies her/his intended course-work must be submitted to the Graduate School for approval by the end of the second semester in residence, using the "Program of Study for the Doctoral Degree" form (#8). Any changes or additions to the Program of Study must be approved by the Graduate School prior to the general exam using the "Request for Change in Program of Study" form (#9).

c) Full-Time Residence Requirement:

Each student must be enrolled as a full-time student for at least one academic year after submitting her/his "Program of Study for the Doctoral Degree" before she/he may schedule the Final Examination. Furthermore, at least one academic year must elapse after the General Examination before the student may schedule the Final Examination.

d) PhD Course Requirements:

Students are required to have completed a minimum of 9 hours of dissertation research (9000). A total of 60 credit hours are required for graduation. See Geology and Geophysics section (2.2) for further course requirements. *Transfer of credits from other academic institutions must be approved by the student's dissertation committee and by the Graduate School using the "Program of Study for the Doctoral Degree" form (#8).*

e) General Examination:

This is regarded as the culmination of a student's program in course-work. During or immediately following the semester in which all course-work is completed and with the approval of the student's dissertation committee and Department Chair, the "Request for the Doctoral General or Final Examination" form (#10) may be submitted for approval to the Graduate School. The student must submit this at least three weeks prior to the proposed examination date, which must be before the current semester deadline.

f) Final Examination (Dissertation Defense):

No sooner than one academic year after passing the General Examination and with the approval of the student's dissertation committee and the Department Chair, and before the current semester deadline, the "Request for the Doctoral General or Final Examination" form (#10) may be submitted for approval to the Graduate School. The student must submit this at least three weeks prior to the proposed examination date. Note: An academic year in this instance may be taken to mean two semesters, with summer being considered a semester. For instance, a student can take the General Examination at the beginning of the fall semester and then take the Final Examination at the end of the spring semester. Check with your advisor and/or the Graduate Coordinator for further details.

g) Degree Candidates (Graduation):

If the student intends to graduate, i.e. receive her/his degree, during a particular semester, she/he must have taken her/his Final Examination and submitted the dissertation to the Graduate School before the current semester deadline. Furthermore, the student must submit the "Application for Degree" form (#11) to the Graduate School for approval, prior to the current semester deadline. Should the student for some reason be unable to graduate the semester in which the "Application for Degree" form (#11) was submitted, a "Request to Update Application for Degree" form (#12) must be submitted for approval to the Graduate School.

h) Major Professor and Dissertation Committee:

The full advisory committee must comprise at least four members of the graduate faculty, including the major professor, who acts as chair or co-chair and who must be from the

major department. If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure-track graduate faculty member must co-chair the committee.

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

i) Time Limits:

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

j) Timely Submission of Approved Dissertation:

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

2.2 Department of Geology and Geophysics Requirements for the Doctoral Degree

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

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

a) Dissertation:

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

semester in residence and be on file, using the "Dissertation Committee" form (#7), in the Graduate Coordinator's office.

- 2) Dissertation Committee - *A full advisory committee must comprise at least four members of the graduate faculty, including the major professor, who acts as chair. Doctoral committees must include a minimum of two graduate faculty members from the major department, at least one of whom must be a full Member. If the major professor is an adjunct faculty member in Geology and Geophysics, then the dissertation committee must contain a majority (> 50%) of Geology and Geophysics faculty members. The remaining members may be from the major department or may be from other departments pertinent to the student's area of concentration, with the proviso that at least one of the remaining members must be a full Member of the graduate faculty, if there are not at least two full Members from the major department. *The selection of the committee is made by the student with the consent of each faculty member. In addition, the dean of the Graduate School appoints a member or members of the graduate faculty to serve on doctoral general and final examination committees.* Graduate students have administrative approval to place people who are not members of the graduate faculty onto their committees. However, they are in addition to the normal makeup of the graduate committee. The choice of committee must be completed by the end of the second semester in residence, and be approved by the Graduate School, using the "Program of Study for the Doctoral Degree" form (#8), and be on file, using the "Dissertation Committee" form (#7), in the Graduate Coordinator's office. Check with the Graduate Coordinator for the procedure on obtaining approval for non-LSU committee members. The members of the committee may be changed at any time by *submitting the changes for approval to the Graduate School, using the "Request for Change in Program of Study for Doctoral Degree" form (#9), and by filing a new "Dissertation Committee" form (#7) in the Graduate Coordinator's office after approval has been granted by the Graduate School.* However, it is recommended that changes should not occur close to the Assessment Exam Part II, General Examination or Final Examination dates.*
- 3) The student must meet with her/his committee members at least once each semester to have her/his progress reviewed by the committee, and submit a "Advisory Committee Semester Report" form (#2), to the Graduate Coordinator.
- 4) Dissertation proposal - A copy of a dissertation proposal, which has been approved and signed by the dissertation committee, must be on file in the Graduate Coordinator's office by the end of the second semester in residence.
- 5) Annual progress report - A progress report on the student's scholarly activities during the previous calendar year must be submitted each year by February 15, using the "Graduate Student Year-End Report" form (#1), to the Graduate Coordinator.

b) PhD Assessment Examination:

All Doctoral candidates must complete a two-part assessment exam:

- 1) Assessment Exam Part I - This exam is intended to provide the Department with information on the student's command of factual knowledge in geology and geophysics for use in advising the student on his/her initial program of course work. The exam consists of general questions written by the members of the Graduate Curriculum Committee and is taken during the first week preceding the start of classes in the first semester of residence. There is no pass-fail evaluation. Results will be used in recommending the courses to be included in the candidates program of study. The student will follow the recommendations of the Graduate Curriculum Committee and major advisor, if one is selected, for course work to address deficiencies.
- 2) Assessment Exam Part II (Comprehensive Research Proposal): - This portion of the Assessment Exam is intended to test the student's ability to conduct original, independent research. This exam must be completed by the end of the student's third semester in residence.

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

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

- 1) Title Page (with the following information): Name of candidate, proposal title, area of specialty, committee members
- 2) Table of Contents
- 3) Abstract of Proposed Research (250 word maximum)
- 4) Significance of Research (150 word maximum)
- 5) Detailed Description of Proposed Research
- 6) Bibliography
- 7) Appendices
 - a) Budget and Budget Justification
 - b) Timetable
 - c) Vita (with publications)

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

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

The candidate will be considered to have passed if there is no more than one dissenting vote from the committee members. Pass or fail decisions will be made at the completion of the assessment exam. An Assessment Exam Part II Form (#20) indicating the completion of this exam must be signed by the committee and filed with the Graduate Coordinator on completion of the exam.

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

c) PhD Language Requirement:

There is no foreign language requirement.

d) Major and Minor Areas of Concentration

Four Departmental subdisciplines are identified as major and minor areas of concentration. These are:

- a. Earth Surface Processes, Sedimentation, Hydrogeology
- b. Geochemistry, Mineralogy, Petrology
- c. Geophysics, Structural Geology, Tectonics
- d. Paleontology, Stratigraphy, Earth History

A Doctoral student must identify a Major area with the Department from one of the above subdisciplines by the end of the first semester. The other three subdisciplines become potential minors.

e) PhD Course Requirements:

- 1) Successful completion of at least 60 semester hours in courses numbered 4000 or above,
- 2) The Doctoral student must take a minimum of 31 hours of lecture course work and seminars beyond the B.S. degree distributed as follows:
 - a. Major: 4 courses in the subdiscipline identified as the Major. At least two of these courses must be at the 7000-level (12 hours).
 - b. Minors: 3 courses distributed between two of the other Departmental subdisciplines. At least one of these courses must be at the 7000 level (9 hours).
 - c. Electives: 2 additional graduate level courses. Can include courses from outside the Department (6 hours)
 - d. Seminar: two 7000 level seminar courses (4 hours).

- 3) The Doctoral student must take at least 9 hours of GEOL 9000, Dissertation Research.
- 4) The remaining 20 semesters hours can be any combination of course work and 9000-level graduate credits which meet with the approval of the Major Professor and Dissertation Committee.
- 5) Up to 17 hours of M.S. or graduate transfer credit in lecture course work can be counted toward the Ph.D. course requirements. *Transfer of credits from other academic institutions must be approved by the student's dissertation committee and by the Graduate School using the "Program of Study for the Doctoral Degree" form (#8). Also see Graduate School Requirements 2.1.d. for additional courses.*
- 6) *A minimum semester/cumulative GPA of 3.0 or better must be maintained during the period in residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.*

f) Ph.D. General Examination

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

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

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

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

- 1) Schedule - The examination must be taken during or immediately following the semester in which all course-work is completed. The graduate school requires that the exam be completed within 3 years. A copy of the updated dissertation Proposal must be submitted to each committee member at least 10 workdays before the examination. See additional Graduate School requirements in

section 2.1.b. and 2.1.c. Exams may not be scheduled on dates that the university is not in session (i.e., between semesters).

- 2) Pass-Fail - *A pass is granted when there is no more than one dissenting vote. A student failing the General Examination must retake it the following semester. A second failure will result in dismissal from the Ph.D. program.*

g) Final Examination (Dissertation Defense):

- 1) *Completion of a dissertation must demonstrate the candidate's ability to show a mastery of research techniques, ability to do original and independent research and skill in formulating conclusions that in some way enlarge upon or modify accepted ideas to the satisfaction of the dissertation committee and meet with the approval of the Graduate School.*
- 2) A public defense of the dissertation is required once the committee has approved a final draft.
- 3) Schedule - A complete copy of the dissertation must be given to each committee member and to the Graduate Coordinator at least two weeks prior to the examination. See additional Graduate School requirements in section 2.1.d.
- 4) Public notice - A two-week public notice prior to the defense is required (See the Graduate Coordinator).
- 5) Defense - This consists of a short presentation (approximately 20-30 minutes) on the dissertation work accomplished by the student, after which questions may be asked by members of the public. This is followed by a closed session in which only the dissertation committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.
- 6) Pass-Fail - *A pass is granted if no more than one dissenting vote is given by the members of the dissertation committee. A second failure of the defense will result in dismissal from the Ph.D. program.*

h) Final Copy of Dissertation

- 1) *The dissertation must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the dissertation prior to final submittal. Students should obtain the publication "Guidelines for the Preparation of Theses and Dissertations" available from the Graduate School for a list of the requirements.*
- 2) *The final form of the dissertation to be submitted to the Graduate School must be in accordance with the instructions in the pamphlet Guidelines for the Preparation of Theses and Dissertations, available from the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.*

- 3) The student must submit both an electronic and a paper copy of the dissertation to the Department. The paper copy should contain hard copies of text and figures and appropriate supplementary material on CDs.
- 4) The student must also supply a copy of the dissertation to the Major Professor and to each of the other members of the Dissertation Committee. The members of the Dissertation Committee can specify whether they prefer paper or electronic copies.

i) **Timely Submission of Approved Dissertation:**

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

3. Graduate Assistantships (GA)

3.1. Requirements:

- 1) Students who have accepted, but no longer want, a GA must request a formal release from the commitment. See the Graduate Advisor and Graduate Coordinator as soon as possible.
- 2) All GA's are considered 1/2 time employees, involved in 20 hours of work per week. 1/4 time GA's are sometimes available but are uncommon. GA's on 1/2 time employment may not have any work amounting to more than 20 hours a week, whether on or off-campus.
- 3) Since the University considers GA's part-time employees, they are entitled to Workman's Compensation within the range established by the University for any accident endured while fulfilling their duties. For further information contact the Employee Group Insurance office.
- 4) GA's must be registered as full-time students (9 semester hours in the Fall and Spring Semester with 6 hours at or above 4000 level, and 6 semester hours during the Summer semester with 3 hours at or above 4000 level).
- 5) Employment begins on the first day of the academic year (consult your General Catalog or Graduate Coordinator). The registration system has recently changed from what used to be walk-through registration to the new **Advance Billing System**. This new system requires every graduate student 1) to schedule their courses through your PAWS account, 2) to give the addresses where the bills should be sent and submit a 'change of address form' to the Office of Records and Registration immediately if their addresses are incorrect, 3) to select their optional fees (especially parking plans if they park a car on campus). If graduate assistants want to pay through the payroll deduction, 4) they must submit the payroll deduction form to Bursar Operations, go to your PAWS account, and select payroll deduction as their payment option. 5) You should receive a fee bill on your PAWS account. 6) After getting the bill they should go to the Bursar's Office or online and pay it off. If all of their fees are covered by payroll deduction, scholarships, fellowships, etc., and they owe the University nothing, students **still must return the remittance stub** to the Bursar's Office or go on-line to complete fee bill payment. **You are not registered until the Bursars office records your remittance stub on the computer.** For any more information contact the Graduate Coordinator.

The Department has the right to, and does, withhold paychecks or even take GA's away if the student does not show up on time.

- 6) At the end of each semester all GA's must complete the "TA Checkout Form" form (#13). This must be submitted to the Graduate Coordinator upon completion of her/his duties, to allow the student to receive her/his final pay check.

- 7) For more specifics on University policy on GA's, read Policy Statement-21 on Graduate Assistants, available from the Graduate Coordinator.
- 8) Another source of information regarding TA's is the Department's "Report of the Ad Hoc Committee on Teaching Assistant Policies" (April 7, 1989) available from the Graduate Coordinator. Recommendations proposed in this report are not formal rules. However, the guidelines that have been suggested may be helpful in some cases.
- 9) GA's are entitled to a 10% discount on anything bought at the University bookstore in the Union, upon presentation of their IDs. .
- 10) **Attendance at Graduate Assistants' Meetings is a necessary and mandatory duty for all Graduate Assistants.** These meetings relate to teaching, proctoring, grading and research duties. They also provide a forum to air problems that may be encountered in the course of your work. A graduate student can hold a GA while on probation for 1 semester with special permission from the Graduate School.

3.2. GA Eligibility:

a) All Students:

Graduate students should be in good academic standing (i.e., not on probation) to be GA's. Otherwise, a student placed on probation will have her/his GA taken away, but it may be reinstated the following semester if the student attains at least a 3.0. GPA in 9 semester hours of graded coursework.

b) Non-Native English Speaking Students:

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

- 1) The Graduate School requires that all non-native English speaking students take a speech placement interview prior to registering at LSU and register during their first semester for a course in "Current Spoken American English" (ENGL 1051).
- 2) The following is from the University policy statement (PS-21) on GA. A copy is available from the Graduate Advisor.

"International students on assistantships, whose native language is not English must take the LSU Comprehensive English Language Test and participate in a speech interview. If either test indicates a deficiency in English competency, students will be required to enroll in and successfully complete the appropriate courses and be certified as proficient in English before they may teach in a classroom." (PS-21, p5).

- 3) Departmental policy stipulates that International student Teaching Assistants who do not become certified in English by the end of their first semester will have their TA stipend reduced by 5%. If they are not certified by the end of their first year in residence, their TA may be terminated (although they may still hold an RA).

3.3. Duration:

GA's are awarded for the following maximum periods and are based on a 9-month academic year at 20 hours per week:

- M.S. - 4 semesters
- Ph.D. with a M.S. - 6 semesters
- Ph.D. - 10 semesters

Any exceptions to the above limitations require special justification from the Department of Geology and Geophysics and the approval of the Dean of the Graduate School.

3.4. Types of GA's:

a) Teaching Assistantship (TA):

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

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

b) Service Assistantships (SA):

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

- 1) Maintain one or more of the Department's collections by ensuring that the catalog is kept up-to-date, the collection(s) are clean and in good order, and access to the collection(s) is properly controlled.
- 2) Assist the professor in charge of the Wilbert Lecture series by coordinating arrangements with the Department staff, preparing and posting announcements of the

lectures, assisting with receptions on the day of the lecture, and providing any other assistance as deemed necessary by the professor.

- 3) Assist the professor in charge of laboratory facilities by maintaining instruments and providing assistants to the users.

c) Research Assistantships (RA):

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

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

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

3.5. GA Stipends and Tuition:

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

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

Current TA rates.

	Current
MS	\$15,000
PhD student	\$15,000
PhD candidate*	\$16,500

* defined (for this purpose) as either having a MS degree, or having passed both parts of the Assessment Exam.

Students with GA's are assessed tuition and fees at the in-state rate of approximately \$1,900.00 per semester for the Fall and Spring semesters. However, students will be responsible for fees (approximately \$700 per semester). Students who do not hold a GA will be required to pay full tuition and fees. Out of state students without a GA will be required to pay out-of-state tuition. Tuition may be paid all at once at registration, or be deducted from paychecks (this option can be chosen on your PAWS account. No forms are necessary). Paychecks are distributed via direct deposit to a bank on or about the 21st of each month. For depositing checks directly to the bank students need to talk to the Graduate Coordinator. The first paycheck of the Academic year is not issued until the 21st of September. No pay advance is available from the Department or the University. One possible source of money prior to the first paycheck is a student loan from the Office of Student Aid and Scholarships.

b) Summer:

Students who have been TA's for at least two semesters may be eligible for summer employment teaching lab sections on campus, although the number of positions available are limited. Alternatively, one or more TA's may work at the Department Field Camp in Colorado (see the Director of the camp as early as possible). The summer stipend is between \$2,000.00-\$3,500.00, and students are assessed tuition and fees at the in-state rate of approximately \$975. A few RA's are also available and should be sought aggressively as early as possible; stipends vary.

3.6. Getting Started and Finishing Up:

- 1) The student should ensure that the Graduate Advisor has her/his class schedule as soon as possible after registration. Teaching assignments are posted and revised often during the first weeks of the semester (see the "Bulletin Board").
- 2) TA's teaching 1601/1602 should be prepared to attend a meeting organized by the professor in charge of introductory laboratories during the registration week (time and date will be posted). TA's for other classes should meet with the professor teaching the course before the first class.
- 3) For safety reasons, an attempt is made to minimize the assignments of female TA's to evening classes. TA's teaching evening classes are encouraged to make students aware of the potential dangers and recommend to female students that they be escorted to their car. Should a student need a phone, phones are available in the lobby of the Old Geology Building and in the hall across from the large lecture rooms in the New Building.
- 4) Keys to offices, labs, a copy number for the Xerox machine, and access codes to the computer rooms (E337, E232) may be obtained from the Assistant to the Chair. The Assistant to the Chair also has extra slide projectors and replacement bulbs. Teaching supplies such as grade books, chalk, index cards, and transparencies are available in the Department office - see the Graduate Coordinator.
- 5) A TA who has a problem and feels she/he needs help is encouraged to talk to the professor teaching the course, the Graduate Advisor, or the Graduate Student Representative. For any grievances, e.g., unfair amount of time required for a TA duty, refer to section 5.1.
- 6) Final and mid-term grade forms are available in the Department office. The Department Academic & Building Coordinator will let TA's know when to turn these in.
- 7) GA's must turn in any textbooks, lab manuals and keys to labs or classrooms used for teaching/work to the Assistant to the Chair at the end of the semester. GA's submit the "TA Checkout Form" form (#13) to the Graduate Coordinator and must be registered for the next semester.

4. International Students

This section contains information of special interest to international students. For more information and instructions, consult the International Student Office (ISO) whose role is to assist international students in all matters related to their study at LSU [Phone: 578-3191]. Please also see the GA section on non-native English speakers (section 3.2).

4.1. English Placement Test:

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

4.2. Health Insurance:

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

4.3. Tax:

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

4.4. Visa:

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

5. Student Grievances

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

5.1. Department Grievances and Procedures:

Although no formal channel exists for the airing of student complaints within the Department, the following approach is suggested.

1. Consult your Advisor or faculty member involved.
2. Consult with the Graduate Student Representative.
3. Consult with the Graduate Advisor.
4. Consult with the Department Chair.
5. Send a formal letter of complaint to the Graduate Advisor and Department Chair.
6. If all else fails, write a formal letter of complaint to the Dean of the Graduate School.

Should you find that step six is necessary, ensure that you inform, in writing, your Advisor, the Graduate Advisor, and Department Chair of your intent.

5.2. University Policies and Procedures:

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

Grade appeals for courses are outlined in the "General Catalog" and in Policy Statement 48. A copy of each is available from the Graduate Coordinator, and on the LSU website, <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>

University policy on Graduate Assistants is outlined in Policy Statement 21. A copy is available from the Graduate Coordinator, and on the LSU website, <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>

Graduate Assistantship/Employee grievance procedures are outlined in Policy Statement 8. A copy is available from the Graduate Coordinator, and on the LSU website, <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>

5.3. Sexual Harassment Policy:

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

"Sexual harassment is a form of unlawful sexual discrimination. For the purposes of this policy, sexual harassment is defined as unwelcome verbal or physical behavior of a sexual

nature. Sexual harassment includes both 'quid pro quo' and 'hostile environment' unlawful discrimination.

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

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

Both informal and formal grievance procedures are outlined in PS-73. Any disciplinary sanctions against faculty or employees will be in accordance with PS-8. Any action against students will be in accordance with the "Code of Student Conduct". Anyone having questions or grievances regarding sexual harassment at LSU should contact the Equal Opportunity Programs Office.

5.4. Equal Opportunity Policy

University policy and procedures are outlined in PS-1 "Affirmative Action and Equal Employment Opportunity Policy". A copy is available in the Department Office. The following excerpt comes from PS-1:

"The University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veterans status in the admission to, participation in, or employment in the programs and activities which the University operates."

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

6. Useful Things to Know

Graduate Student Representative:

Two graduate students (one for M.S. and one for Ph.D. students) are elected annually to serve as a liaison between the graduate students and the faculty, primarily through her/his attendance at faculty meetings. The 2008-2009 Graduate Student Representatives are (Ph.D.) and (M.S.).

Wilbert Lecture:

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

Earth Sciences Brown Bag Seminar:

This is an informal presentation by graduate students and professors, from within and outside the Department, and is organized by a graduate student volunteer. Students are strongly encouraged to participate both by presenting and attending seminars. It is usually held on Wednesdays at 12:00 p.m.; check the posted notices for topic, location, and time.

AAPG Student Chapter:

The AAPG (American Association of Petroleum Geologists) has a student chapter in the Department, which sponsors field trips, social activities, intramural sports, and some funding for travel to official meetings. Officers (President, Vice-President, Treasurer, Secretary, and Public Relations) are elected annually. The 2008-2009 President is Jake DeHamer. If interested, contact Jake at jdeham1@lsu.edu.

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

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

Sigma Gamma Epsilon (Delta Iota):

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

Bulletin Board:

The "Bulletin Board" located in front of the Department office, should be checked periodically for events and activities within the Department as well as around campus.

Graduate Student Association:

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

Graduate Student Association of LSU

P.O. Box 16470
Louisiana State University
Baton Rouge, LA 70803
<http://gradlsu.gs.lsu.edu>

Keys:

Office, laboratory and building keys are available from the Assistant to the Chair. Students must turn in any keys that are no longer applicable to her/his work assignments, and turn in all of their keys when they graduate. If a student is locked out of her/his office after Department office hours, Campus Police should be called at 578-3231.

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

Safety:

The city of Baton Rouge, like many American cities, has a high incidence of violent crimes. Women should not walk by themselves at night and men should also be very cautious at night. Any person on campus who needs a ride at night can call Campus Transit at 578-5555. The service is free, but is limited to the LSU campus only.

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

CAMPUS POLICE: **578-3231**

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

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

Building Problems:

During office hours, all building maintenance problems (lights out, power off, keys not working, etc.) should be reported to the Academic & Building Coordinator. After hours call Facility Services (578-3186)--24 hours.

Mailboxes:

Mailboxes are located in the Department office, on the far left wall and divided in alphabetical order of surnames. Mail arrives twice a day around 10:30 am and 2:30 p.m., however you should check your box throughout the day for messages.

Photocopies:

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

Recycling:

The University recycles all paper. You may put all paper including glossy and newspaper in your recycling box in your office. See the Building Coordinator for a recycling box. Recycling is collected by the Janitorial staff. For more information, call the LSU Recycling Hotline at 578-5325. The AAPG student chapter recycles aluminum cans in the large plastic bins with silver lids located in various parts of the building. The city of Baton Rouge has curb-side recycling; for more information call 927-1600.

Travel:

When traveling on State, University, Department, or research grant funds, certain University regulations and procedures must be adhered to.

1) All travel must be authorized before departure--regardless of the source of funding for the trip! All travel arrangements must be booked through the State travel agency, Navigant Travel (930-6700) or you will not be reimbursed! All travel forms are available from the Accounting Technician. The Accounting Technician is responsible for processing travel forms and can provide detailed information on current regulations and reimbursement rates.

2) **All University travel must be authorized in advance** – regardless of the source of funding for the trip. This should be done as early as possible before the proposed departure date, using a "Request for authorization to Travel" form (#15).

3) A travel advance may be available to help defer travel expenses. Travel advances are only available to LSU employees. The "Request for Travel Advance" form (#16) should be submitted for approval at least 10 days before departure.

4) All transportation and accommodations must be made through Navigant Travel Agency (930-6700, fax 930-6666). Reimbursement for transportation and lodging not arranged through Navigant will not be authorized. In the event that a student needs alternative arrangements (usually knowledge of a cheaper fare), permission to use a different travel agent must be granted in writing by the Director of Accounting Services (204 T. Boyd Hall) before any booking.

5) If reimbursement is expected a "Travel Expense Voucher" form (#17) must be submitted within 10 days of returning from the trip. *Original receipts* are **required** for all expenses except meals. Meals do not require receipts unless you expect to be

reimbursed at 25% in excess of the allowed rate (this requires prior approval on the Authorization to Travel form). Credit card receipts alone are not acceptable unless this is the only receipt provided. If this is the case, an explanation must accompany the receipt. You can obtain from the Accounting Technician the current rates of reimbursement for mileage, meals, and lodging. It is recommended that a personal copy of all receipts be kept.

6) All airline tickets must be charged to an American Express Corporate Card. You can get an application for this card from the Accounting Technician. If an employee has been denied an American Express or is in the process of applying for a card, you may use the department's Business Travel Account (BTA) for the contract airfare and matched fare.

7) For travel on University sponsored class field trips, medical travel insurance must be bought from the University. This is done by submitting "Trip Travel Insurance" forms (LSUTT1 and LSUTT2; #18) available from the Assistant to the Chair, at least 3 days before the anticipated date of departure.

8) All students who wish to drive a department vehicle must be university employees and must submit a "Vehicle Authorization Form, Driver Record" form (#19) available from the Assistant to the Chair and submitted to the Rock Lab supervisor. All drivers of University vehicles must take a one hour Driver Safety Class. See the Rock Lab supervisor for class schedule. Each time a vehicle is used, the mileage must be logged into the log book and the keys, gate card, and log book returned to the Rock Lab supervisor. Please remove the trash from the van and report any maintenance concerns to him/her. The vehicles must be reserved in advance with him/her (578-2243).

UNIVERSITY VEHICLES ARE FOR OFFICIAL UNIVERSITY BUSINESS USE ONLY

Purchasing Policy

If you need to make a purchase with University funds, the following guidelines must be strictly adhered to:

1. ******Supply & Equipment** orders that total \$1000 or less (including shipping) do not require competitive bids or issuance of a purchase order. The Assistant to the Chair can purchase the items on her State Visa Card. You will need to see her about these purchases.
2. Supply and Equipment orders totaling more than \$1000 and up to \$2,000 (including shipping) requires competitive bids. Three different fax quotes from different vendors are required. A University purchasing quote form must be used. The form can be obtained from the LSU Purchasing Office website. Submit the quote to the Assistant to the Chair along with the account number to be used
3. For any order totaling more than \$2000, submit your order to the Assistant to the Chair for further action.

4. When equipment needs repairs, the University requires a quote from an authorized dealer before the equipment is repaired. If the repair is over \$1,000, you will need to get the dealer to fill out PUR525 form. The form can be found on the University Purchasing website. If you or the dealer needs help with this, see the Assistant to the Chair.
5. If you need to purchase computer equipment or software, contact the Computer Analyst (Systems Manager) at 8-8804. He/she will contact the Assistant to the Chair about your order.

Health Center:

All full-time students have free access to the Student Health Center having paid for the service in their fee bill. The Health center is staffed and equipped for treating minor illnesses and minor accidents. Facilities include an out-patient medical clinic, a mental health clinic, a pharmacy, a laboratory, and an x-ray department. Charges are made for medicines and for x-ray and laboratory work done at the center. Facilities are open Monday through Friday from 8:00 am to 5:00 p.m. and Saturday morning from 8:00 am - 11:30 am. Appointments must be made ahead of time, at least a day in advance, walk-ins are accepted in emergency situations and on Saturday mornings.

E-mail Access:

The Office of Computing Services provides e-mail accounts to all faculty, staff and graduate students. E-mail accounts also are available on the Department's mail server. The Computer Analyst is in charge of assigning Departmental e-mail accounts.

Department Computer Facilities: refer to Appendix V.

GEOREF:

GeoRef is currently available in Middleton Library or on campus at www.lib.lsu.edu.

Faxes and Long Distance Phone Calls:

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

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

7. Financial Assistance

A list of potential granting agencies is given below. The information listed is subject to change without notice. Please check the "Bulletin Board" section on Grants and Fellowships and see the University Administration Specialist and the Graduate Coordinator for application forms and

additional available sources. One other source is the "Graduate Student Funding" guide published by, and available from, the Graduate School.

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

Check the Department Bulletin Board for Announcements.

7.1 Fellowships

Some fellowships may require US citizenship; check with the Graduate Coordinator. Watch the Department Bulletin Board for announcements of other fellowships.

LSU Graduate School Fellowship (US citizens only)

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

Board of Regents Graduate Fellowship Program (US citizens only)

Requirements and benefits are similar to those for the Graduate School Fellowship, with an annual stipend of \$18,500 to \$22,000 plus tuition. One fellowship is awarded annually in the Department. Contact Marie Hamilton (578-3885) in the Graduate School for further details.

Applied Depositional Geosystems Fellowships

The \$25,000 stipend is for 9 months and may be awarded for up to two years. Four or more awards are available. Applications should be made through the Applied Depositional Geosystems Advisory Committee, currently chairs the committee.

AAUW Educational Foundation Dissertation Fellowship

For women who are citizens or permanent residents of the US Stipends are \$12,500 and are for the final year of writing the dissertation. Applicants must have completed all course-work, passed all preliminary exams, and had the dissertation research proposal approved. For more information: <http://www.aauw.org/>

AAUW Educational Foundation
American Association of University Women
2401 Virginia Avenue, NW
Washington, DC 20037

Joint Oceanographic Institutions/USSAC Ocean Drilling Fellowship

Fellowships are awarded twice each year to both M.S. and Ph.D. candidates for either shipboard or shore based research. Both one- and two-year fellowships are available at an award level of \$22,000 per year. For more information: www.joi@joi.science.org

Andrea Leader, Fellowship Coordinator
JOI/USSAC Ocean Drilling Fellowship
Suite 800, 1755 Massachusetts Ave., NW
Washington, DC 20036-2102
Phone: (202) 232-3900

National Defense Science and Engineering Graduate Fellowship Program

\$15,000 stipend renewable for 3 years - applicants must be US citizens and be at or near the beginning of their graduate study in science or engineering. Grants awarded are based on aptitude and demonstrated ability of the applicant. Doctoral candidates are given preference. For more information: www.asee.org/ndseg

Battelle Columbus Division
Research Triangle Park Office
Graduate Fellowship Program
200 Park Dr.
PO Box 12297
Research Triangle Park, NC 27709

National Physical Science Consortium Fellowship for Minorities and Women

The NPSC offers doctoral graduate fellowships to underrepresented minority groups and women. Each fellowship is worth from \$156,000 to \$200,000 depending on which university a student attends. For more information: <http://www.npsc.org/>

National Physical Science Consortium
MSC, 3NPS, Student Recruitment Office
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
Phone: (800) 952-4118 or (505) 646-6038
Fax: (505) 646-6097

Phi Kappa Phi Graduate Fellowships

Fellowships in support of first-year graduate students. Awardees may accept Fellowships with the full \$7,000 stipend, a reduced stipend, a \$500 monetary award, or without stipend. For more information: <http://www.phikappaphi.org/>

The Honor Society of Phi Kappa Phi
146 Thomas Boyd Hall
Louisiana State University

Baton Rouge, LA 70803

National Science Foundation

Available to Masters or Doctoral students with less than 29 semester hours of graduate credit. For more information: www.nsf.gov

NSF Graduate Research Fellowship Program
Oak Ridge Association Universities (ORAU)
P.O. Box 3010
Oak Ridge, TN 37831-3010
Phone: (423) 241-4300
Fax: (423) 241-4513
e-mail: nsfgrfp@orau.gov

Naval Research Laboratory Postdoctoral Fellowship

Awards are for one year but are renewable with an annual stipend of \$42,000 which increase by \$1,000 each year it is renewed. For more information: <http://www.nrl.navy.mil/>

American Society for Engineering Education
1818 N Street, N.W., Suite 600
Washington, D.C. 20036-2479
Phone: (202) 331-3525
e-mail: projects@asee.org

7.2. Research Grants and Scholarships

LSU Office of Sponsored Research (OSR) has grant and scholarship information on file. The office is 117 David Boyd Hall. OSR will also do regular grant-searches for you and send this information to your e-mail address. Call OSR for more information, 8-6891. Check with the Graduate Advisor for other grants and scholarships available and for current applications.

AAPG Foundation Grants

Grants of up to \$1000 are available to graduate students conducting research related to the search for hydrocarbons and economic sedimentary minerals. (Deadline - Check with the Assistant to the Chair). www.aapg.org

Dr. J. M. Armentrout
AAPG Grants-in-Aid Subcommittee
AAPG Headquarters
PO Box 979

Tulsa, OK 74101-0979

American Chemical Society, Petroleum Research Fund

Grants of up to \$60,000 are available. Grants are given to support exceptionally well-qualified graduate students, but usually the graduate student's advisor assumes responsibility as the principal investigator. Grants are awarded on the basis of scientific merit, and appropriateness of the budget. www.acs.org/prf

Petroleum Research Fund
American Chemical Society
1155 16th St., NW
Washington, DC 20036

AGI Minority Geoscience Scholarship (US citizens only)

Awards given to Black, Hispanic or Native American (American Indian, Eskimo, Hawaiian or Samoan) students. Recipients are judged on academic achievement, financial need and their potential for future success in the geoscience profession. Deadline March 1. For more information: www.agiweb.org/mpp/

Marilyn Suiter
AGI Minority Participation Program
4220 King Street
Alexandria, VA 22302
Phone: (800) 336-4764

Association for Women in Science

Predocctoral Awards of \$500-1,000 given to women graduate students in science. US and non-U.S. citizens are eligible. AWIS also publishes a financial aid directory of over 400 listings entitled, *Grants at a Glance*.
(Deadline- mid-January). For more information: <http://www.awis.org>

Association for Women in Science
1200 New York Ave., NW, Suite 650
Washington, DC 20005
Phone: (202) 326-8940 or (800) 886-AWIS
e-mail: awis@awis.org

Colorado Scientific Society

Two grants primarily in support of field investigations of regional geologic and stratigraphic problems with emphasis on the geology of Colorado and the western overthrust belt. Another grant supports a project in engineering geology. Moneys can be used to support travel costs, field expenses, etc. For more information:
<http://www.coloscisoc.org/grants/grants.html>

The Chairman, Memorial Research Funds
Colorado Scientific Society

PO Box 150495
Lakewood, CO 80215-0495

Dallas Geological Society Scholarships

Awards typically do not exceed \$1000 and are given on the basis of scientific merits of the research, the capability of the investigator and an appropriate budget. See the Director of Field Camp. All scholarships from the Dallas Society are now managed under the Society of Exploration Geophysics.

The Explorers Club

Awards up-to \$1200 are made primarily to graduate students and members of expeditions. Applications are judged on the merit of the proposal, the competence of the investigator and the appropriateness of the budget. Membership to The Explorers Club is not necessary to qualify for an award. www.explorers.org

The Exploration Fund Committee
The Explorers Club
46 East 70th Street
New York, NY 10021
(212) 628-8383

Geological Society of America

Awards typically do not exceed \$1500 and are given on the basis of the scientific merit of the project, the capability of the investigator, and the appropriateness of the budget. For more information: www.geosociety.org

Geological Society of America - Southeastern Section

Grants are competitive and available to both undergraduate and graduate students. Students must be a student Associate member of GSA. For more information:
<http://www.geosociety.org/members/student.htm>

Secretary SEGSA
Department of Geology
The University of Alabama at Birmingham
Birmingham, AL 35294 (205) 934-5102

Geoscience Scholarships for Ethnic Minorities

For information write to:

Director, AGI Minority Geoscience Scholarships
American Geological Institute
4220 King Street
Alexandria, VA 22302

Gulf Coast Association of Geological Societies Financial Aid Awards

Awards of up to \$1000 are given to graduate students conducting research related to energy and minerals in the Gulf Coast region.

V.M. Ewing, Chairman
GCAGS Financial-Aid to Students Committee
Chevron USA, Inc.
935 Gravier Street
New Orleans, LA 70112
(504) 592-6394

Houston Geological Society-Calvert Memorial Scholarship

Award of \$2,600 to a graduate student conducting research in economic geology. For more information: <http://hgs.org/>

The Houston Geological Society
c/o: W.L. Calvert Memorial Scholarship Fund
7457 Harwin, Suite #301
Houston, TX 77036-2190
Phone: (713) 785-6402
Fax: (713) 785-0553

LUMCON

\$2000 in research funds to defray expenses of a research program in the Maine Sciences. The research grant may be used to defray room and board expenses, supplies, vessel rental, travel or other approved expenses in connection with research at LUMCON's facilities. For more information: www.lumcon.edu

Scholarship Committee
LA. University Marine Consortium Foundation, Inc.
8124 Highway 56
Chauvin, LA 70344
Phone: (504) 851-2800

Mineralogical Society of America- Biennial Mineralogy/Petrology Research Grant

\$3500 awarded in odd-numbered years to recipient between 20 - 30 years of age. Money can be spent in any way in support of proposed research. For more information: www.minsocam.org

Mineralogical Society of America
Business Office
1015 18th Street NW, Suite 601
Washington, DC 20036
(202) 775-4344

National Geographic Society Research Grants

The application is relatively short and may be submitted at any time. Grants are given to exceptionally well-qualified graduate students, but usually the graduate student's supervisor

is listed as the principal investigator. Grants are awarded on the basis of scientific merit. Notification usually takes between 4-6 months.

www.nationalgeographic.com/research/grant/rg1.html

Dr. Edwin W. Snider, Secretary
Committee for Research and Exploration
National Geographic Society
17th and M Streets, NW
Washington, DC 20036 phone (202) 857-7439

The Paleontological Society

\$500 grants to support research in any field or aspect of paleontology for graduate students.

PS Selection Committee, Dept. Geol. and Min.
Ohio State Univ.
125 South Oval Mall
Columbus, OH 43210

PEO Scholar Awards

\$6,000 award to support women in the US or Canada who are pursuing a graduate degree or are engaged in advanced study and research.

P.E.O. Executive Office
3700 Grand Avenue
Des Moines, Iowa 50312-2899

Sigma Xi

Awards typically range from \$100-\$500. Awards are made for research projects with priority given to applicants in the early stages of their careers.

Committee on Grants-in-Aid of Research
Sigma Xi Headquarters
345 Whitney Ave.
New Haven, CT 06511

SIPES Foundation Scholarship

Society of Independent Professional Earth Scientists stipulates that applicants must be graduate students majoring in the Earth Sciences with a G.P.A. of 3.5 or better. Scholarships are usually \$1000. For more information: <http://www.sipes.org/>

SIPES Foundation
4925 Greenville Ave., Suite 170
Dallas, TX 75206
Phone: (214) 363-1780

Fax: (214) 363-8195
e-mail: sipes@sipes.org

Society of Professional Well Log Analysts

Recent scholarships have ranged from \$1000 to \$2500. Must have a GPA of 3.0 or higher.
For more information: <http://www.spwla.org/>

SPWLA Foundation
8866 Gulf Freeway, Suite 320
Houston, TX 77017
Phone: (713) 947-8727
Fax: (713) 947-7181

Youth Activity Fund of the Explorers Club

Grants to high school and college undergraduate students to enable them to participate in field research in the natural sciences under the supervision of a qualified scientist. From \$200-1,000. Awards announced in June. See address for the Explorer's Club above.

New Orleans Geological Society

Scholarships to graduate and undergraduate students. From \$1000-\$2000. Must be nominated by Department.

www.nogs.org
New Orleans Geological Society
810 Union Street, Suite 300
New Orleans, LA 70112

Shreveport Geological Society

Scholarships to graduate and undergraduate students. From \$500-\$1000. Must be nominated by Department.

www.ShreveportGeologicalSociety.org
Shreveport Geological Society
P.O. Box 750
Shreveport, LA 71162

Miscellaneous Funding

Oil companies, in particular BP, ChevronTexaco, ExxonMobil, Shell and UNOCAL, have in the past provided some students with funding for particular projects. Companies should be contacted directly.

7.3. Funding for Travel to Meetings:

Department of Geology and Geophysics

Provides funding to graduate students for travel to Society or Professional meetings or field work. The decisions are made by the Graduate Advisor. All requests should be submitted to the Graduate Advisor as early as possible each semester using Form #21. Award amounts are \$300 to \$500.

Graduate Research and Development Support (GRADS)

Students are eligible for \$150 or more each academic year, for travel to conferences, conventions and competitions that are educational, academic or professional in nature. Applications (form #14) should be signed by the Department Chair. The Assistant Dean gives final approval and signature. Forms can be obtained from:

:

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

AAPG-LSU Student Chapter

The Department student Chapter provides funding for travel (~\$50) to Society or Professional meetings in a calendar year. You must submit an abstract of the paper or poster you are presenting. For deadlines, contact the current AAPG President.

Society/Professional Meetings

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

GSA Southeastern Section

Program to support cost of student travel to GSA meetings. All eligible students will receive support, not exceeding \$400. Applies to both the annual meeting and Southeastern Section meeting. See GSA Bulletin for details.

APPENDIX I GLOSSARY

Glossary

Consult the "General Catalog" for other definitions.

Graduate Coordinator: The Department staff member who serves as a coordinator of all graduate student business related to the Department and who maintains all official student records/files. For appointed member see Appendix III.

Academic Year: The period consisting of Fall and Spring semesters. (Except in the case of a Final Examination for the Ph.D. degree, in which case it may be the interval between a General Examination held early in one semester and a Final Examination held toward the close of the following semester). Summer term is considered part of the academic year.

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

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

Degree Candidates: A student who intends to graduate, receive her/his degree that semester, and has completed the "Application for Admission to Candidacy for a Master's Degree" or "Application for Degree" for doctoral candidates.

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

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

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

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

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

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

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

Graduate Faculty: Consists of those members of the teaching and research faculties who have been so designated by the Chancellor according to the following ranking system: Full Member, Associate Member or Affiliate Member. Restrictions apply to the rank of the faculty on the student's thesis or dissertation committee. For a listing of graduate faculty, consult the "General Catalog".

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

APPENDIX II COURSES OFFERED NEXT TWO YEARS

Department Courses by Subdiscipline

Below is the tentative graduate teaching schedule for the next 2 academic years (2008-2009 and 2009-2010). Courses are organized by subdiscipline. Within each subdiscipline, courses are listed in the following three groupings: 4000 level classes, 7000 level classes and special topics classes. In addition, two seminars will be offered each semester. Seminar topics will be announced the semester before the seminar is taught.

Geochemistry-Mineralogy-Petrology

Number	Description	08-09		09-10	
		F	S	F	S
GEOL 4085	Geochemistry of Natural Waters & Sediments			X	
GEOL 7133	Sedimentary Petrography of Carbonates	X			
GEOL 7900	Paleo-oceanography				X
GEOL 7900	Biogeochemistry		X		X

Paleontology-Stratigraphy-Earth History

Number	Description	08-09		09-10	
		F	S	F	S
GEOL 4002	Earth Systems Review (Ferrell)		X		
GEOL 4045	Stratigraphy (Ellwood)		X		
GEOL 4111	Vertebrate Paleontology		X		
GEOL 4131	Basin Analysis	X			
GEOL 4165	Subsurface Geology		X		X
GEOL 7061	Sequence Stratigraphy				X

Earth Surface Processes-Sedimentation-Hydrogeology

Number	Description	08-09		09-10	
		F	S	F	S
GEOL 4084	Geomicrobiology	X		X	
GEOL 4182	Physical Hydrogeology		X		

Geophysics-Structural Geology-Tectonics

Number	Description	08-09		09-10	
		F	S	F	S
GEOL 4062	Exploration and Environmental Geophysics				X
GEOL 4068	Reflection Seismology			X	
GEOL 7195	Reservoir Characterization			X	

Other *These courses count for graduate credit but do not fulfill the Ph.D. minors requirements**

Number	Description	08-09		09-10	
		F	S	F	S
GEOL 4019	Geophysical Applications & Geoarcheology				X

APPENDIX III STAFF & RESPONSIBILITIES

Departmental Staff and Responsibilities

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

Office Personnel

Stacey Leblanc – Alumni Coordinator 578-3426 / slebl23@lsu.edu Recruiting, corporate relations, alumni and conference coordination.

Heather Lee – Administrative Program Specialist/Graduate Coordinator 578-2946 /heather@lsu.edu Graduate student admissions, graduate records, graduate payroll, assessment of graduate student progress, field camp admissions, and student worker supervisor/payroll.

Della Lindsey – Accounting Technician 578-2238 /della@lsu.edu Purchasing, payments, data entry of all accounting transactions, reconciliation of departmental accounts, faculty allocation reports, office supply orders and travel.

Latosha Mullins – Academic and Building Coordinator 578-3354 /lmulli1@lsu.edu Personnel forms, payroll, leave tracking, class scheduling, undergraduate contact, room reservations, textbook orders, grade sheets, sabbatical requests, promotion and tenure, and appointments with chair.

Joan Payne – Assistant to the Chair 578-2517 /jbpayne@lsu.edu Business manager: Accounting, purchasing, financial reporting, budget Building coordinator: safety, maintenance, security, space assignments, keys. Other duties: property inventory, copy codes, lock codes, textbooks, AV equipment. Assists with room reservations, proposal routing. Office supervisor.

Technical Personnel

Wanda LeBlanc-Scientific Research Technologist - (8-5306 Rm E148), Geochemistry Laboratories. Use of the XRD and geochemistry laboratories.

Tim Nguyen-Pham-Computer Analyst – (8-8804 Rm E300)
Subsurface Laboratory computer systems manager.

Rick Young-Research Associate - (8-2243 Rm E118) Rock Preparation
Crushers; polishing; saws; storage of samples; thin sections.

The following work for Geology and Geophysics faculty only (i.e. see your Advisor). You must have an account number to pay for the work.

Clifford Duplechin, Mary Lee Eggart, James Kennedy-Drafting - (8-6248 Rm 430)
Drafting; reproductions.

Kerry Lyle -Research Associate Photography - (8-3425 Rm 337)
Photography.

Photographic services (cash or account) are also available in room 52 of Himes Hall.

Appendix IV Faculty Committees 2008-2009

Listed below are faculty committees in the department and their membership for 2008-2009

Executive	Applied Depositional Geosystems
Anderson	Bart
Bart	Ellwood (Curriculum Chair)
Henry	Lorenzo
	Nunn - Chair
Student Awards and Scholarships	UG Recruiting
Nunn-Chair	Anderson-Chair
Ellwood	Warny
Honor (Fall)	Lebold
Bart (Spring)	
Computing	Graduate Admissions
Dutrow	Honor – Chair (Fall)
Lorenzo - Chair	Bart – Chair (Spring)
Blanford	Lorenzo
Webb (Spring)	Webb (Spring)
Curriculum	Field Camp
Ellwood - Chair & UG Advisor	Anderson
Ferrell	Lebold
Engel	Henry
Henry	Nunn - Chair
Faculty Awards	Promotion and Tenure
Bao (Fall)	Ellwood
Warny	
Ferrell	
Dutrow - Chair	
Outside Speakers	BASC Policy and Planning
Bart	To be Elected
	Bart

APPENDIX V COMPUTER/ANALYTICAL/REFERENCE COLLECTIONS

Department Computer and Analytical Facilities and Reference Collections

Computers:

1) **Department Computers: Generally available computer equipment and contact persons are listed below:**

A. Howe-Russell E336 24-hour access: See Latosha Mullins(lmulli1@lsu.edu) for lock combination.

LEQSF-sponsored Geology Student Computer Laboratory

1. 4 IBM Netvista
2. Lexmark T520 Laser Printer
3. HP Scanjet G4010
4. Canon CanoScan D1250
5. 1 Dell Dimension 4550
6. HP Laser Jet 4100N
7. iMac PowerMac G4

Associated (legal) Software

Microsoft Office (Word, Excel, Powerpoint)
Adobe Illustrator
Adobe Photoshop
Adobe Acrobat

Contact: Tim Nguyen-Pham (tgnguyen@lsu.edu) or Jeff Nunn (gjjeff@lsu.edu)

B. Howe-Russell E235 (main office; office hours only).

1. Xerox Phaser 4500DT
2. Brother IntelliFAX-4750e – HiSpeed (33.6kbps) Business Class Laser Fax
3. Copy Machine CM4341 – Black and White
4. Copy Machine CM4170 – Color
5. Xerox Phaser 7760DX
6. 2 Dell Dimension 4550 – Student Workers

Contact: Tim Nguyen-Pham (tgnguyen@lsu.edu)

C. Howe-Russell E217 24-hour access: See Latosha Mullins (lmulli1@lsu.edu) for lock combination.

(Landmark Graphics, Texaco, Unocal, Amoco, Burlington Resources, British Petroleum, Exxon, BHP and Geology Alumni sponsored Subsurface Laboratory). This laboratory will be used primarily for classes and student training in subsurface geology.

1. Four Dell Precision 650n workstations running RedHat Enterprise Linux with dual 3.2 GHz Intel Xeon processors, 1 GB RAM, 219 GB SCSI HD, DVD+RW/+R and dual 19" monitors
2. Two Dell Precision 470n workstations running RedHat Enterprise Linux with dual 3.2GHz Intel Xeon Processors, 2 GB RAM, 146 GB SCSI HD
3. One Dell Precision 340 running RH 9
4. One DDS4 tape drive
5. One HP Design Jet 650C plotters
6. Digitizer
7. Dell 4100MP Data Projector
8. Visual Presenter
9. Extron Controller
10. Bereller Video/Data Presenter

Landmark Software - Stratworks, Seisworks, Z-Map, ProMax
Western Geco Software –OmegaSPS
Hampson Russell Software – AVO, Geoview, PRO3D, ELOG

Contact: Jeff Nunn (gljeff@lsu.edu) or Tim Nguyen-Pham (tgnguyen@lsu.edu)

D. Howe-Russell E207 (Multimedia Class room; Student Technology Fee)

1. Samsung Video Presenter SVP-6000
2. Sharp projector XG E3500U
3. Sony VCR SLV-400
4. Extron IO controller SCP 100P
5. IBM Netvista

Contact: Tim Nguyen-Pham (tgnguyen@lsu.edu)

E. Howe-Russell E213 (Multimedia Class room; Student Technology Fee)

1. Samsung Video Presenter SVP-6000
2. Dell 4100 MP projector
3. Sony VCR SLV-400
4. Apple iMac G4
5. Extron IO controller SCP 100P
6. Bereler Porta Scribe

Contact: Tim Nguyen-Pham (tgnguyen@lsu.edu)

G Howe-Russell E232 (BOR Sponsored Classroom)

1. 7 Dell Optiplex GX280
2. 1 IBM Netvista
3. 1 Dell Optiplex GX270
4. Dell 4100 MP Projector
5. Samsung Elmo
6. Extron Controller
7. HP Laserjet 4050N

Contact: Tim Nguyen-Pham (tgnguyen@lsu.edu) or Jeff Nunn (gljeff@lsu.edu)

H. Howe-Russell E300 (Department Systems Room)

1. Dell Precision 470 3GB RAM (Email and Web server)
2. Dell Precision 470 2.5GB RAM (Redundancy Mail/Web server)
3. IBM Netvista (Imaging server)
4. Precision 530 Application Server
5. Hp Pavilion 563w Student worker machine
6. Xerox Phaser 3450 printer
7. Dell Precision 650 (File server)
8. Dell Precision 340 (Mail/WEB backup server)
9. IBM Netvista Student worker
10. Dell Precision M65

Contact: Tim Nguyen-Pham (tgnguyen@lsu.edu)

I. Howe-Russell E232B (NSF/BOR sponsored research laboratory)

1. Sun Blade 2000 with 8Gb Ram, two 24" monitors

Contact: Jeff Nunn (gljeff@lsu.edu) or Barb Dutrow (dutrow@lsu.edu)

This laboratory is for research only. Graduate students wishing to use this facility must submit a short proposal for review by the governing committee (Nunn and Dutrow).

J. Howe-Russell 417 Student Lobby

1. HP Plotter Design Jet 650C
2. HP LaserJet 4100N

Contact: Tim Nguyen-Pham (tgnguyen@lsu.edu) or Jeff Nunn (gljeff@lsu.edu)

2. University Computing facilities

a. CaSPer

The CaSPer stands for the Callaway Advanced Scalable Parallel Environment for Research, which is currently a 50 node IBM SP and RS/6000 cluster. IBM SP systems are used to solve very large and very complex problems in chemistry, physics, engineering and economics, in universities and research institutes around the globe. OCS-HPC's CaSPer implementation provides a state of the art computing service for LSU researchers. Funding for CaSPer is provided by the Louisiana Technology Innovation Fund.

b. SuperMike: LSU's World-class Supercomputer

In an effort to significantly enhance the high-performance-computing resources that are available to Louisiana's students and academic researchers in various subfields of information technology, LSU has acquired through Atipa Technologies a Beowulf-class supercomputer with 1,024 Intel® 1.8 GHz Xeon DP processors that are tightly coupled through Myricom's myrinet network. The system contains 1 Terabyte of RAM and more than 40 Terabytes of disk storage. It has been christened, "SuperMike" (supermike.lsu.edu).

According to the standard HPL (High Performance Computing Linpack) benchmark that is used to rank the performance of supercomputers worldwide, "SuperMike" clocks at 2.207 TeraFlops; that is, it performs over 2 trillion floating point operations every second.

For more information on University Computing Facilities, visit:

<http://csc.lsu.edu/facilities.html>

DEPARTMENT LABORATORIES

Marine Seismic Laboratory

Hardware: 3 Macs, 1 Sun Sparc-10, Novajet II 36" color seismic plotter, Exabyte tape drive, 8 GB hard disk, HP 1600 CM printer, Calcomp 48" x 72" digitizer.

Software: Suite of Geological Software for PC and Macintosh from Rockware, a premier source for commercial geological software. Software includes such tools as Stereonet, well-logger, Rose-diagram, Petro-suite, etc.

Contact: Juan Lorenzo

Geochemistry Laboratory

- 1) Atomic absorption spectrometer (Perkin Elmer 3300 with HGA 600 Graphite Furnace)
- 2) Inductively coupled plasma optical emission spectrometer (Perkin Elmer Optima 3300DV)
- 3) Ion Chromatography System (Dionex DX500)
- 4) UV/IR Spectrophotometer (Unicam)

Contact: Dr. Jeffrey Hanor or Dr. Huiming Bao

Rock Magnetism Laboratory

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

Three Microscopes with digital camera port and remote TV viewing

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

Two field instruments to measure magnetic susceptibility (MS):

Manufacturer = Bartington, UK

Four laboratory instruments to measure magnetic susceptibility (MS):

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

A Spinner Magnetometer

A Cryogenic Magnetometer

An AF demagnetizer

A Thermal demagnetizer

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

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

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

All necessary computer and field equipment is available.

Contact: Dr. Brooks Ellwood

Palynological Laboratory

- 1) Processing facilities for extracting palynomorphs and siliceous microfossils from sediments and rocks.

- 2) A Palynologic Research Library consisting of more than 20,000 reprints and books dealing with pre-Quaternary palynology and an additional 3,000 reprints treating Holocene and Quaternary palynologic studies.
- 3) A modern pollen reference collection of 6-8,000 species is available for research, as are some 60,000 palynologic slides from oil wells, primarily from the Gulf of Mexico.

Room 164A, Old Geology Building

Contact: Dr. Sophie Warny

SEM and Microprobe Laboratory

- 1) JEOL 840A Scanning electron microscope with digital secondary and backscattered electron imaging capabilities, energy dispersive spectrometer and color-cathodoluminescence detector (SEM-CL)
- 2) JEOL JXA-733 Electron microprobe with four automated wavelength dispersive spectrometers, digital secondary and backscattered electron imaging capabilities and energy dispersive spectrometer

Contact: Dr. Gary Byerly

Solid Source Mass Spectrometer Laboratory

- 1) Finnigan MAT 262 thermal ionization mass spectrometer
- 2) Isotope preparation lab (Class 100 and Class 1000)

Contact: Dr. Lui-Heung Chan

Stable Isotope Laboratory

- 1) Finnigan MAT 253 gas-source stable isotope ratio mass spectrometry system, equipped with TCEA (Thermal Conversion Elemental Analyzer), capable of measuring $^{18}\text{O}/^{16}\text{O}$, $^{17}\text{O}/^{16}\text{O}$, $^{34}\text{S}/^{32}\text{S}$, $^{33}\text{S}/^{32}\text{S}$, $^{36}\text{S}/^{32}\text{S}$, $^{13}\text{C}/^{12}\text{C}$, and $^{15}\text{N}/^{14}\text{N}$ of various compounds
- 2) A 30W CO_2 laser (MIR 10) fluorination system, capable of generating O_2 from silicates, oxides, sulfates, and phosphates for $^{18}\text{O}/^{16}\text{O}$ and $^{17}\text{O}/^{16}\text{O}$ measurements
- 3) A gas chromatograph and two vacuum lines for thermal decomposition of nitrate and perchlorate crystals and for separating and purifying gases
- 4) A complete wet chemistry laboratory, including three fume hoods, an ion chromatograph (ICS 90) for both cation and anion analyses, low- and high-temperature ovens, a freeze-dryer, centrifuges, and ultrasonic baths.

Contact: Dr. Huiming Bao

Subsurface Laboratory

For information, see computer facilities (above).

Contact Dr. Jeff Nunn

Thin section and polished section rock laboratory

Contact: Rick Young

X-Ray Diffraction Laboratory

X-ray powder diffractometers (Siemens and Philips)

Contact: Dr. Ray Ferrell

Geophysical Equipment (E122)

600-channel Sercel Eagle SN388 radio-telemetry system for 0-10 km studies

24-channel Seismograph for 0-1 km studies

20 borehole vertical component 1-Hz geophones

1 borehole seisMEAUXgraph

100 Hz, 40 Hz, 14 Hz, 4.5 Hz horizontal- and vertical-component geophones

24 channel towable land streamer

Shallow (1m) and deeper (5m) shothole drilling machines

1 Lacoste-Romberg Gravity Meter (0.005 mGal precision)

6 field recording GPS units (1m horizontal accuracy)

Digital Theodolite 4-wheel and 6-wheel field vehicles and trailer Field

Communications (0-20 km)

LSU SeisMEAUXbile mobile seismic laboratory 6000W diesel generator Electronic
and mechanical repair and testing equipment

For software to analyze and interpret seismic and gravity data see Subsurface
Laboratory

Contact: Drs. Juan Lorenzo or Jeff Nunn

GEOLOGIC AND PALEONTOLOGIC UNIVERSITY COLLECTIONS

- 1) Vertebrate Paleontology Collection, Museum of Natural Science, Rm 443, Old Geology.
Contact: Dr. Judith A. Schiebout
- 2) Invertebrate Paleontology Collection, Museum of Natural Science, Rm 443, Old Geology.
Contact: Dr. Laurie Anderson and Lorene Smith
- 3) Howe Microfossil Collection, Museum of Natural Science, Rm 363, Old Geology
Contact: Dr. Barun Sen Gupta and Lorene Smith
- 4) Cenex Modern Pollen Reference Collection, Museum of Natural History of Louisiana, Rm 144, Old Geology
Contact: Dr. Sophie Warny
- 5) Mineralogy Collection, Museum of Natural Science, Rm E202, 208 and display cabinets in Howe-Russell
Contact: Dr. Barb Dutrow
- 6) Petrology Collection, Museum of Natural Science, Rm E206, Howe-Russell
Contact: Dr. Darrell Henry

APPENDIX VI DEADLINES

Schedule of Form Submittal and Procedures

TIME	CANDIDATES	PROCEDURE
1 st Semester	Ph.D. & M.S. Ph.D. Ph.D.	-Advisor must be chosen. -Assessment Exam Part I must be completed. -Major area of concentration must be selected
2 nd Semester	Ph.D & M.S. Ph.D.	-Thesis or dissertation committee must be chosen. -Thesis or dissertation proposal must be on file -Submit Program of Study
3 rd Semester	Ph.D.	-Assessment Exam Part II must be completed.
Every Fall and Spring semester	TA's & SA's Ph.D	-Completion of duties. -Advisory Committee semester report must be turned in.
Every year by February 15 th	Ph.D. & M.S.	-Graduate Student Annual Report must be turned in.

Graduate School Deadlines

On the following pages are graduate school deadlines for Spring and Fall semesters of 2008-2009. These schedules are provided to give you an approximate idea of when in a given semester each deadline occurs. Deadlines for the current semester are published in the Schedule of Classes.

<i>Final date to apply online to the Graduate School for the fall semester</i>	August 1 (F)
<i>Final date for adding thesis and dissertation research; final date for “degree only” registration</i>	September 4 (Th)
<i>Final date for submitting to Graduate School applications for master’s and doctoral degrees to be awarded at fall commencement</i>	September 5 (F)
<i>Final date for departments to recommend to Graduate School appointment of examining committees (requests for final examinations) for degrees to be awarded at fall commencement</i>	September 12 (F)
<i>Final date for submitting to Graduate School general examination reports for doctorates to be awarded at spring commencement</i>	September 12 (F)
<i>Final date for submitting to Graduate School the “Program of Study” for the current semester to be counted toward the doctoral residence requirement</i>	November 7 (F)
<i>Final date for submitting to Graduate School committee examination reports and approved theses and dissertations, including the Graduate School corrections (noon deadline)</i>	November 14 (F)

Important Graduate School Deadlines

Spring 2009

<i>Final date to apply online to the Graduate School for the spring semester</i>	January 1 (Th)
<i>Final date for adding thesis and dissertation research; final date for “degree only” registration</i>	January 22 (Th)
<i>Final date for submitting to Graduate School applications for master’s and doctoral degrees to be awarded at spring commencement</i>	January 23 (F)
<i>Final date for departments to recommend to Graduate School appointment of examining committees (requests for final examinations) for degrees to be awarded at spring commencement</i>	January 30 (F)
<i>Final date for submitting to Graduate School general examination reports</i>	January 30 (F)

for doctorates to be awarded at summer commencement

Final date for submitting to Graduate School the “Program of Study” for the current semester to be counted toward the doctoral residence requirement April 3 (F)

Final date for submitting to Graduate School committee examination reports and approved theses and dissertations, including the Graduate School corrections (noon deadline) April 17 (F)

Important Graduate School Deadlines

**Summer
2009**

Final date for adding thesis and dissertation research; final date for “degree only” registration June 11 (Th)

Final date for submitting to Graduate School applications for master’s and doctoral degrees to be awarded at summer commencement June 12 (F)

Final date for departments to recommend to Graduate School appointment of examining committees (requests for final examinations) for degrees to be awarded at summer commencement June 12 (F)

Final date for submitting to Graduate School general examination reports for doctorates to be awarded at fall commencement June 12 (F)

Final date for submitting to Graduate School committee examination reports and approved theses and dissertations, including the Graduate School corrections (noon deadline) July 10 (F)

Appendix VII PURPOSE AND EXAMPLES OF FORMS

This section contains information regarding forms which students have to submit during their graduate program. Each form is described and the due date noted. An **example** of each is also attached. Original forms are available from the Graduate Coordinator or from other office staff. Many of the forms are also available in pdf format from www.geol.lsu.edu

Form #1 - Graduate Student Annual Report

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

Form #2 - Advisory Committee Semester Report

This form is used to assure that students are keeping all their committee members informed of their progress. All students actively working toward a graduate degree should file this report in the Graduate Coordinator's office by the end of every Fall and Spring semester, except for the first semester in residence. This form must be signed by the student's Major Advisor.

Form #3 - Thesis Committee

This form is used to list the members of the thesis committee and the thesis topic. This form must be filed in the Graduate Coordinator's office by the end of the first semester with the Advisor's signature and by the end of the second semester, with the signature of each committee member. It should be updated whenever there is a change in committee membership or thesis topic.

Form #4 - M.S. Student Checklist for Completion of Course work

This form is used by the Department to ensure that the student has met all Department and Graduate School requirements in her/his course work. This form must be submitted as an attachment to the annual report.

Form #5 - Request for Master's Examination

This form is used to receive approval from the Graduate School for taking the Master's Final Examination (Defense). This form must be submitted by the student to the Graduate School for approval at least three weeks prior to the date of examination, which must be before the current semester deadline if the student is a degree candidate.

Form #6 - Application for Admission to Candidacy for a Master's Degree

This form is used to seek approval from the Graduate School for graduation during a particular semester. It includes a listing of the course-work the student will use to fulfill her/his degree requirements for the Master's Degree. It must be submitted to the Graduate School by the current semester deadline. If the student for some reason fails to meet other degree requirements and therefore is unable to graduate, a "Request to Update Application for Degree" form (#12) must be submitted.

Form #7 - Dissertation Committee

This form is used to list the members of the dissertation committee and the dissertation topic. This form must be filed in the Graduate Coordinator's office by the end of the first semester in residence with the Advisor's signatures and by the end of the second semester in residence with the signature of each committee member. It should be updated whenever there is a change in committee membership or dissertation topic.

Form #8 - Program of Study for the Doctoral Degree

This form is used to outline the proposed course-work and name the dissertation committee members for approval by the Graduate School. This form should be submitted by the student to the Graduate School by the end of second semester in the program and by the current semester deadline. Any changes in either course-work or dissertation committee must be approved by the Graduate School using form (#9). **Caution--'proposed' to the Graduate School means you *will* take these classes, so do not include any courses you *may not* take.**

Form #9 - Request for Change in Program of Study for Doctoral Degree

This form is to be used to seek approval from the Graduate School for any changes in the Program of Study (#8) due to changes in dissertation committee or in the intended course work. This form must be submitted by the student to the Graduate School.

Form #10 - Request for Doctoral General or Final Examination

This form is to be used to receive approval from the Graduate School to schedule either the General Examination or the Final Examination (Defense). This form must be submitted by the student to the Graduate School for approval at least three weeks prior to date of examination, which must be before the current semester deadline, if the student is a degree candidate.

Form #11 - Request for Degree

See Graduate School for graduation packet.

Form #12 - Request to Update Application for Degree

See Graduate School for graduation packet.

Form #13 - TA Checkout Form

This form is used to ensure that TA's have completed all their duties for a given semester. It must be signed by the professor/lab coordinator indicating that the student has completed her/his responsibilities for the course(s); the Academic Coordinator indicating that grades have been turned in; the Graduate Coordinator indicating that the student has registered for the following semester; the Assistant to the Chair indicating that laboratory manuals, Department owned textbooks and laboratory/classroom keys have been returned. This form is available from, and must be submitted to the Graduate Coordinator before grades and final paycheck can be received.

Form #14 - Graduate School Request for Travel Assistance

This form is used to request financial aid from the Graduate School for travel to conferences and for research. \$150 or more/year is available. The form should be submitted as early as possible each semester. This form is available from the Accounting Technician. You must get the signature of the Department Chair and then submit it to the Graduate School (114 D. Boyd).

No Form--just memo - Request for Department Travel Assistance

See page 33 of Financial Assistance Section.

Form #15 - Request for Authorization to Travel (AS292)

This form is used to seek approval for all out-of-state travel and travel to conferences or conventions from the Department Chair and the Office of the Chancellor. This form must be completed as early as possible before travel, usually 30 days before the intended travel date. This form is available from, and should be submitted by the student to the Accounting Technician.

Form #16 - Request for Travel Advance (AS86)

Some students may be eligible to receive funding prior to travel to help offset travel expenses. This form should be completed as early as possible before the trip, usually 30 days before the intended travel date. It is available from, and should be submitted by the student to the Accounting Technician.

Form #17 - Travel Expense Voucher (AS300)

When reimbursement is needed, this form must be completed and submitted with all receipts for gas, vehicle rental, motel costs, etc. Meal receipts are not required unless they exceed the *per diem* rate. This must be completed as early as possible upon returning from the trip, and **no later than 30 days**. This

form is available from, and should be submitted by the student to the Accounting Technician.

Form #18 - Travel Accident Insurance (LSUTT1, LSUTT2, LSUTT3, LSUAA1)

University medical insurance on most University or Department trips including field research and whether or not related to class work, should be bought, even if the student uses her/his own vehicle. Students are strongly recommended to obtain this insurance for all trips. This should be submitted at least 3 days before traveling. The form is available from, and should be submitted, with payment, to the Asst. to the Chair.

Form #19 - Vehicle Authorization Form, Driver Record

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

FORM #20 – Assessment Exam Part 2