Chapter 15 - The Graduate School

Administration
Executive Vice President and Dean
Terry M. McConathy

Address
Wyly Tower, Room 1642
Railroad Avenue
Box 7923
Ruston LA 71272
(318) 257-2924
www.latech.edu/tech/gradschool/

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 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.

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

Graduate Degrees Offered
College of Applied and Natural Sciences
Master of Health Information Management

Master of Science
- Biology (with concentrations in Cell & Molecular Biology, Environmental Biology, or Organismal Biology)
- Family and Consumer Sciences (with concentrations in Family & Child Development, Family & Consumer Sciences Education, or Consumer Studies)
- Nutrition and Dietetics (with concentrations in Clinical Dietetics, or Community Dietetics)
- Molecular Sciences and Nanotechnology-Interdisciplinary

College of Business
Master of Business Administration
- Business Administration (with concentrations in Accounting, Computer Information Systems, Economics, Finance, Information Assurance, Innovation, Management, Marketing, or Quantitative Analysis)

Master of Professional Accountancy
Doctor of Business Administration
- Business Administration (with concentrations in Accounting, Computer Information Systems, Finance, Management, Marketing, or Quantitative Analysis)

College of Education
Master of Arts
- Educational Psychology (with concentrations in Orientation and Mobility or Psychoeducational Research)
- Industrial/Organizational Psychology
- Master of Arts Counseling and Guidance
- Counseling and Guidance (with concentrations in School Counseling or General Counseling)

Master of Arts in Teaching
- Early Interventionist – Birth to Five
- Early Childhood Education Grades PK-3
- Elementary Education Grades 1-5
- Middle School Education Grades 4-8 Mathematics
- Middle School Education Grades 4-8 Science
  * No new students admitted pending program review.
- Multiple Grades K-12 (with concentrations in Art Education Grades K-12, Instrumental Music Education Grades K-12, Vocal Music Education Grades K-12, or Health & Physical Education Grades K-12)
- Special Education Mild/Moderate Grades 1-12
- Teaching Blind Students

Master of Education
- Educational Leadership

Master of Science
- Curriculum and Instruction (with concentrations in Teaching Blind Students, Special Education Mild/Moderate, or Early Intervention Special Education)
- Health and Exercise Science (with concentrations in Exercise Science, Adapted Physical Education, or Teacher Preparation)

Doctor of Education; (Louisiana Education Consortium)
- Curriculum and Instruction
- Educational Leadership

Doctor of Philosophy
- Counseling Psychology

College of Engineering and Science
Master of Science
- Computer Science
- Engineering & Technology Management
- Mathematics
- Microsystems Engineering
- Molecular Sciences & Nanotechnology - Interdisciplinary
- Applied Physics
- Engineering (with concentrations in Biomedical Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, or Mechanical Engineering)

Doctor of Philosophy
- Biomedical Engineering
- Engineering – Interdisciplinary (with concentrations in Engineering Physics, Micro and Nanoscale Systems, or Materials and Infrastructure Systems)
- Computational Analysis and Modeling -Interdisciplinary
- Joint MD/PhD with LSUMC-Shreveport

College of Liberal Arts
Master of Architecture
- Architecture

Master of Arts
- English (with concentrations in Literature or Technical Writing)
- History (with concentrations in Southern History, History of Culture and Ideas, or History of American Foreign Policy)
- Speech (with concentrations in Speech Communication or Theatre)
- Speech Pathology

Master of Fine Arts
- Art (with concentrations in Interior Design, Communication Design, Photography, and Studio)

Doctor of Audiology
- Audiology

Graduate Certificates Offered
College of Applied and Natural Sciences
Graduate (Post-Baccalaureate) Certificate
- The Dynamics of Domestic Violence – Interdisciplinary
Immunization Policy

Louisiana law (Act 1047) requires all new students born after December 31, 1956, to provide proof of immunization against measles/mumps/rubella (MMR) and tetanus/diphtheria (TD). Louisiana law (Act 251) requires first-time freshmen to submit proof of immunization against meningitis. Forms for documenting immunization or establishing an exemption to this requirement are available from the Office of Admissions. Proof of immunity includes documentation of:
- two measles vaccines administered after January 1, 1968, one of which must have been given on or after the first birthday.
- a mumps and rubella vaccine.
- meningitis vaccine.
- a tetanus/diphtheria combination within the past 10 years.

In the event of an outbreak of measles, mumps, meningitis, or rubella, students who have not provided documentation of immunity will be excluded from attendance of campus activities, including classes, until the appropriate disease incubation period has expired.

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. Deadlines for additional requirements may vary by program. Each student is responsible for becoming knowledgeable of Graduate School and specific program requirements and policies.

Applications: Application forms for admission may be obtained from the Graduate School Office or downloaded from the Graduate School web site. Admission applications with any required fees must be received in the Graduate School at least 30 days in advance of registration for the session in which the student expects to enroll. 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.

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

Requirements: Graduate School applicants must satisfy all general admission requirements for Louisiana Tech University.

Transcripts: All official transcripts must be received in the Graduate School at least 30 days 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 Graduate School.

Test scores: All official standardized test scores must be on file in the Graduate School at least 30 days in advance of registration for the session in which the student expects to enroll. Scores must be mailed directly from official testing centers (ETS, IELTS, GMAT, etc.) to Louisiana Tech Graduate School.

Admission: 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 to Graduate School does not necessarily mean admission into a specific degree program. Students may attend class only after completion of advisement and registration, which includes payment of tuition and fees. Official admission notification will be mailed to each student by the Graduate School.

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.

Registration: Students should follow registration procedures outlined on the Louisiana Tech web site (BOSS) or in the quarterly Schedule of Classes (“The Racing Form”) available from the University Registrar during each registration period.

Persons previously banned for disciplinary reasons or misconduct or criminal activities cannot register without the specific approval of the Dean of the Graduate School and the Vice President for Student Affairs.

Transfer Admissions

Students desiring to transfer to the Graduate School of Louisiana Tech University must meet the same requirements as an entering graduate student.

Transcripts: Complete and official transcripts from all colleges/universities attended, whether credit was earned or transferable, must be mailed directly from the institution to Louisiana Tech. Students who fail to acknowledge attendance at any college or university in which they have been registered are subject to having their admission canceled or, if enrolled, to being dismissed from Louisiana Tech without refund of fees. Evaluations concerning probation, suspension, grades, grade point average, hours pursued, and hours earned are based on Louisiana Tech’s standards regardless of prior determinations at the other institutions attended. No student is admitted if under academic or disciplinary suspension from another college or university. No credit earned while under suspension from another institution is accepted toward a degree at Louisiana Tech.

International Student Transfer

International Students must meet the academic criteria for transfer admission. The International Student Office will administer 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 provide it to the Louisiana Tech University International Student Office before their arrival.

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

Transcript Submission Requirements

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 Graduate School and must bear the stamp/seal of the issuing institution. Transcripts must be from a regionally accredited college/university. Accreditation status is verified using the American Council on Education publication Accredited Institutions of Postsecondary Education, and through use of the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs.
• Transcripts are accepted from institutions accredited by the following associations:
  ➢ Middle States Association of Colleges and Schools, Commission on Higher Education
  ➢ Northwest Commission on Colleges and Universities
  ➢ North Central Association of Colleges and Schools, Higher Learning Commission
  ➢ New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
  ➢ Southern Association of Colleges and Schools, Commission on Colleges
  ➢ Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
  ➢ Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities.

Masters: Students must submit all official transcripts (undergraduate and graduate) for evaluation of eligibility for these programs.
Doctoral: Students must submit all official transcripts (undergraduate and graduate) for evaluation of eligibility for these programs.
Transient and ICP: Students must submit only an official copy of a transcript verifying that they are actively pursuing an advanced degree at another institution and are in good academic standing at the institution.
Life-Long Learning: Students must provide an official copy of a baccalaureate degree-posted transcript. Teachers may use their state certification in lieu of an official transcript for admission.
Graduate Certificate: Students must submit only an official copy of a baccalaureate degree-posted transcript.

Graduate Non-Degree Admission Categories
All non-degree admission categories are subject to the minimum requirements for conditional admission.

Graduate Certificate Program
Students wishing to enroll in this non-degree category must complete a Graduate School application, pay the application fee, provide an official copy of a baccalaureate degree-posted transcript, meet course prerequisites, and understand that they are not admitted to a graduate degree program. Students must maintain the minimum grade standards set for Conditional admission to the Graduate School. Each academic college has the prerogative to set higher standards for its respective graduate students.

A Graduate Certificate Program is a set of pre-determined subject-matter-specific graduate courses pursued to enhance an individual’s mastery of a subject area without completing a master’s program. As such, certificate programs are not shortened versions of existing master’s programs.

Successful completion of a Graduate (Post-Baccalaureate) Certificate Program results in the receipt of a certificate that specifies graduate certification in a specific area and is accompanied by the appropriate posting on the official Louisiana Tech University Certificate transcript.

Life-Long Learning
Students wishing to enroll in this non-degree category must complete a Graduate School application, pay the application fee, must meet minimum Undergraduate Cumulative Grade Point Average (UGPA) requirements for Conditional admission, provide an official copy of a baccalaureate degree-posted transcript, meet course prerequisites, and understand that they are not admitted to a graduate degree program. Teachers may use their state certification in lieu of an official transcript for admission to the Life-Long Learning category. Each academic college has the prerogative to set higher standards for its respective graduate students. There is no limit to the number of courses that students may take in this category as long as they maintain the minimum grade standards set for Conditional admission to the Graduate School.

Students may apply for a graduate degree program at any time by completing a Graduate School application and by meeting the admission requirements for that specific program. Upon admission to a graduate degree program, students may request that up to a maximum of 12 total semester hours of graduate credit earned under Life-Long Learning be applied to their graduate degree program Plan of Study by special permission of the College and Committee Chairperson assigned to the student’s degree program. These courses will be specifically identified on the Plan of Study.

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 associated with the transient admission. Transient admission is good for one quarter only.

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. Transient admission is good for one quarter only. 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 recategorization 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 on the Graduate School website or 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 four-year bachelor’s degree from a regionally accredited college/university. Accreditation status is verified using the American Council on Education publication Accredited Institutions of Postsecondary Education, and through use of the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs. 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.
- Submission of all official admission documents to the Graduate School.
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 requires that the applicant must have earned a four-year bachelor's degree from a regionally accredited college/university. Conditional admission may be granted 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.

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

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

Changing Programs
Students desiring to change graduate degree programs will need to complete and submit a Graduate Application for Admission to the new program and pay an application fee. If the student is applying for a program within the same college he/she is currently admitted to, the second application fee will not be required. Any change of degree programs or concentrations requires a new Plan of Study with all appropriate signatures be filed with the Graduate School by the close of business on the first day of the quarter for the new degree program to become effective for that quarter. Plans of Study submitted after classes have begun will not become effective until the following quarter. The student must meet all program admission requirements as a new applicant.

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 Applied and Natural Sciences: Graduate Record Examination (GRE-general).
- College of Business: Graduate Management Admission Test (GMAT). Scores older than 5 years are not accepted.
- College of Education: Graduate Record Examination (GRE-general).
- College of Engineering & Science: Graduate Record Examination (GRE-general).
- College of Liberal Arts: Graduate Record Examination (GRE-general).

All international students are required to submit documentation of English proficiency before their applications can be evaluated. The scores must be achieved within two years of application to the Graduate School. Minimum acceptable scores:
- Paper-based TOEFL is 550.
- Computer-based TOEFL is 213.
- Internet-based TOEFL is 80.
- IELTS is 6.5 total on 4 academic modules.
- Successful completion of ELS intensive Level 112 at an ELS Language Center.

Applications for the appropriate test may be obtained from the Counseling Center, Keeny Hall, Room 310. 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 grade point 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 written recommendation of the appropriate college Graduate Director and written approval of 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.
• Students admitted to the Concurrent program are expected to enroll in graduate-level courses. To maintain graduate Concurrent status, a student must successfully complete a graduate-level course on his/her Plan of Study or in the graduate degree program for which he/she has been admitted in each quarter of enrollment in the Concurrent program.

At the time of matriculation from the baccalaureate program and upon application to the graduate program, 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 graduate program for which they were initially admitted and maintain all other conditions to retain graduate status.

Students failing to maintain a minimum cumulative 3.0 graduate GPA will be dropped from the Concurrent program and will need to appeal for reinstatement prior to any further graduate admission or enrollment. All Graduate School admission criteria, including appropriate test scores, will be required.

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.
• An official 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 official 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 for 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.

Graduate Course Requirements

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 rigor.

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.

Curriculum Matriculation

Graduate students entering specific degree programs will follow the curricula in effect at the time of their admission to the University, as long as the students are pursuing their degrees on a continuing basis.

Students changing degree programs or those transferring from other institutions will follow the curriculum in effect at the time of admission.

Students may follow an updated curriculum that becomes effective while in a program of study; however, mixing of curricula is not permitted in satisfying requirements for degree completion or graduation.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number of Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 quality points per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>3 quality points per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>2 quality points per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>1 quality points per semester hour</td>
</tr>
<tr>
<td>F</td>
<td>0 quality points per semester hour</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (see explanation below)</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (see explanation below)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn (see explanation below)</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (see explanation below)</td>
</tr>
<tr>
<td>PI</td>
<td>Permanent Incomplete (see explanation below)</td>
</tr>
</tbody>
</table>

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).

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, I-B, I-C, or I-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 Permanent Incomplete (PI) Grade
Graduate students may petition to have I grades previously received for Research & Thesis (551), or Research & Dissertation (651) courses converted to Permanent Incomplete (PI) grades under the following circumstances:

- Student resigned from the academic program without completing the thesis or dissertation
- Student changed from a thesis track to a non-thesis or practicum track within the same Master’s program.

The petitions must be submitted to the coordinator of the degree program. If the coordinator supports the request, the petition will be forwarded with a letter of support and the required Grade Change forms through the college administration to the Dean of the Graduate School. Upon approval, the Dean of the Graduate School will endorse the Grade Change forms and forward to the University Registrar for processing.

Thesis and dissertation course attempts with I grades changed to PI grades will remain on the student’s graduate transcript. The attempted hours will continue to be tracked in the cumulative attempted graduate semester hours statistic. Since the basic I grade is not calculated into the cumulative or quarterly GPA, there is no effect on GPA. The legend on the transcript will instruct the recipient that the student’s thesis or dissertation is no longer in progress and will not be completed at Louisiana Tech University.

Graduate students electing to convert thesis or dissertation I grades to PI grades forfeit all eligibility to use those graduate hours toward any future academic program, or a future return to the initial program, at Louisiana Tech University.

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)
Graduate grade point averages are based on all graduate credit attempted and graded. Courses taken for undergraduate credit are not eligible for graduate credit and therefore are not factored into the graduate GPA.

For graduate students, the 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.

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.

Grade Reporting
Louisiana Tech University does not mail grade reports. Students can obtain their final grades on the Internet using their BOSS account at the end of the quarter. Specific instructions for access are published quarterly in the Schedule of Classes, on the Tech web site, www.latext.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 thru BOSS by printing a copy of their unofficial transcript, requesting an official transcript, and/or requesting specific letters of verification.

Grade Requirement
To receive a graduate degree from Louisiana Tech University, a student must be unconditionally admitted to the Graduate School and complete 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. Each academic college has the prerogative to establish higher standards for its respective graduate students. Students are advised to refer to program-level and college standards as well as grade requirements.

Grade Requirements for Students Admitted Unconditionally
A graduate student unconditionally admitted to a graduate degree program 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 (three consecutive quarters total) to regain his/her good standing in graduate status by restoring his/her 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.

Grade Requirements for Students Admitted Conditionally
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.

Students admitted under the Graduate Certificate Program, Life Long Learning program, Transient, and Interinstitutional Cooperative Program (ICP) categories are required to earn a 3.0 or better each quarter of registration.

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 the student remains 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 (1) received by the dean within the first ten regularly scheduled class meeting days of the term immediately following the term in which the appealed grade was received; and, (2) 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. 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.

Academic Status
Graduate students have the responsibility to learn their academic status prior to the beginning of the next enrollment period. A student may be in academic good standing and eligible to enroll; academic probation and eligible to enroll; or academic suspension (dropped to post-baccalaureate), and therefore not eligible to enroll in graduate-level courses. Although students will usually receive official notification of academic status, such notice is not a prerequisite to students being placed in one of the above categories.

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.

1. Graduate status appeals must be presented in writing to appropriate University personnel detailing the issue to be addressed and a proposed solution to students' appeals.
2. A student must initiate a College-level appeal of his/her graduate status within two calendar weeks of a change in graduate status. Each subsequent appeal must be made within two calendar weeks of the student being advised of the previous level appeal decision.
3. Levels of Appeal:
   - Loss of graduate status may be appealed in writing to the **Graduate Director of the college** in which the student is enrolled. A letter of support from the graduate advisor should accompany student appeals. If appeal is denied at the college level, student may file an appeal at the next administrative level.
   - The College decision may be appealed to the **University Graduate Council**. A letter of support from the College should accompany an appeal to the Graduate Council. The Council will make a decision at a scheduled meeting or by poll vote. If a majority of the Council cannot be contacted for a poll vote, the Dean of the Graduate School may make a decision.
   - A student may appeal the decision of the Graduate Council to the **Vice President for Academic Affairs**.
   - A decision of the Vice President for Academic Affairs may be appealed to the **President of Louisiana Tech University**.

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.

A graduate student is verified as full-time with 6 or more graduate semester hours. A student receiving an assistantship must be qualified as a full-time graduate student. A graduate degree candidate, in his/her final quarter, may carry only the courses required for graduation 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 re-apply for admission 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 published in the Academic Calendar 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 the subject associated with the required activity – research, practicum, or examinations.

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 F-1 student visa status.

During his/her first 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. The candidate must be unconditionally admitted to their program (e.g. not in reinstatement/conditional readmission status). 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.

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. A candidate can petition to be absent through a written request to the University President. Degree candidates are required to arrive at the place of assembly no later than 1 hour before commencement exercises are scheduled to begin.

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 two weeks prior to published deadlines for submission of a thesis or dissertation to the Graduate School and 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. All students are expected to make and are responsible for making continuous satisfactory progress while pursuing the master’s degree.

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 (except Summer Quarter) 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, 1/3 of the hours required for the master's degree, a maximum of 12 semester hours of graduate resident credit, may be transferred for degree credit from a U. S. regionally accredited college or university. Accreditation status is confirmed through the publications Higher Education Directory and Accredited Institutions of Postsecondary Education. 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. Transfer credit from non-U. S. institutions may require the evaluation of transcripts by an external agency. The final approval of transfer credit rests with the Dean of the Graduate School. 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 on the Graduate School website at URL (www.latext.edu/graduateschool/thesis_guidelines.shtml) and should be used as a guide in the preparation of the thesis. Students must meet published deadlines for submitting their thesis. The approved final copy of the thesis must be submitted to the college director of graduate studies 3 weeks before the expected date of graduation, to the Dean of the Graduate School 2 weeks before the expected date of graduation, and to Prescott Memorial Library 5 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 if a minimum of one week prior to graduation that the candidate has completed all requirements other than the final quarter's grades and is eligible to receive the appropriate degree. 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 must register for a minimum of 3 hours of graduate credit in the subject associated with the required activity – research, practicum, or examinations.

Should a chair of a thesis/dissertation committee leave the University and no suitable faculty member on staff at the University be available to fulfill the duties of chair, then, at the discretion of the College and with the approval of the Dean of the Graduate School, the chair in question may continue to serve on a voluntary basis with an adjunct appointment to the University’s Graduate Faculty for that specific purpose only. The adjunct appointment will terminate upon the student’s successful completion of the thesis/dissertation or upon the chair’s subsequent replacement by a suitable faculty member on staff at the University.

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 one 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 one quarter in receiving his or her degree. A student who does not successfully pass the comprehensive examination is entitled to only 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.

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 must be followed and separate applications 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 all paperwork, including Plan of Study, completed and submitted for each program being pursued. If two master’s degrees are sought simultaneously, the requirements for “A Second Master’s Degree” apply to the secondary program. All published guidelines, policies, and procedures are applicable to these programs.

Earning 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. A student pursuing a second master’s degree may be allowed to apply from a previous graduate degree a maximum of one-half the credits required for the second degree. Transfer hours will not be approved on a second master's degree. If two master’s degrees are sought simultaneously, the requirements for “Earning a Second Master’s Degree” apply to the secondary program.

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.

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. 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 to
develop, in consultation with the student, a Plan of Study. A Plan of
Study must be filed with the Graduate School 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 continue registering
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
Doctoral-level transfer credits can be granted for appropriate
courses in which the grade earned is B or above, provided the credits
are accepted as applicable to the degree program by the student's
academic college. No transfer credit for extension courses will be
accepted. The request for transfer credit is initiated by the student
through the advisor and the Director of Graduate Studies of the
college. Transfer credit from non-U.S. institutions may require the
evaluation of transcripts by an external agency. The final approval of
transfer credit rests with the Dean of the Graduate School. A majority
of the total credits required for a doctoral degree (excluding research
and dissertation) must be earned at Louisiana Tech. Research and
dissertation credits are not eligible for transfer. Individual doctoral
programs may impose more restrictive criteria for approving transfer
credit.

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.

Students must meet published deadlines for submitting their
dissertation. The approved final copy of the dissertation must be
submitted to the college director of graduate studies 3 weeks before
the expected date of graduation, to the Dean of the Graduate School 2
weeks before the expected date of graduation, and to Prescott
Memorial Library 5 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 and on the Graduate
School website (www.latech.edu/graduateschool/thesis_guidelines.shtml) 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 a minimum of one
week prior to graduation. A student will not be permitted to graduate
unless all grades are cleared.

Should a chair of a thesis/dissertation committee leave the
University and no suitable faculty member on staff at the University
be available to fulfill the duties of chair, then, at the discretion of the
College and with the approval of the Dean of the Graduate School, the
chair in question may continue to serve on a voluntary basis with an
adjunct appointment to the University's Graduate Faculty for that
specific purpose only. The adjunct appointment will terminate upon
the student’s successful completion of the thesis/dissertation or upon
the chair’s subsequent replacement by a suitable faculty member on
staff at the University.

 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 two weeks prior to the date the final copy of the
dissertation must be submitted to the college director of graduate
studies before 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 seven years from initial enrollment; all others will
have eight 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, and the Dean of the Graduate School. In no case may an extension to the time limit for degree completion exceed two years.

**General Requirements for Graduate Certificate Programs**

Graduate Certificate Programs consist of a minimum of 12 to 18 graduate semester hours. No more than one-third of the 12 to 18 semester hours can be taken at the 400-level (eligible for graduate credit). Courses taken for credit toward a Graduate Degree Program at Louisiana Tech University will not be counted toward the certificate without appeal to the applicable Graduate Certificate Program prior to completion of the Graduate Degree Program. All course work must be registered for and completed through Louisiana Tech University within a three-year (twelve-quarter) time limit.

Graduate students enrolled in Graduate Degree Programs (master’s or doctoral) at Louisiana Tech University can be concurrently enrolled in a Graduate Certificate Program. Undergraduate seniors are not eligible for concurrent enrollment in the Graduate Certificate Program.

The Graduate Certificate Program is a non-degree track. It should be noted that success in or successful completion of a Graduate Certificate Program does not guarantee admission into a Graduate Degree Program. Federal Title IV student financial assistance and tuition waivers will not be available for students classified as graduate certificate students.

**Admission to the Graduate Certificate Program**

Obtain an application for admission to the Graduate Certificate Program, and follow the same timing of Graduate School admission procedures.

Applicants must

- Have earned a baccalaureate degree from a regionally accredited educational institution.
- Have a cumulative undergraduate GPA of 2.25/4.0 (or 2.5/4.0 on the final 60 semester hours of baccalaureate degree work).
- Provide a baccalaureate degree-posted official transcript, sent directly to the Graduate School.
- Submit a completed application to the Graduate School, including all required documentation and the application fee by the application due date.
- GRE/GMAT test scores are NOT required for admissions unless specifically required by the Graduate Certificate Program.
- International student applicants whose native language is not English must submit TOEFL and/or IELTS scores before the application can be evaluated for admission. TOEFL score requirements are paper-based 550, computer-based 213, or Internet-based 80; the minimum acceptable IELTS score is 6.5. Successful completion of ELS 112 will be accepted as demonstration of English proficiency.
- Admission into a Graduate Certificate Program does not guarantee admission into a Graduate Degree Program, nor does admission into a Graduate Certificate Program imply the waiver of any requirements for admission into a Graduate degree program.

- The decision for admission into a Graduate Certificate Program will follow the procedures for review used for admission into existing Graduate degree programs.
- Discipline-specific admission requirements will be monitored by the program coordinator in conjunction with the student’s assigned faculty advisor.

**Student Enrollment Procedures**

Students admitted to a Graduate Certificate Program will follow standard procedures for advising, registration, tuition/fee payment deadlines, grade reporting, and academic standards. Each student admitted into a Graduate Certificate Program will be assigned a faculty advisor.

Specific procedures relating to registration, enrollment, and matriculation are found in the University Catalog, in the quarterly publication “The Racing Form,” and in the special instructions areas of the Bulldog Online Student System (BOSS) areas of the Louisiana Tech University website.

Graduate Certificate Program students participating in a distance learning program will follow registration guidelines established for SREB courses and published on the TECH Electronic Learning website (http://www.latech.edu/citdl/).

**Grade Requirements**

Graduate Certificate Program students will meet the following quarterly and cumulative grade requirements at Louisiana Tech University:

- Graduate Certificate students must maintain a quarterly and cumulative 3.0 GPA on all course work.
- No grade lower than C and no more than two C’s will be counted toward a Graduate Certificate Program.
- Failure to achieve the quarterly/cumulative GPA requirements will result in the student being dropped from the certificate program.
- Student appeals for reinstatement will follow the Graduate Status Appeals Procedure (details can be found in this chapter of the University Catalog).

Full-time status for a Graduate Certificate Program student will consist of a minimum of 6 graduate semester hours. Graduate Certificate Program students should remain continuously enrolled until completion of their program. If they are unable to do so, they must apply for readmission upon return to the program.

**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 to the office at 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. 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 Transient and Life-Long Learning are considered enrolled in a non-degree program, and, therefore, are not eligible to receive federal financial aid. Federal Title IV student financial assistance and tuition waivers are not available for students classified as graduate certificate students. 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 two 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 three 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 (Applied and Natural Sciences, Business, 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 are offered for students pursuing master's or doctoral degree programs. A student should contact the appropriate college for information concerning these assistantships.

Applications for Graduate Assistantships should be submitted to the Graduate School at least 4 months prior to the term the student expects to enroll. For assistantships awarded in the Fall quarter, applications would need to be submitted by February 1 preceding the fiscal year (fiscal year begins July 1) for which application for admission is made. Assistantship forms can be obtained from the Graduate School or downloaded from the Graduate School web site.

Eligibility requirements:

- Must be eligible for admission to the Graduate School,
- Must have an undergraduate grade point average of at least 3.50, and
- Must 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 residencies 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 six 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.