

# Chapter 15 - The Graduate School

## Administration

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## Mission

The Graduate School offers the administrative structure, leadership, and guidance necessary to support graduate education at Louisiana Tech University. The staff members of the Graduate School work with the Vice President for Academic Affairs, the Graduate Council, the academic deans, and the graduate programs and faculty to help provide students with a superior educational and research environment within which to pursue rigorous, challenging, and relevant graduate and professional degrees.

## Administration

The Dean of the Graduate School administers and coordinates the graduate programs of the University. Graduate instruction is supervised by the appropriate academic deans, directors of graduate studies, department heads, and graduate faculty under policies set forth by the University of Louisiana System and the Graduate Council chaired by the Dean of the Graduate School. The President of the University is the final local authority in the operation of the graduate program.

## Student Responsibility

Each graduate student must assume the responsibility for becoming knowledgeable concerning Graduate School regulations and requirements.

## Graduate Programs

Graduate degrees granted by the University are

- Master of Arts
- Master of Arts in Teaching
- Master of Business Administration
- Master of Education (fifth-year program)
- Master of Fine Arts
- Master of Professional Accountancy
- Master of Science
- Doctor of Audiology
- Doctor of Business Administration
- Doctor of Education
- Doctor of Philosophy
- Joint MD/PhD with LSUMC-Shreveport

The graduate degrees and curricula, by colleges, are as follows:

### College of Administration and Business

- Master of Business Administration
- Master of Professional Accountancy
- Doctor of Business Administration

### College of Applied and Natural Sciences

Master of Science; curricula available as follows:

- Biology
- Family and Consumer Sciences
- Molecular Sciences & Nanotechnology
- Nutrition and Dietetics

### College of Education

Master of Arts; curricula available as follows:

- Counseling and Guidance (with concentrations in School Counseling or General Counseling)
- Educational Psychology
- Industrial/Organizational Psychology

Master of Arts in Teaching; curricula available as follows:

- Early Childhood Education (PK-3)
- Elementary Education (1-6)
- Middle School Education Grades (4-8) Mathematics
- Middle School Education Grades (4-8) Science
- Secondary Education (with concentrations in Agriculture Education, Business Education, English Education, Foreign Language Education, General Science/Biology Education, General Science/Chemistry Education, General Science/Earth Science Education, General Science/Physics Education, Mathematics Education, Social Studies Education, Speech Education)
- Special Education M/M (1-12)

Master of Science; curricula available as follows:

- Curriculum and Instruction
- Health and Physical Education

Master of Education 5th-Year Program/Certification

- Education (with concentrations in Art Education, Health and Physical Education, Music Education, Teaching Blind Students)

Doctor of Education; curricula available as follows:

- Curriculum and Instruction
- Educational Leadership

Doctor of Philosophy; curriculum available as follows:

- Counseling Psychology

### College of Engineering and Science

Master of Science; curricula available as follows:

- Computer Science
- Engineering & Technology Management
- Mathematics
- Microsystems Engineering
- Molecular Sciences & Nanotechnology
- Physics
- Engineering (with concentrations in Biomedical Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering)

Doctor of Philosophy; curricula available as follows:

- Biomedical Engineering
- Engineering
- Computational Analysis and Modeling
- Joint MD/PhD with LSUMC-Shreveport

### College of Liberal Arts

Master of Arts; curricula available as follows:

- English
- History
- Speech
- Speech-Language Pathology and Audiology

Master of Fine Arts; curriculum available as follows:

- Art

Doctor of Audiology

## Graduate School Admission

Certain minimum admission standards are established by the Graduate Council for the University. Each academic college has the prerogative to be more selective and to establish higher standards for its respective graduate students.

For admission to Graduate School, an applicant must satisfy all general admission requirements for Louisiana Tech University. Application forms for admission may be obtained from the Graduate School or downloaded from the Graduate School web site. All necessary official transcripts, standardized test scores, and admission application forms with any required fees must be received in the Graduate School at least 4 weeks in advance of registration for the session in which the student expects to enroll. Transcripts must be mailed directly from the college/university to Louisiana Tech. Any credentials missing before a student's first complete term of enrollment *will result in the student not receiving graduate credit*, nor will an official Louisiana Tech academic transcript be provided to the student.

A student will not receive graduate credit for any course taken unless he or she has complied with the admission procedures and has been accepted for admission to the Graduate School.

Admission by transfer:

1. Student must meet Tech's entrance requirements.
2. Student must be eligible to re-enter the institution from which the applicant is transferring.

International student transfer:

The International Student Office will handle the immigration transfer process for international students arriving from other U.S. schools including issuing a new I-20 immigration document. Students usually receive the I-20 when they arrive on campus so that the transfer can be completed legally and safely. Students must have an official from the previous school sign a "Foreign Student Advisor Transfer Report" and return it to the Louisiana Tech University International Student Office before their arrival.

**Note to International Graduate Students:** Upon arrival at Louisiana Tech, an international graduate student *must* enroll for a minimum of one quarter in the program he or she was approved for and admitted to. After fulfilling this requirement, a student may apply for transfer to another program by following the Graduate School's admission procedures.

### Summary of Admission Procedures

- Obtain application for admission form from Graduate School - 5 weeks prior to registration. International students should obtain an admission application far enough in advance of deadlines to allow sufficient processing time and make the necessary travel arrangements to arrive on campus prior to registration.
- Return completed forms and application fee to the Graduate School - 4 weeks prior to registration. International students should return completed forms and application fee by the deadlines for international students as listed on the application.
- Request all official transcripts and test scores be sent to the Graduate School.
- Comply with any additional requirements of individual graduate programs as specified in this Catalog. Additional requirements are also available from the Director of Graduate Studies in each college, and deadlines of additional requirements may vary.
- Follow registration procedures outlined on the Louisiana Tech web site (B.O.S.S.) or in the quarterly Schedule of

Classes ("The Racing Form") available from the University Registrar during each registration period.

## Transcripts

Policies governing the submission of transcripts for all graduate students are as follows:

- Transcripts must be mailed directly from the college/university to Louisiana Tech University.
- Students in pursuit of a *master's* degree or applying for *unclassified* status must submit *all* official undergraduate transcripts (regardless of the number of colleges attended in order to earn the baccalaureate degree) so that a full evaluation of the grade point average may be made. In addition, all transcripts of any graduate work attempted at other colleges and universities are required.
- Students in pursuit of a *doctoral* degree must submit *all* official transcripts (undergraduate and graduate) for evaluation of eligibility for these programs.
- Students in pursuit of the "*Master's Plus 30*" program must submit only the official transcript certifying receipt of the master's degree from a regionally accredited institution.
- Students applying for *transient* status must submit only an official copy of a transcript certifying that they are actively pursuing an advanced degree at another institution.
- If permission to enter the Graduate School is given prior to graduation, this admission is automatically withdrawn if the Bachelor's degree is not awarded before the date of registration.

## Graduate Non-Degree Admission Categories

### Unclassified

Students seeking graduate credit but not seeking a higher degree must meet the same academic requirements for admission to Graduate School as students admitted to work toward a master's degree. Application of credit earned as graduate Unclassified toward a graduate degree will require unconditional admission to a graduate program, a written appeal for degree credit by the student, and approval by the college administering the program. Up to 12 semester credit hours so earned may be applied to a master's degree.

### Transient

Students admitted to a graduate program at another institution wishing to take a course(s) for transfer credit may be allowed to take such a course(s) with the approval of the Director of Graduate Studies in the college in which he or she would normally enroll. Students applying for *transient* status must submit only an official copy of a transcript certifying that they are actively pursuing an advanced degree at another institution. A maximum of 12 hours of transient credit will be allowed. Transcripts shall note that such credit is for transfer only

### Master's Plus 30

Students who have earned a master's degree from a regionally accredited institution are admissible to the Graduate School on this basis. However, this action does not automatically admit the student to any specific program of study within the Graduate School.

### Extension

This category is available to students at a Louisiana Tech Extension Site wishing to enroll in an extension course for graduate credit without applying for and being admitted to a graduate degree program. Students wishing to enroll in this

category must produce an unofficial copy of their baccalaureate degree-posted transcript, meet course prerequisites, have a cumulative undergraduate GPA of 2.25 (or 2.5 on the final 60 semester hours), and understand that *they are not admitted to a degree program*. A maximum of 9 semester hours of graduate credit are allowed under this non-degree admissions category. Use of this credit toward a graduate degree at a later date will be determined by application and unconditional admission to the Graduate School for a valid graduate degree program.

### **Inter-Institutional Cooperative Program (ICP)**

Students may enroll in graduate courses through the ICP program between Louisiana Tech and Grambling State University. Students participating in the ICP program must apply for *transient status* and follow the appropriate admission procedures. Courses taken through the ICP program must be included on a student's approved Plan of Study in order to count towards degree requirements, and all course prerequisites must be met. Students not in good standing at one university are not eligible to enroll in graduate courses at the other university. Additional information may be obtained from the Office of the Registrar, 318/257-2176.

### **Residency Regulations for Tuition Purposes**

The residence status of an applicant or student is determined in accordance with the University of Louisiana System regulations and is based upon evidence provided in the application for admission and related documents. Residency status is not determined for students registered for 3 credit hours or less. All students classified incorrectly as residents are subject to reclassification and payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to university discipline. Students should refer to the conditions used to determine residency status under the "Undergraduate Admissions" heading at the beginning of this Catalog for specific residency classification regulations. Any appeals of residency classification should follow the guidelines provided.

## **Graduate Degree Admission Categories**

### **Unconditional Admission**

Unconditional admission requires that the applicant must have earned a bachelor's degree from a regionally accredited college. The final decision rests with the Dean of the Graduate School and is based upon the recommendation of the admissions officials of the academic college the student wishes to enter. The following are minimum requirements for unconditional admission consideration:

- Minimum 2.50 (4.0 system) grade point average on all work attempted or 2.75 on the last 60 hours attempted.
- Satisfactory scores on standardized test(s) specified by the academic college.

Applications for the appropriate test may be obtained from the Counseling Center, Keeny Hall, Room 310. Students qualifying for unconditional admission who have not submitted a standardized test score may be allowed to submit the test score during their first quarter of enrollment as a graduate student, unless otherwise specified by the appropriate college. Students who fail to submit a satisfactory test score by the specified deadline will be dropped from graduate status until a satisfactory test score has been received; those students unconditionally admitted who do not submit a satisfactory test score will be subject to reexamination by the admissions officials of the appropriate academic college.

*Students must obtain unconditional status and meet all admission requirements prior to graduation from Louisiana Tech University.*

### **Conditional Admission**

Conditional admission may be gained by those applicants not qualified for unconditional admission, while satisfying or validating his/her undergraduate deficiencies or meeting other conditions of admission. The final decision rests with the Dean of the Graduate School and is based upon the recommendation of the admissions officials of the academic college the student wishes to enter. The following are minimum requirements for conditional admission consideration:

- Minimum 2.25 (4.0 system) grade point average on all work attempted or 2.50 on the last 60 hours attempted.
- Maximum of 9 semester hours may be earned while fulfilling stipulated conditions. If the conditions are not removed after 9 hours of course work, the applicant will be dropped from the Graduate School.

Conditional status may be changed to unconditional status when a student earns a minimum of 9 hours of graduate credit at Louisiana Tech, *provided* he or she has fulfilled the conditions of admission *and* has a **B** average on all work pursued for graduate credit, including no grade lower than **C** and not more than one course with a grade of **C**.

### **Readmission**

Applicants for readmission to Louisiana Tech must complete a new application for admission form when the student has not been enrolled *for two or more quarters* (except for the summer term), and a new application fee is required.

If a student has been out of school for only one regular quarter (excluding the summer term), then a written request for readmission (readmission form) to the same degree program should be submitted to the Graduate School. There is *no application fee required* for this process. However, students changing degree programs will need to complete a new application for admission and pay an application fee unless the degree program is within the same college of their current degree program.

### **Testing**

Colleges may require that a student wishing to enter Graduate School take the appropriate test(s). Applicants for admission should contact the individual college for specific requirements:

- **College of Administration and Business:** Graduate Management Admission Test (GMAT).
- **College Applied and Natural Sciences:** Graduate Record Examination (GRE-general).
- **College of Liberal Arts:** Graduate Record Examination (GRE-general).
- **College of Education:** Graduate Record Examination (GRE-general).
- **College of Engineering & Science:** Graduate Record Examination (GRE-general).
- All international students are required to submit a score on the Test of English as a Foreign Language (TOEFL) before their applications can be evaluated. The test must be taken no earlier than 2 years prior to application. Minimum acceptable test scores:
  - Paper-based TOEFL is 550.
  - Computer-based TOEFL is 213.

For additional information and to register for these tests, contact the Counseling Center, P. O. Box 5255, Ruston, LA 71272. Or, call (318) 257-2488.

## Graduating Seniors as Part-Time Graduate Students

A graduating senior at Louisiana Tech University in the last quarter of his/her academic program who has a 3.0 or better average on all work attempted may be permitted to take a combined load of undergraduate courses and courses for graduate credit (500 level) not to exceed 12 semester hours with a limit of 4 hours for graduate credit. Students must obtain the recommendation of the appropriate college Graduate Director and written approval by the Dean of the Graduate School.

## Baccalaureate and Master's Program Concurrent Enrollment

Undergraduate seniors who have a *minimum cumulative undergraduate GPA of 3.2 on all undergraduate work attempted* may be allowed to register for graduate credit if they meet the following criteria listed in the University of Louisiana System regulations for students desiring concurrent enrollment in baccalaureate and master's degree programs. Students not meeting undergraduate preparatory requirements will not be eligible for this program.

- Student must obtain written approval of the appropriate graduate director/coordinator, academic dean, and the Dean of the Graduate School.
- Student must provide a minimum of 2 letters of reference along with a graduate application and application fee.
- Student lacks no more than 30 semester hours to complete baccalaureate degree requirements.
- Student may earn no more than 12 graduate credit hours while completing baccalaureate requirements.
- Courses taken for graduate credit cannot be used to satisfy undergraduate requirements.
- The student retains the undergraduate status until he/she is awarded the baccalaureate degree.
- While in the concurrent program, the student shall maintain a minimum cumulative graduate GPA of 3.0.

At the time of matriculation from the baccalaureate program and upon application to the graduate program, students enrolled in the Baccalaureate and Master's Concurrent Enrollment Program will be required to meet the same admission requirements as other applicants to the Graduate School.

Students seeking admission to a Master's program, other than the program in which they were granted concurrent enrollment, must meet the same admission requirements as other applicants to the program to which they are seeking admission. GRE and GMAT scores will be waived for students admitted to the Baccalaureate and Master's Concurrent Enrollment Program *provided* they continue to pursue the degree for which they were initially admitted and maintain all other conditions to retain graduate status.

## Doctoral Program Admission

Applicants for admission to the programs of study leading to the doctoral degree either will be granted an unconditional admission or will be rejected. It is emphasized that no quantitative standards are set and that admission is a judgment of the admissions officials of the appropriate college. These officials make their recommendation to the Graduate School Office.

The following are minimum admission criteria utilized in making a determination of admission eligibility:

- Minimum preparation to proceed at the doctoral level of study.

- A bachelor's degree from a recognized institution.
- A transcript demonstrating sufficient undergraduate preparation for advanced study in both major and minor fields.
- A master's degree is recommended.
- Acceptable test scores on GRE or GMAT. Applications for these tests may be obtained from the Counseling Center, Keeny Hall, Room 310.
- A minimum of 3 references is required at the direction of the admitting college.
- A locally administered screening or qualifying examination, or an interview of the applicant may be required at the direction of the admitting college.

The Graduate School will receive and expedite the handling of all admission documents. Complete transcripts of the applicant's undergraduate and graduate record, and of all academic work taken at other institutions, must be submitted to the Graduate School in order to have a doctoral application considered. The applicant should consult the doctoral admission requirements for the appropriate college in order to determine that area's specific requirements as to test scores and other items. Each academic college has the prerogative to be more selective and to establish higher standards for its respective graduate students.

## General Requirements for All Advanced Degrees Courses

All 500-level courses are open to graduate students. Courses numbered in the 600- and 700-level generally require doctoral classification and are specifically associated with doctoral programs. There are courses numbered in the 400-level that are usually for seniors but may carry graduate credit. Graduate students taking 400-level courses for graduate credit are required to undertake additional work in order to bring the course requirements up to graduate level.

The semester hour is the unit of credit at Louisiana Tech. Most courses carry a credit of 3 semester hours. Credit for each course is indicated by a three-digit numerical description, for example, 0-3-3: the first number indicates laboratory contact hours per week; the second, lecture periods per week; and the third, credit in semester hours.

Courses taken by graduate students that do not appear on an approved plan of study will not apply toward meeting the requirements of any graduate degree. In order to pursue and/or receive a graduate degree, students must first be admitted to that specific degree program.

## Grading System

Official grades are maintained in the University Registrar's Office. Louisiana Tech applies a traditional system of grading and awards quality points for grades earned. An **A** is awarded for the highest degree of excellence that is reasonable to expect of students of exceptional ability and application. A grade of **B** is superior. A grade of **C** is average. A grade of **D** is given for a quality of work that is considered the minimum for receiving credit for the course. A grade of **F** is given for a failure, and the work must be repeated to receive academic credit. The University's grading system is as follows:

Grade	Number of Quality Points
A	4 quality points per semester hour
B	3 quality points per semester hour
C	2 quality points per semester hour
D	1 quality points per semester hour

F	0 quality points per semester hour
I	Incomplete (see explanation below)
S	Satisfactory (see explanation below)
W	Withdrew (see explanation below)
NC	No Credit (see explanation below)

### Definition of the Incomplete (I) Grade

The grade **I (Incomplete)** is used to denote failure to complete all assigned class work and/or exams as a result of *conditions beyond the student's control. It is the responsibility of the student to initiate a request with the instructor that a grade of I be issued.* If the student's work is of passing quality, the instructor may approve the student's request and will assign a grade of **I** plus the average letter grade on all work completed to that point (e.g. **IA, IB, IC, or ID**). A grade of **IF** cannot be issued. If the instructor agrees to issue an **I**, he/she will complete a standard contract with the student detailing requirements for course completion and specifying the date those requirements must be finished. Instructors then provide a copy of the contract to the student and a copy to the department head/director. Students will receive a grade of **IA, IB, IC, or ID** for that quarter. Incompletes are factored into hours attempted and quality points awarded. Therefore, they impact a student's quarter and cumulative grade point averages and are a factor in academic probation or suspension decisions.

The maximum amount of time allowed for a student to finish incomplete work is Friday of the fourth week in the following quarter, with one exception: students receiving an **I** in the Spring Quarter have until Friday of the fourth week in the following Fall Quarter to complete their work. A reminder of this date is published in the academic calendar each quarter and can also be found on the academic calendar at Tech's web site ([www.latech.edu](http://www.latech.edu)).

If the student does not complete the required work within the contracted period, the instructor will change the **I** to an **F** by delivering a final grade change to the Registrar's Office by Friday of the fifth week of the quarter. The final grade replaces the **I** on the student's permanent record (transcript); attempted hours, earned hours, quality points, and quarter/cumulative grade point averages are recalculated applying the final grade. A student may be placed on or removed from academic probation or suspension based on the recalculated GPA at the time an **I** grade is cleared. **I** grades are cleared only by completing the required course work, and not by registering for the course again.

**NOTE:** Students registered for approved research, practicum, dissertation, or thesis courses requiring multiple quarters of the same course registration to complete the research receive an **I-A, -B, -C, or -D** (or an **I-S** in the case of Satisfactory/Failure graded courses) for each attempt until the research or practicum is accepted as complete by the advising faculty member. At that time, the graduate student's **I** grades are changed to the appropriate **A, B, C, D, F, or S** on his/her permanent record.

### Definition of the Satisfactory (S) Grade

A grade of **S** indicates satisfactory completion of a course. The **S** grade increases hours earned but does not affect hours attempted or quality points and is not computed in any grade point average (GPA). Students registered for a course where the grade of **S** is used who do not complete the required course work will receive the grade **F**.

### Definition of the Withdrew (W) Grade

A **W** is issued when a student withdraws from a class (drops a class) after the final date for registration has passed and before the end of the first seven weeks of a quarter. The **W** grade will appear on the student's permanent record (transcript), but is not

included in computing the student's GPA. Students who stop attending class(es) without following proper drop/withdraw or resignation procedures (walk-away) will receive an **F** grade for each class affected.

### Definition of the No Credit (NC) Grade

The grade **NC** (used for undergraduate developmental courses and credit exams) denotes no credit earned or hours charged and is not computed in any GPA calculation.

## Calculating Grade Point Average (GPA)

### The Quarterly GPA

A student's *quarterly grade point average (GPA)* is obtained by dividing the sum of the quality points earned for the quarter by the number of semester hours attempted that quarter.

### The Cumulative GPA

The *cumulative GPA* is determined by dividing the total quality points earned by the total number of hours attempted. For graduate students, the cumulative GPA is the benchmark figure used to determine continued graduate academic eligibility, graduate academic probation, and removal from graduate status. Quarterly and cumulative GPAs are recorded on the student's permanent academic record (transcript) and reported each quarter with their grades.

## Grade Reporting

Students can obtain their grades via Interactive Voice Response (telephone) or on the Internet during the one-month grade reporting period following the completion of each quarter. Specific instructions for access are published quarterly in the *Schedule of Classes*, on the Tech web site, [www.latech.edu](http://www.latech.edu), and reminders provided by the University Registrar's Office during early registration. Students needing a copy of their grades after the reporting period may obtain them online or thru BOSS by requesting an unofficial transcript, or and/or specific letters of verification.

## Final Grade Appeals Procedure

A final grade in a course represents the cumulative evaluation and judgment of the faculty member placed in charge of that course. If a student feels the final grade in a course was not determined in accordance with University policies or was determined arbitrarily, the student may appeal by adhering to the following procedure:

1. *Confer with the faculty member*, setting forth clearly all points of concern. If unsatisfied with the results of the conference, proceed to the next step.
2. *Confer with the head of the department* in which the course is taught, setting forth clearly all points of concern. If the student remains unsatisfied, proceed to the next step.
3. *Write a letter of appeal to the dean of the college* in which the course is taught. The dean will send copies of the letter to the faculty member and department head. This letter must be
  - received by the dean within the first 10 regularly scheduled class meeting days of the term immediately following the term in which the appealed grade was received; and,
  - an accurate and complete statement of all facts pertaining to the matter. Falsification may result in disciplinary action.

The dean may make a decision, which would be final in the matter, or refer the appeal to the college's Committee on Standards for review and recommendation. The committee's

report would be a recommendation to the dean, whose decision would be final. In reviewing the appeals, both the dean and committee would have broad latitude in their procedures and recommendations. They might, for example, request additional information privately from those involved. Or they might choose to invite specified persons, including the student and faculty member, to a meeting to discuss the matter. Whatever their approach, it should take appropriate account of the interests of both the student and faculty member.

In all cases the dean shall communicate the final decision to the student, faculty member, department head, and, if a grade change is involved, to the University Registrar. In appeals where the dean initially makes the decision, the decision should normally be communicated to the student within 10 class days after the appeal deadline. When appeals are referred to the committee, the final decision should normally be communicated to the student by the dean within 20 class days after the appeal deadline.

NOTE: In the case where a faculty member invokes a grade penalty on a student because of academic misconduct, the faculty member will report the incident and penalty to his/her Department Head and to the Office of Student Life. If the student chooses to appeal the sanction, the student will follow the procedures contained in the Academic Honor Code (Section Eight: Appeals) paragraphs of Chapter 4 of this catalog.

## Academic Misconduct

Academic misconduct at the University is determined by the faculty member, committee, or other supervisor(s) under whom such misconduct occurs. The misconduct may occur in an individual class, a comprehensive exam, a practicum, an internship, a thesis or dissertation, a research project, a multi-quarter sequence of courses, or any other academically related matter or setting. Sanctions may range from dismissal from the University or an academic degree program to a failing grade or other penalty as determined by the faculty member, plan of study committee, supervising authority, or judiciary. The student has the right to appeal the charge of academic misconduct in accordance with the procedures contained in the Academic Honor Code (Section Eight: Appeals) paragraphs of Chapter 4 of this catalog.

## Graduate Status Appeals Procedure

Recognizing the unique attributes of graduate study, Louisiana Tech University has adopted policies pertaining to the appeal process for issues faced by graduate students. The following policy will be followed by graduate students wishing to appeal decisions related to their status as graduate students or their progress in graduate programs. This policy is to be followed by students wishing to pursue appeals beyond the college to which they have been admitted.

1. **Form:** Graduate student appeals must be presented in writing to appropriate University personnel, as described below. Appeals shall detail the issue to be addressed and a proposed solution to students' appeals.
2. **Timeliness:** A student must initiate an appeal of a college-level decision within 10 University class days of the college-level decision being communicated to the student. Each subsequent appeal must be made within 10 University class days of the student being advised of the previous level appeal decision.
3. **Levels of Appeal:** An appeal of a college-level decision must first be made to the Dean of the Graduate School. A student may appeal the decision of the Dean of the Graduate School to the University Graduate

Council. A student may appeal the decision of the Graduate Council to the Vice President for Academic Affairs. A decision of the Vice-President of Academic Affairs may be appealed to the President of Louisiana Tech University.

## Grade Requirement

To receive a graduate degree from Louisiana Tech University, a student must have a cumulative GPA of at least 3.0 on all work pursued for graduate credit while registered at Louisiana Tech, as listed on the student's transcript, and a GPA of at least 3.0 on all graduate courses listed on the student's approved plan of study. No grade lower than **C** and no more than two **C**'s will count toward a graduate degree. If more than two grades of **C** or below are earned during a student's graduate program and the cumulative GPA is below the 3.0 required, a student will be dropped from graduate status to post-baccalaureate status.

*A graduate student unconditionally admitted to a graduate degree or graduate non-degree program (other than extension programs) will be placed on graduate academic probation if his/her quarterly or cumulative GPA, as listed on the student's graduate transcript, drops below 3.0 on all work pursued for graduate credit.* The student will be allowed two additional quarters (3 consecutive quarters total) to regain his/her good standing in graduate status by restoring his/her graduate cumulative GPA above the 3.0 minimum and providing he/she earns grades no lower than a **B** while on academic probation. A student will be dropped from graduate status to post-baccalaureate status if he/she does not fulfill the requirements to be restored from graduate academic probation to unconditional graduate status during the 3 consecutive quarters. The student will be required to appeal his/her dismissal from the graduate program through the appropriate individual(s) in his/her college to the Graduate Council to be reinstated to graduate status.

*A graduate student conditionally admitted to a graduate degree or graduate non-degree program is not eligible for graduate academic probation and therefore must maintain a 3.0 graduate average while completing the conditions of his/her graduate admission.* Failure to achieve a quarterly and cumulative graduate GPA of 3.0 or better will result in the student being dropped from graduate status to post-baccalaureate status. The student will be required to appeal his/her dismissal from the graduate program through the appropriate individual(s) in his/her college to the Graduate Council to be reinstated to graduate status.

## Student Loads

The maximum graduate credit course load for a graduate student is 12 semester hours in a regular session. Not more than 9 hours of this total may be 500- and 600-level courses which will include, in master's programs, research and thesis and/or special non-lecture courses, except with the permission of the student's director of graduate studies. Students who hold full-time assistantships in a regular session will be required to reduce the maximum load by 3 hours. In addition, the appropriate department may require further load reductions. For sessions shorter than 1 quarter, the maximum load will be 1 hour of graduate credit for each week of the session.

Six *graduate* semester hours are considered full-time for a graduate student, and 3 *graduate* semester hours are half-time status. A student receiving an assistantship must be qualified as a full-time graduate student. A graduate degree candidate may carry only the courses required for graduation at the end of the quarter and still be considered a full-time student.

# Regulations for Enrollment, Registration, and Graduation

## Continuous Enrollment and Registration

Graduate students should remain continuously enrolled while they pursue their graduate program. If circumstances prevent continuous enrollment for one or more quarters (except Summer Quarter), graduate students must apply for readmission upon their return. Graduate students must remain continuously enrolled during the research/practicum phase of their program. Graduate students must comply with time limitations for completion of programs set by policy for the graduate program in which they are enrolled.

Graduate students will conform to the registration schedule of the University and may not enter later than the last allowable date set by the University Registrar. Students requiring a faculty member's time and assistance, laboratory facilities, library services, etc., while engaged in research or practicum, or preparing for or taking examinations must register for a minimum of 3 hours of graduate credit in 551, 590, 690, or Education 580.

During their quarter of graduate study, and before registering for successive quarters, a graduate student must obtain his or her advisor's approval of his/her proposed program (plan of study).

## Graduate Status for Graduation

Graduate students are required to register for graduation in the quarter during which they complete all degree requirements. *Students who register for graduation and then withdraw must appeal in writing and receive permission from their college and the Dean of the Graduate School to register for graduation in any subsequent quarter.* **NOTE:** Graduate International students are required to be enrolled for a minimum of 6 graduate credit hours in their degree program each term until graduation to maintain student visa status.

A candidate for graduation who fails to pass the final examination in only one course during the last quarter's work may be permitted to take a "deficiency examination" in this course. If the student fails the "deficiency examination," the course must be repeated.

## Graduation

Commencement exercises are held and advanced degrees may be conferred at the close of any quarter, including the Summer Quarter. A student who is scheduled to receive a degree at the end of a quarter is expected to attend the commencement exercises. Degree candidates are *required* to arrive at the place of assembly *no later than 1 hour before commencement* exercises are scheduled to begin. A candidate can petition to be absent through a written request to the University President.

The applicant for graduation must be registered at Louisiana Tech University. Applications for graduation must be reported to the appropriate director for graduate studies and to the University Registrar by Friday of the third week of the quarter in which the student expects to graduate. Arrangements for caps, gowns, and hoods should be made in the University Bookstore.

## Oral Defense of Thesis or Dissertation

Graduate students completing a thesis or dissertation as part of their degree program should check with their academic college for specific requirements. Defense of a thesis or dissertation should be scheduled and take place at least 2 weeks prior to commencement exercises of any quarter. Students

unable to meet the deadline may not be allowed to graduate during the quarter.

## General Requirements for all Master's Degrees

Some departments impose degree requirements that are more restrictive than the general requirements. The student is advised to check the department or college section of the Catalog for the area of study to be pursued.

## Advisory Committee and Plan of Study

Advisors are assigned to each student upon approval for admission to the Graduate School. After consultation with the advisor and/or department head, the academic dean will be requested to appoint an Advisory Committee consisting of 3-5 members of the graduate faculty. It will be the responsibility of the Advisory Committee to counsel with the student and to develop a Plan of Study that is then filed with the Graduate School. Any graduate student following a degree program who has not submitted a Plan of Study by the end of the first quarter of graduate study will not be allowed to register as a graduate student until a Plan of Study has been submitted. Any later revision in the Plan of Study should be reported to the Graduate School. A final Plan of Study must be completed and submitted to the Graduate School prior to graduation.

## Minimum Credit Requirement

The minimum credit requirement for the master's degree is 30 semester hours of graduate work, not more than 6 of which may be allowed for research and thesis. In optional programs not requiring a thesis, the standard course requirements should not be less than 30 hours. Students who do not write a thesis must demonstrate acceptable proficiency in research and reporting. A minimum of one-half of the credit for the degree must be in courses open only to graduate students.

## Transfer Credits

Upon approval of the department involved, a maximum of 12 semester hours of graduate resident credit, or 1/3 of the hours required for the master's degree, may be transferred for degree credit from a U. S. regionally accredited college or university. The grade earned must be **B** or above, and the credits must be accepted as applicable to the master's degree program by the student's academic college. No correspondence credits are applicable toward a master's degree.

Transfer credit for graduate courses will be posted on the student's transcript only by written request from the student's graduate committee chairperson and approved by the college graduate director. Transfer credit will be posted only for courses listed on the student's approved plan of study.

## Thesis

The requirement of a thesis varies within the University; therefore, the prospective student should check the college and/or departmental sections of the catalog for their stipulations. General requirements, applicable to all graduate students meeting this thesis requirement, are enumerated below.

- A thesis subject should be selected by the student in consultation with the student's advisor and must be approved by the Advisory Committee. With permission of the Advisory Committee, a student not in residence but who has satisfied all course requirements may complete the thesis "in absentia."
- The research and thesis must be certified by registration in and completion of all requirements of the

research and thesis courses numbered 551. If the student does not complete the course during the quarter in which he or she is registered for it, an incomplete or **I** grade will be given in the course until such time as all requirements are completed, including the thesis. *The limit on clearing this grade is graduation.* The thesis, in order to be approved, must be written in correct English and in scholarly form. It must show independent thought, both in its recognition of a clearly defined problem and in its method of treatment. It must reveal the sources of information and a knowledge of the bibliography of a special field. If a student's thesis contains proprietary information that the student wishes to retain as proprietary after submitting his or her thesis to the Graduate School and the Library, the student is permitted, based upon the recommendation of the chairperson of the committee responsible for approval of a student's thesis to the Graduate School, to substitute sample data for actual data, facsimile illustrations for actual illustrations, and "what-if" situations for actual situations, as appropriate, in the document being released to the public domain. The student will include an appropriate disclaimer in the thesis to state that samples, facsimiles, etc., are being substituted for proprietary information in the document being released to the public domain.

- The publication "*Guidelines for the Preparation of Your Thesis or Dissertation*" is available in the Graduate School Office and should be used as a guide in the preparation of the thesis. The thesis must be submitted to the college director of graduate studies 10 working days before the expected date of graduation, to the Dean of the Graduate School 7 working days before the expected date of graduation, and to Prescott Memorial Library 2 working days before the expected date of graduation.

- The director of graduate studies in each academic college will notify the academic dean and the Graduate School that the candidate has completed all requirements other than the final quarter's grades and is eligible to receive the appropriate degree prior to graduation. *A student will not be permitted to graduate unless all grades are cleared.*

Students requiring a faculty member's time and assistance, laboratory facilities, library services, etc., while engaged in research and/or practicum will be required to register and pay fees.

## Examinations

Oral and/or written comprehensive examinations will be administered by the Advisory Committee sufficiently in advance of graduation in order that the dean of the academic college (or a representative) in which the student is a candidate for a graduate degree may notify the Graduate School Office. This notification should be made at least 1 week before commencement and should state that all requirements have been satisfied, contingent upon satisfactory grades for the final quarter. Otherwise, the candidate will be delayed 1 quarter in receiving his or her degree. A student who does not successfully pass the comprehensive examination is entitled to one repeat examination. No oral or written comprehensive examination is required for the MBA and MPA.

## Time Limit for Degree

A time limit for the *completion of all requirements for the master's degree has been set at 6 consecutive calendar years from the time of initial enrollment.* Failure to do so will result in the student's immediate suspension from the master's degree program. Reinstatement appeals should be directed to the Dean

of the Graduate School and the Graduate Council through the college director of graduate studies. The Graduate Council shall stipulate the conditions of possible reinstatement.

## A Second Master's Degree

A student pursuing a second master's degree must earn a minimum of 15 additional graduate hours at Louisiana Tech and must satisfy the requirements for a minimum number of exclusive graduate courses, in addition to the thesis or practicum if required, to be taken in the area in which the second degree is being earned. Some colleges may require more than 15 hours. Transfer hours will not be approved on a second master's degree.

International students wishing to pursue a second master's degree or advance to a doctoral program need to obtain a new I-20 to comply with INS regulations.

## Dual-Degree Programs

Students wishing to pursue two degrees simultaneously must provide the Graduate School with documentation for the Primary and Secondary degree program from the college(s) in which the degree program(s) resides. Appropriate admission procedures and separate applications must be followed and submitted for each degree program. If the programs are in different colleges, an application fee must be paid for each program application. Any program changes must be reported by the appropriate college(s) to the University Registrar and the Graduate School immediately. Degree audits are required for each program being pursued. The Primary program must be completed first. Each degree program must be supervised by an appropriate Advisory Committee with complete paperwork, including Plan of Study, completed and submitted for each program being pursued. All published guidelines, policies, and procedures are applicable to these programs.

## General Requirements for All Doctoral Degrees

The doctoral degree is not awarded on the basis of completion of a course of study, however well done. Instead, the degree is earned by intensive individual study, inquiry, and original research by a well-qualified candidate under the close supervision of appropriate graduate faculty. The program must be tailored to the needs and interests of the candidate and to the needs and demands, present and future, of his or her profession. As a result, the modern doctoral candidate must expect to exhibit or develop a high level of competency and habits and skills of individual inquiry and original research which characterize the doctorate. All students are expected to make and are responsible for making continuous satisfactory progress while pursuing the doctoral degree. Consequently, it is neither possible nor desirable to set firm and rigid requirements.

Because of the unique nature of each doctoral program and external programmatic constraints such as accreditation guidelines, the university-authorized requirements for individual doctoral programs may be more rigorous than the general requirements listed in this section or as specified by the State Board of Supervisors. Students interested in these programs should refer to listings under individual colleges or on appropriate college web sites.

## Plan of Study

During the first quarter in which students are enrolled in Graduate School, they report to the appropriate director of graduate studies to request the appointment of a committee, with responsibilities including counseling with the student to develop a Plan of Study. A copy of this Plan of Study must be filed with

the Graduate School Office during the student's first quarter of enrollment in a graduate degree program. Any graduate student who has not submitted a Plan of Study by the end of the first quarter of graduate study will not be allowed to register as a graduate student until a Plan of Study has been submitted. All formal course work must be approved as acceptable for graduate credit. A final Plan of Study must be completed and submitted to the Graduate School prior to graduation.

### **Minimum Credit Requirement**

Formal course work is of indisputable value to bring the student into a scholarly relationship with members of the graduate faculty and to demonstrate accepted knowledge of a subject. A program leading to a doctoral degree normally shall be the equivalent of at least 3 years of graduate study beyond the baccalaureate degree.

### **Transfer Credits**

Upon approval of the department involved, there would be no limit at the doctoral level regarding transferring courses for degree credit from a U.S. regionally-accredited college or university. The grade earned must be **B** or above, and the credits must be accepted as applicable to the degree program by the student's academic college. No transfer credit for extension courses will be accepted.

Transfer credit for graduate courses will be posted on the student's transcript only by written request from the student's graduate committee chairperson and approved by the college graduate director. Transfer credit will be posted only for courses listed on the student's approved Plan of Study.

### **Research and Dissertation**

The dissertation is required of all candidates for the doctoral degree and must be supported by adequate research and independent study of a problem of reasonable scope under the close supervision of appropriate graduate faculty. A minimum of 15 semester hours credit is granted for this research and dissertation through the medium of appropriate registrations as guided by the student's Advisory Committee. If the student does not complete the course during the quarter in which he or she is registered for it, an **I** grade will be given in the course until such time as all requirements are completed, including the dissertation. *The limit on clearing this grade is graduation.* Grades of **I** and **S** are used for these courses.

The dissertation must be submitted to the appropriate director of graduate studies at least 10 working days before the expected date of graduation, to the Dean of the Graduate School at least 7 working days before the expected date of graduation, and to Prescott Memorial Library 2 working days before the expected date of graduation. If a student's dissertation contains proprietary information that the student wishes to retain as proprietary after submitting his or her dissertation to the Graduate School and the Library, the student is permitted, based upon the recommendation of the chair of the committee responsible for approval of a student's dissertation to the Graduate School, to substitute sample data for actual data, facsimile illustrations for actual illustrations, and "what-if" situations for actual situations, as appropriate, in the document being released to the public domain. The student will include an appropriate disclaimer in the dissertation to state that samples, facsimiles, etc., are being substituted for proprietary information in the document being released to the public domain.

The publication "*Guidelines for the Preparation of Your Thesis or Dissertation*" is available in the Graduate School Office and should be used as a guide in the preparation of dissertations. The University participates in the service for publication of doctoral dissertations provided by University

Microfilms. Each abstract is published in "*Dissertation Abstracts*," along with a positive copy which is sent to the Library of Congress. The doctoral candidate is advised to check with Prescott Memorial Library concerning this program.

The director of graduate studies in each academic college will notify the academic dean and the Graduate School that the candidate has completed all requirements other than the final quarter's grades and is eligible to receive the appropriate degree prior to graduation. *A student will not be permitted to graduate unless all grades are cleared.*

### **Majors and Minors**

It shall be the responsibility of the student's Advisory Committee to explore with him or her and, subsequently, to define for the student his or her obligations toward majors and minors. The general content and scope of these majors for the disciplines involved shall have been approved by the Graduate Council and shall be so framed that their integrity is served in the administration of the program.

### **Examinations and Admission to Candidacy**

After completion of a minimum of two full academic years of graduate work and compliance with any other requirements of the appropriate academic college, comprehensive examinations (general examinations) are required to determine whether the student is ready to be admitted to candidacy for the doctoral degree. The results of these examinations may also determine additional work to be taken and may determine the feasibility of the dissertation project.

An examination defending the dissertation must be completed successfully at least 2 weeks prior to the date the degree is to be received.

### **Residence Requirement**

The minimum residence requirement for the doctoral degree shall be 8 quarters beyond the bachelor's degree. The student is required to spend at least 3 quarters beyond the first year of graduate study in continuous residence. The transfer of course work from a recognized graduate school carries with it the transfer of residence credit, but a minimum of 24 semester hours of graduate credit beyond the first year of graduate study must be earned in residence at Louisiana Tech University.

### **Time Limitation**

Doctoral students who have earned master's degrees in the area of their doctoral studies will be expected to *complete the requirements for the degree in 7 years from initial enrollment; all others will have 8 years.* A student who does not complete the doctoral degree within the time limits described will be dropped from the program.

**Appeal:** Students seeking an extension of the time limit for completion of their degree must provide a written appeal for extension to the graduate director in the college to which they were admitted for doctoral study. The appeal must describe the circumstances that prevented the student from completing the degree in a timely manner, a plan, and a timeline describing the steps to be taken to complete the degree. Such an appeal must then be reviewed and approved by the college graduate director, the Graduate Council, and the Dean of the Graduate School. In no case may an extension to the time limit for degree completion exceed 2 years.

## Additional Information for all Graduate Students

### Financial Aid for Graduate Students

Louisiana Tech University provides equal educational opportunities for all graduate students, and this policy of equal opportunity is fully implemented in all programs of financial aid to assist students in obtaining an education at Louisiana Tech.

An extensive financial aid program encompassing employment, loans, and scholarships is available to assist students. Need, skills, and academic performance are carefully weighed to develop a "financial package" for qualifying graduate students.

Employment is available in a wide variety of forms to the graduate student who is willing to work. Areas of work include but are not limited to clerical, maintenance, food service, laboratories, library, and dormitories. Pay rates are commensurate with the skill and experience required, and work is limited to avoid interference with academic pursuits. The University participates in the Federal College Work-Study program designed to assist students with financial need in addition to employment available through individual departments on campus.

The student is advised to make inquiries at the Office of Student Financial Aid in person or by writing P. O. Box 7925, Ruston, Louisiana 71272-0029 in January prior to fall enrollment.

Graduate students must be unconditionally admitted and enrolled in their degree program in order to qualify for their federal assistance. Federal regulations stipulate that any undergraduate and graduate student must be enrolled "in an eligible program for the purpose of obtaining a degree, certificate, or other recognized credential." Non-degree students do not qualify for financial aid. Requirements for admission into the master's or doctoral programs are listed in the Graduate School section of this Catalog. Before graduate students can be considered eligible for any financial assistance, they must meet *all* admission standards as specified by the Graduate School and their academic college. Students admitted as *Unclassified*, *Transient*, *Master's Plus 30*, and *Extension* who are not education majors seeking a teaching certificate are considered enrolled in a non-degree program, and, therefore, *are not eligible to receive federal financial aid*. All inquiries regarding these standards should be referred to the Graduate School or to the appropriate academic dean.

Graduate students must meet the requirements for "satisfactory progress" in order to be eligible for participation in the programs of student financial aid at Louisiana Tech University. What constitutes "satisfactory progress" and the consequences of failure to meet them successfully are applicable to the federal financial aid programs in a different fashion from regulations governing academic probation and suspension. Federal regulations frequently mandate amendments to established policies; consequently, financial aid participants (and potential participants) would be well-advised to maintain close liaison with the financial aid office regarding these requirements.

All applicants for federal financial assistance must complete their file in the financial aid office at least 2 months prior to the beginning of the quarter for which they seek to receive aid. Priority is given to applications received by or before published deadlines. The following sources of financial assistance are available to eligible students, providing funds are available.

### Monthly Payment Options for Students and Families

Tuition Management Systems offer families several Monthly Payment Options to help make education expenses

more affordable. The Interest-Free Monthly Payment Option enables families to spread all or part of the annual expenses over equal monthly payments. There are no interest charges and only a small annual fee. This plan includes life insurance protection covering the unpaid balance at no additional cost. Additionally, low-interest monthly payment options, including an unsecured loan, a home equity credit line, and federally backed loans, are also available. Please contact Tuition Management Systems at 1-800-722-4867 or 401-849-1550 for more information on these programs.

### Federal Perkins Loan Program

A Perkins Loan is a low-interest loan designated to help undergraduate and graduate students pay educational costs. A graduate student may borrow up to an aggregate for all years of \$30,000. A new student borrower has a nine-month "period of grace" after the student ceases to be enrolled on at least a half-time basis at the University before repayment must begin.

### Subsidized and Unsubsidized Federal Stafford Loan Program (Formerly Guaranteed Student Loan Program)

Stafford loans are available for students meeting certain qualifications. Loans are made up to \$8,500 per year for Subsidized Stafford and \$10,000 per year in the Unsubsidized Stafford for graduate students. Aggregate loan limits are \$138,000 for graduate/professional students of which no more than \$65,000 of this amount may be in subsidized loans. The graduate debt limit includes any subsidized Stafford Loans received for undergraduate study.

After a student's application has been processed by the Office of Student Financial Aid, his/her Stafford loan is electronically certified and submitted for guarantee. He/She will receive a promissory note from the Guarantee agency which he/she must complete with references and return to his/her lender, credit union, or savings and loan association. This process may take 3 weeks before funds are available. Under the Subsidized Stafford Loan Program, interest charges to the student and repayments begin six (6) months after the student is no longer at least a half-time student. In the Unsubsidized Stafford Loan Program, interest does accrue while the student is enrolled on at least a half-time basis and students are required to make interest payments while in school or have the interest capitalized. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) and a Louisiana Tech Financial Aid Data Form.

### Academic Scholarships

Louisiana Tech University has a General Scholarship Program; in addition, each of the five colleges (Administration and Business, Applied and Natural Sciences, Education, Engineering & Science, and Liberal Arts) has its own scholarship program. Graduate students interested in applying should contact their academic college for more information.

Scholarships are divided into the following categories:

- **Academic Scholarships.** These scholarships are awarded on the basis of demonstrated ability--usually with regard to need.
- **Grant-in-aid and Service Awards.** Frequently, these are awarded on the basis of special skills and require the student to render a service to the University. Included in this category are scholarships in athletics, music, band, and academics.

### Vocational Rehabilitation Grants

Vocational Rehabilitation is a public service program for physically and mentally handicapped individuals. To be eligible, a person must have a permanent disability which constitutes a

job handicap. Graduate students with disabilities are advised to contact the Department of Vocational Rehabilitation in their districts for consideration of their cases.

### **Veterans' Orphans Scholarships**

These scholarships are awarded to sons and daughters of deceased war veterans. Students apply to the Department of Veterans' Affairs in their district.

### **Graduate Assistantships**

Assistantships for students pursuing master's degree and doctoral degree programs are offered. A student should check with the appropriate college for information concerning these assistantships.

In addition, a limited number of University Graduate Assistantships for master's and doctoral students are available to outstanding students. Applications for University Assistantships should be in the appropriate college graduate director's office by February 1 preceding the fiscal year for which application for admission is made (fiscal year begins July 1). Forms for applying for an assistantship can be obtained from the Graduate School Office or Tech's web site.

An applicant must

- be eligible for admission to the Graduate School
- have an undergraduate grade point average of at least 3.50 and
- submit a satisfactory standardized test score required in his/her field.

Federal regulations for student financial aid consider assistantships as a financial aid resource and must be calculated when determining a graduate student's financial aid award.

### **Graduate Residentships**

Graduate residentships are positions appointed by the Director of Housing for graduate students serving as hall directors in both men's and women's residence halls. Applicants may be married or single. There are limited positions available for summer. The applicant must be enrolled as a graduate student and agree to register for not more than 6 hours of course work each quarter. Responsibilities include residence hall staff supervision, program implementation, and coordination of hall administration. Additional information and application forms can be obtained from the Department of Housing, Louisiana Tech.