GUIDE TO GRADUATE STUDIES
School of Art
Master’s Programs

School of Art
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Baton Rouge Louisiana
70803

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Welcome to the community of artists at LSU. This guide is intended to help make your adaptation to the complex and sometimes bewildering process of being a graduate student a little bit easier by outlining the requirements and procedures for pursuing the MFA program in studio art. Individually and collectively you are integral stakeholders in this community; for, along with faculty and staff, you will assume many important and meaningful responsibilities not just in the day-to-day functioning of the school but also in the development and expression of a personal and collective vision of what mastery means in this context.

While the purpose of this guide is to provide a basis for what you can expect and what is expected of you, you will also receive guidance from the faculty in your chosen concentration, your graduate review committee, your thesis committee and of course, your graduate peers; each of whom is dedicated to the mission of raising their work to the highest professional levels and continually expanding their individual practice as a creative professional.
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MASTER OF FINE ART {MFA} IN STUDIO ART

Areas of specialization include ceramics, graphic design, painting and drawing, photography, printmaking, sculpture, and digital art. Degree regulations include full-time residency, maximum of five years to complete, minimum of 9 credit hours per semester, exhibition of specific thesis project, written thesis report, oral defense and digital submission of images of the work (SEE PAGE 32-33 for instructions on how to submit).

Students admitted into the MFA program must complete a minimum of 60 hours of graduate level credit over the course of three years. A student may petition their graduate review committee and the Graduate Coordinator for approval to complete the program early, as long as the 60 credit hours are completed.

MFA IN STUDIO ART – 60 CREDIT HOURS

- Minimum credit hours of Graduate Studio* 27 hrs
  minimum credit hours of Art 7000 Graduate Studio
  9 of these credits are required to be in area of concentration
  3 of these credits are required to be Reading Seminar (ART 7881)

- Studio Art/General Electives* 12 hrs
  which may be taken in any specialization including your area of focus at 4000/7000 level

- Art History 12 hrs

- Teaching Seminar 3 hrs

- Art 8000 (thesis research – 2 semesters, minimum 3 credit hrs each) 6 hrs

- Total Hours 60 hrs

*no more than 24 credit hours in studio art and art history may be taken at the 4000 level

Up to 12 hours of graduate credit may be transferred from NASAD-accredited institutions within the United States. For restrictions, please see the Graduate School Bulletin under “transfer of credit.”

MASTER OF ARTS {MA} IN ART HISTORY

Students seeking admission into the graduate art history program must meet with the coordinator of that area. For the MA degree in art history, students must complete a minimum of 30 semester hours of graduate-level credit (including 6 hours of thesis credit). Other requirements include: maximum of five years to complete, thesis, reading knowledge of French or German, and comprehensive exam in field of specialization. The major professor oversees all degree work. Information on the “non-thesis” option may be obtained from the art history area coordinator.

Please note—Graduate students must assume full responsibility for the knowledge of rules and regulations of the Graduate School and the School of Art. Deadlines and due dates for various requirements can be found in the General Catalog and the Graduate School Bulletin which are available on-line. The Graduate School Calendar listing important deadlines and due dates is included in this handbook and is also available online.
COURSE REGISTRATION

Specific registration dates are announced in the Graduate Calendar for each semester. Registration is completed on-line via the myLSU system.

Students should access the Registration Booklet/Schedule of Classes through the Office of the University Registrar website—http://appl003.lsu.edu/slas/registrar.nsf/index

1. A full time graduate student is in at least 9 hours of coursework
2. 50% of any load of coursework must be at the graduate level

ACADEMIC REQUIREMENTS

The graduate grading system, course loads, academic standing, transfer credit policies, etc., are explained in the General Catalog and the Graduate Bulletin (both available online).

ASSISTANTSHIPS

Each studio area has different requirements for the employment of assistants (15-hour or 20 hour assistantships). The duties and responsibilities of each assistant are established by the area coordinators. Duties may include studio, classroom, and shop monitoring, shop work, classroom assistance, and teaching. University policies describing workloads, preparation, record keeping, employment, and faculty evaluation of assistantships are included in PS-21 and PS-8S.

Teaching Assistants (Instructors of Record) have special instructional responsibilities: see PS-30 on Student Privacy Rights and PS-44 on Grades; PS-22 on Student Absences; PS-5O on Responsibilities; PS-29 on Eating, Drinking, and Smoking in Classrooms; PS-76 on Policy on Smoking; and PS-74 on Sexual Harassment. (LSU Policy Statements may be found by entering the PS number in the LSU Home Page search box).

MFA GRADUATE REVIEWS

All MFA students will participate in a graduate review each semester through the first and second year. Students passed on to thesis are exempt from graduate reviews which are normally held in the latter part of each semester. The Graduate Coordinator establishes the review schedule and review committees, and approximately one month prior to the reviews, will provide the students and faculty with a review schedule and committee assignments. The Graduate Coordinator will appoint a representative from the respective concentration to serve as a chair for each committee. The reviews are conducted by five-member committees from the graduate faculty, at least two of whom will represent disciplines outside a student’s area of concentration. Modifications to the review schedule will only be made in extreme circumstances.

Students are responsible for selecting a suitable campus location for their review subject to the approval of their chair. Committee members must be notified in writing at least one week prior to the event. Students should discuss the proposed format of their presentation with the committee chair and must seek approval from the chair before inviting other LSU graduate faculty as guests to their review. The use of sound, film, or video recording devices is not permitted; however, a fellow graduate student may take notes. The note taker must refrain from commenting or otherwise disrupting the discussion.

Prior to the graduate review, all students are required to submit an artist statement, not to exceed one page in length, to the members of their review committee. The artist statement should first be revised in consultation with and approved by the student’s review chair before the final draft is submitted to committee members. A digital copy of the artist statements must be sent out to each
member of the committee in addition to a hard copy placed in their mailbox, no later than 9am on the day prior to the review.

The artist statement is a written document that communicates to the committee the ideas embodied in the works to be reviewed, and how the ideas further relate to the visual or material forms that the student has chosen to work with. The goal of the artist statement is to prepare the student for the review, serving as a starting point for the presentation and discussion that takes place during the review.

**GRADUATE REVIEW FORMAT**

Students are expected to begin their review with a presentation to the committee. This normally includes a verbal presentation with pertinent examples of current work. One may also include examples of past work; outline conceptual concerns, and current objectives. The first semester review should also reference the student’s educational background and must include examples of past work. At the conclusion of the presentation, committee members will question the student, point out relevant strengths or concerns in respect of the work, and offer helpful suggestions. A maximum of one and one-half hours are allowed for each review. The chair will then close the discussion and excuse the student. The committee will then discuss the merits of the art work presented. Each committee member will submit written observations to the chair.

The committee will also recommend one of the following options for the Graduate Review Report:

- **Satisfactory Work**—The student is making satisfactory progress in the program.
- **Passed on to Thesis**—Customarily, a student is eligible to form a thesis committee after the fourth semester review. With consent of the chair, however, students who intend to petition their committee for early completion may do so during the third semester review.
- **Unsatisfactory Work**—A student who is not making satisfactory progress in the program is placed on School of Art probation and will be dropped from the program unless satisfactory progress is shown at the next semester’s review. In addition, the committee may request a meeting with the student’s area coordinator. The committee may recommend a plan that reduces or eliminates assistantship duties, requires remedial work, and/or credit hour limitations only with the approval of the faculty within the student’s area of focus. If the student receives a second unsatisfactory at any point during the first four semesters, the student will be dropped from the program. A student receiving an unsatisfactory is responsible for scheduling a meeting with their chair to clarify the nature of the unsatisfactory rating. The chair will also clarify the steps to be taken by the student to improve their performance to the satisfactory level.

The chairs will forward committee recommendations and observations to the Graduate Coordinator within two days of the review. Final assessment and official determination by the graduate faculty will take two weeks to complete. The coordinator will give copies of committee observations and recommendations to each student. These materials will also be included in the student’s file. In the event the graduate faculty disapproves of a committee’s recommendation, the coordinator will schedule a supplementary review to be conducted by the entire graduate faculty. Students are entitled to submit letters of dissent and to appeal the recommendation of the graduate faculty formally through the Graduate Coordinator (see PS-48).

**THESIS PROCEDURES**

Students who are passed on to thesis may select a major professor from the studio art graduate faculty with the approval of the Graduate Coordinator. The major professor, customarily from the student’s area of concentration, then becomes the chair of the student’s thesis committee.
The committee is composed of a minimum of three members (maximum of five) selected primarily from the above group. Students then solicit other faculty to complete the committee subject to the approval of the chair. Two members must be from outside the student’s area of concentration. At least one member must possess “full member” status within the graduate faculty. It is recommended that an art historian be included on the committee. A committee may include a member of the LSU graduate faculty from outside of the School of Art if approved by the Graduate Coordinator. Emeritus School of Art Faculty may be selected to serve as voting or advisory members of thesis committees.

Students in first semester of Thesis Research (ART 8000) must submit a one page typed thesis proposal to their committee chair no later than the tenth day of the semester. This concise proposal must include a title and should touch on the following questions: What will be the focus of the studio work, why will this new work be significant to the student’s development, and how will the work be carried out? In addition to the title, the student should also include materials/media, themes, and a well thought out concept. The proposal must be reviewed by the committee chair before it is distributed to the committee. A thesis proposal meeting is to be held no later than the fifteenth day of the semester (September 9). It is the student’s responsibility to email members of their committee to set up this meeting. A suggested method is conducting a Doodle poll to establish the date. Faculty email addresses can be found at myLSU on Workday. After the proposal is thoroughly discussed and approved, the student may begin work on a thesis project to include the approved studio work and written thesis report. Two copies of the approved proposal and a list of thesis committee members must be submitted to the Graduate Coordinator. The thesis project is to be completed over a minimum of two semesters.

Notes on the thesis report—The report may summarize or recount aspects of the creation of the studio work. A paper length of ten to twenty-five pages that includes images of the thesis exhibition work is normal. A typed draft must be given to the committee chair for review and correction at least four weeks prior to the scheduled oral examination. The final draft of the report must be submitted to the committee members at least one week prior to the examination. Students must use the Graduate School’s Guidelines for the Preparation of Theses and Dissertations. Helpful links can be found at the Graduate School website—http://sites01.lsu.edu/wp/graduateschool/

TIPS FOR THESIS REPORT PREPARATION

• Prepare six to eight medium resolution electronic (jpeg) images.

• Endnotes are really the same as footnotes, except they are located at the end of the paper rather than at the bottom of the page. These are optional.

• The bibliography is a list of books, articles, or other published sources used for ideas, paraphrases, or direct quotations. If included, it must be prepared according to accepted scholarly standards.

• Follow the Graduate School guidelines for the preparation and electronic submission of the thesis at the following link—https://sites01.lsu.edu/wp/graduateschool/files/2014/02/Thesis-and-Dissertation-Guidelines.pdf

The “Major Field” is Studio Art.

It is the student’s responsibility to follow the graduate school dates and deadlines as they are different from the School of Art deadlines with respect to the thesis process.
1. **Continuing students must schedule spring semester courses by 7:00 p.m. on October 23, 2016.** Fee bills are not mailed to students. You must pay fees through your MyLSU account or at the Office of the Bursar.

2. Continuing students who schedule after October 23, 2016 will be assessed the $75 late registration service charge.

3. **CANDIDATES FOR DEGREE** should pick up Application for Degree materials in Room 114 David Boyd Hall prior to the Application for Degree deadline below or access forms on the web at: www.gradschool.lsu.edu.

January

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>4</td>
<td>International Student Orientation</td>
</tr>
<tr>
<td>11</td>
<td>Classes begin, 7:30 a.m.</td>
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1. **APPLICATION**

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<tr>
<td>13</td>
<td>Final date for submitting (or updating) to The Graduate School &quot;Application for Degree&quot; to be awarded at spring commencement, 4:30 p.m., deadline</td>
</tr>
<tr>
<td>16</td>
<td>Martin Luther King Day holiday begins, 7:30 a.m.</td>
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<tr>
<td>17</td>
<td>Classes resume, 7:30 a.m.</td>
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DEGREE ONLY

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<th>Date</th>
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<tr>
<td>17</td>
<td>Final date for <strong>Degree Only</strong> registration (all degree requirements, including document submission must be met), 4:30 p.m. deadline</td>
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<tr>
<td>20</td>
<td>Final date for dropping courses without receiving a grade of “W,” 4:30 p.m., deadline</td>
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<tr>
<td>23</td>
<td>Final date for adding courses for credit and making section changes, 4:30 p.m. deadline</td>
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2. **REQUEST FOR MASTERS EXAM AND DEGREE AUDIT**

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<tr>
<td>25</td>
<td>Final date for submitting to The Graduate School Requests for Final Exam (comprehensive exam, thesis/dissertation defense) for degrees to be awarded at spring commencement, 4:30 p.m., deadline</td>
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February

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<tr>
<th>Date</th>
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<tr>
<td>27</td>
<td>Mardi Gras holiday begins, 7:30 a.m.</td>
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March

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<tr>
<td>1</td>
<td>Classes resume, 12:30 p.m.</td>
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<tr>
<td>24</td>
<td>Final date for dropping courses, 4:30 p.m., deadline</td>
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<td></td>
<td>Final date for resigning from the University, 4:30 p.m., deadline</td>
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<tr>
<td>26</td>
<td>Course scheduling for fall semester, Summer Intersession and Wintersession begins, 5:00 p.m.</td>
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<tr>
<td>TBA</td>
<td>Title Deadline: Any changes to thesis or dissertation titles turned in after this date will NOT be reflected in the commencement guide at graduation</td>
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April

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<tr>
<th>Date</th>
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<tr>
<td>9</td>
<td>Spring Break begins, 7:30 a.m.</td>
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<td>10</td>
<td>Final date for submitting to The Graduate School committee examination reports and committee-approved theses and dissertations, 4:30 p.m., deadline</td>
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<tr>
<td>17</td>
<td>Classes resume, 7:30 a.m</td>
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<td>29</td>
<td>Classes end, 10:00 p.m.</td>
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May

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<th>Date</th>
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<td>1-6</td>
<td>Final examinations</td>
</tr>
<tr>
<td>11-12</td>
<td>Commencement will be held over a two day period, May 11-12</td>
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*Applications for Degree submitted in a previous semester must be updated in writing.

**Final exams must have been taken in a previous semester. See “degree-only” registration in the Graduate Section of the General Catalog.

*Prior to April 11, Catherine will print out this paperwork for the committee chair to be signed by the committee at the completion of the student’s defense.
MASTER’S EXAMINATION

The student prepares and submits an Application for Master’s Degree to the Graduate School (check critical dates). Two copies of this form are due to the Graduate Coordinator two weeks prior to the Graduate School deadline.

The request for Master’s Examination and Degree Audit form (with the list of the thesis committee members) is submitted to the Graduate School at least two weeks prior to the oral examination deadline or by the deadline for degree candidates (January 27), whichever comes earlier. Note: one must pay close attention to these dates. The Graduate Coordinator will send out reminders via email.

An MFA candidate must schedule an exhibition or presentation of the completed thesis project. Previous studio work may not be included, nor any work completed outside of the approved thesis proposal. The School of Art Gallery in Foster Hall and the Alfred C. Glassell Jr. Gallery at the Shaw Center are customary venues for the exhibition and the oral examination. Other exhibition and exam sites must be approved by the thesis committee. Early in the term prior to the one in which one expects to graduate, the Gallery Director and the Graduate Coordinator will schedule a critical meeting at which all thesis exhibitions will be scheduled for the above galleries.

After the oral examination, the student may need to revise and correct the thesis report, incorporating recommendations made by the committee. The revised report is then resubmitted by the student to the committee chair for final approval. The completed Master’s Examination Form with faculty signatures is then submitted by the committee chair to the Graduate School. One copy of the completed thesis report is submitted to the Graduate School editors (with whom one must schedule an appointment; see Graduate School Guidelines) in a PDF format for review. The final version will be submitted electronically by the student. One printed copy of the thesis report should be submitted by the student to the Art Office. Examples of earlier submitted thesis reports can be found by going to the EDT link on the Graduate School web site. Check Graduate School deadlines and required procedures for preparing the thesis report with visual materials.

The submission to the school, through the committee chair, of digital images of the individual works from the thesis exhibition at the time of the defense is a requirement for the degree. (MFA thesis portfolio guidelines are attached on page 32-33)

Scheduling problems with the gallery, the examination, or the completion of the report within official Graduate School deadlines can lead to a postponement in conferring the MFA degree. The student may need to register for a “Degree Only” semester should this occur. This normally happens in the summer, and the degree is conferred at the end of that term. The student does not need to take classes for “Degree Only”.

Degree only is quite common for our graduate students because of the early date for paperwork and the scheduling of thesis exhibitions

In order to be eligible for “Degree Only” registration, the following requirements must be met:

• All degree requirements, including final examinations, must have been completed in a previous semester.

• The thesis must have been submitted to and approved by the Graduate School before the last day to add courses in the current semester.

If eligible for “Degree Only” registration, the student must complete the following procedures before the last day to add courses:

• Submit or update the application for degree to ensure inclusion on the commencement list.
• Submit the thesis for approval by the Graduate School.

• Submit completed final Exam Result forms for approval by the Graduate School.

• Verify with the Graduate School that the Degree Only registration has been cleared.

• Complete walk-through registration (including the payment of graduation fees) either through myLSU or in 114 Thomas Boyd Hall.

COMMENCEMENT

Your participation in commencement is highly encouraged. Please remember to order a cap, gown, and specified hood from the Student Union Bookstore.

Summer—School Graduate students who have been on assistantship during the previous fall and spring semesters are eligible for tuition exemption, however, students who do not have an assistantship are not eligible. A limited number of assistantships may be available for the summer term, which must be applied for in the School of Art Office during the spring semester.

STUDIOS

Graduate students may be assigned private or semi-private studio spaces by their area. These studios must be properly maintained according to School and University regulations. Smoking, alcohol, pets, and drug use are strictly prohibited (see PS-67). Graduate studios may be inspected by the faculty, Campus Safety, or Campus Police. No student may change the location of their studio or occupy additional spaces without final approval from the Associate Director.

SCHOOL OF ART GALLERIES

The School maintains two exhibition spaces: the School of Art Gallery in Foster Hall and the Alfred C. Glassell Jr. School of Art Exhibition Gallery in the Shaw Center. These facilities have exhibitions scheduled throughout the year. The School of Art Galleries are the primary location for all graduate thesis exhibitions. The Glassell Gallery exhibits work by Louisiana State University students and faculty, as well as work by local, national, and international artists unaffiliated with LSU. The Gallery Coordinator is in charge of these spaces and should be contacted for all installation policies. Students wishing to schedule an exhibition other than their thesis show must submit their request to the Gallery Coordinator. Receptions held at either gallery must conform to University guidelines regarding food service (PS-60) and alcohol usage (PS-78).

GRADUATE STUDENT TRAVEL FUNDS

Check the Graduate School Financial Assistance link online for guidelines and application.

SAFETY

The personal safety and health of students, staff, faculty, and the visiting public are primary concerns of the School of Art. Studio, classroom, and shop monitors must adhere to safety guidelines of both the University (see PS-19) and the School. Statements and special guidelines on safe studio practices are set by the area coordinators and the Director of the School of Art.
SERVICES

The School of Art and the College of Art and Design operate several computer labs. A myLSU login and password is required to use these resources. All labs require the purchase of print cards for paper output. Contact the Graduate Student Lab Manager for a description of available hardware and software, and for the schedule of open hours.

CxC LAB

LSU Communication across the Curriculum (CxC) is a university-wide academic excellence program that works to improve the written, spoken, visual, and technological communication skills of undergraduates while deepening students’ understanding of discipline-specific course content.

225-578-1197
Coordinator: Vincent Cellucci

The Centers for Excellence in Learning & Teaching (CELT) provide AV Services (578-1165), Film and Video Library (578-1168), Photographic Services (578-2226), and other Educational Resources (578-6243).

University Policies, Permanent Memoranda, Bylaws, and Regulations are available online through the University’s Home Page—http://www.lsu.edu

OTHER OFFICES

Alfred C. Glassell Jr. Gallery at the Shaw Center: 389-7180
Campus Federal Credit Union: 578-8841
Campus Fire and Occupational Safety: 578-5640
Campus Police: 578-3231
Career Services Center (job placement): 578-2162
College of Art and Design Dean’s Office, 102 Design: 578-5400
College of Art and Design (use of atrium walls for exhibits): 578-5400
Emergency: 911
Graduate School Office, 114 David Boyd Hall: 578-2311
Graduate Student Association: 578-2449
Office of Parking: 578-5000
School of Art Gallery, Murphy J. Foster Hall: 578-5402
Student Health Center: 578-6271
Student Recreational Sports Complex: 578-8601
307 Gallery (for exhibits), Design Building: 578-1434 (Landscape Architecture)
SCHOOL OF ART

Location Room 220 Design Building

Phone 225-578-5411

Fax 225-578-5424

Director Rod Parker—sadir@lsu.edu

Associate Director Michaelene Walsh—mwalsh@lsu.edu

Administrative Program Specialist Chanta Franklin—faadm1@lsu.edu

Administrative Coordinator Catherine Wells—cwells@lsu.edu

Graduate Coordinator Kelli Scott Kelley—artmfa@lsu.edu (kskelley@lsu.edu)

Art History Ellie Sifford—artma@lsu.edu (esifford@lsu.edu)

Director of New Initiatives Kitty Pheney—kphene2@lsu.edu
DEGREE ONLY REGISTRATION

What is “Degree Only”? Students, who have completed all degree requirements, including final examinations taken in a previous semester, may register for “degree only” and graduate in the following semester. A student may not be registered for courses while registered for “Degree Only” and will pay only the graduation fee. Master’s degree fee: $35; processing fee, $20 Doctoral degree fee: $55; processing fee, $35

Requirements (Eligibility): The following must have been completed in a previous semester (semesters end on commencement day):

• All coursework for the degree
• The final exam (project or thesis/dissertation defense)
• Submit or update the Application for Degree by the “Degree Only” deadline (see GS calendar)
• Meet all other Graduate School deadlines for timely paperwork submission.

DOCTORAL & MASTER THESIS CANDIDATE’S:

1. The ECE Graduate Program Office submits your final/oral exam results to the Graduate School the prior semester.
2. At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only" by completing or updating an Application for Degree.
3. Your thesis or dissertation must be submitted to and approved by the Graduate School by the "Degree Only" deadline in the semester in which you plan to graduate*. (See the current semester academic calendar).
4. MS Thesis or Doctoral Dissertation Approval Sheets must also be received and approved by the "Degree Only" deadline in the semester in which you plan to graduate. (See the current semester academic calendar).
5. An MS Thesis/Doctoral student WILL NOT be added to the Degree Only list until the Graduate School has received the Application for Degree, the final edited Thesis/Dissertation and the Approval Sheets by the deadline.

*Process for Thesis/Dissertation Submission:

• Turn in a paper PDF copy of your thesis or dissertation at 114 David Boyd. This begins the turn-in process.
• When the Graduate School editor has reviewed your document, she will call/email you to give any corrections.
• You will receive a special log on ID and password; use this to upload your corrected files on the ETD site.
• At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only."
• Do not upload your document until the editor has instructed you to do so.

MASTER NON-THESIS CANDIDATE’S:

1. The ECE Graduate Program Office submits your final/oral exam results to the Graduate School the prior semester.
2. At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only” by completing or updating an Application for Degree.
Registration Overview:

1. Once the above steps have been completed, confirm via MYLSU that you are scheduled "Degree Only" or check with the Graduate School for confirmation.
2. Pay your graduation fees to complete your registration at either the Bursar's Office, 125 Thomas Boyd, or on MYLSU. Students will not be registered "Degree Only" until graduation fees have been paid.
3. If you have entered a schedule or have completed registration for thesis/dissertation hours or a course, you must drop your schedule, before the Graduate Records Office can enter your degree only registration. Hence, you will not be considered an enrolled student once your degree only registration is completed.
4. Once the GS registers the student as Degree Only, he or she will receive an email requesting payment of the required diploma and commencement fees, completion of registration through his or her MYLSU account.

**Deadlines**: 

- **Degree Only candidate deadlines** are always before the degree candidate deadlines.
- **Degree Only theses/dissertations deadline** is always on or before the last day to add courses for credit.
- **Degree Only registration deadline** is always on or before the close of business on the last date to add classes for the semester of graduation.
- The deadlines for Degree Only are listed on the Graduate School Semester Calendar.
RESPONSIBILITIES

Student Responsibility:

It is the responsibility of each student submitting a thesis or dissertation:

- To be aware of and to adhere to all applicable US copyright laws
- To meet all published deadlines (as shown in Graduate School and University official calendars) for submission of theses and dissertations
  - To ensure that all required documents for graduation have reached The Graduate School in a timely way:
    - Application for degree
    - Final exam approvals
  - Provide review copies to committee members well in advance of committee meetings
- To ensure that the final document includes:
  - All committee revisions required as a result of the final defense
  - Committee chair approval after final revisions
  - All formatting required by The Graduate School
- To adhere to:
  - The LSU Code of Student Conduct
  - LSU Policies and Procedures
  - LSU rules for Accountability and Academic Integrity
  - IRB policies regarding research conduct
  - All Federal policies relating to research conduct

Committee Responsibility:

It is the responsibility of the student's major professor and advisory committee to ensure:

- That a thesis, dissertation, or monograph represents an original, identifiable, and sufficient individual effort of the candidate
- That the student receives timely and constructive feedback on documents submitted for review
- That the final document represents LSU standards with regard to the conduct of research and scholarly pursuits
A CHRONOLOGY FOR PREPARING AND SUBMITTING YOUR DOCUMENT

During the semester of your graduation:

- Be aware of all pertinent deadlines for degree candidates. They are available in the Office of Graduate Student Services (Room 114, David Boyd Hall), the General Catalog, and online at www.gradschool.lsu.edu.
- Register as “degree only” if you have completed all degree requirements, including final examinations taken in a previous semester. Deadlines are different for students intending to register as “Degree Only”. Please be aware of this as you review the deadlines for your final semester. This registration is only allowed for students whose theses or dissertations are submitted to and approved by The Graduate School on or before the last day to add courses for credit.
- Schedule your defense as early in the semester as possible. An early defense will provide you sufficient time to format your thesis, dissertation, or monograph for final submission according to these guidelines and to ascertain that all your final paperwork has been submitted to The Graduate School.

Preparing Your Document

Study these guidelines early in the semester to become aware of The Graduate School’s specific requirements for formatting and submitting your document. As you begin preparing the final version of your document, refer to these guidelines for proper formatting directions. Review these requirements periodically to keep them fresh in your mind. Following the guidelines will make your document easier to read and will lend more authority to your words. The Graduate School must approve the format of your document before you can graduate.

- Submit the Examination and Thesis [or Dissertation] Report (called the “approval sheet”)
  - A few days before your defense, check with your department to ensure that the title of your thesis or dissertation and the form of your name entered on the approval sheets perfectly matches the title page of your document and your official name.
  - Within the week after your defense, double check that your department has sent the approval sheets to The Graduate School. These forms must be typed with no corrections (erasures or whiteout) and signed with black or blue ink.
- Meet with a thesis/dissertation reviewer. This meeting is not required but is strongly encouraged. The reviewer can assist you with formatting your document prior to final submission.
  - Schedule an appointment to see a thesis and dissertation reviewer a few days before or after your defense (call 225-578-3181). Caution: Please be aware that appointments with the reviewer may not be available during the week immediately preceding the deadline for submitting your document.
  - Reviewers are located in the Office of Graduate Student Services, Room 114, David Boyd Hall. For your appointment:
    - Follow the document requirements set forth in these guidelines in preparing your document prior to your appointment.
    - Bring an unbound printout of your document—printed on one side only—to the appointment. The reviewer will point out any obvious problems remaining in the document, clarify your questions about these guidelines, and offer helpful tips on your document’s final preparation.
    - Appointments with a reviewer are generally reserved for your graduation semester, although you are free to e-mail questions to gradetd@lsu.edu at any time.
- (Following your defense and your appointment with the reviewer) Incorporate the final changes required by the reviewer and your advisory committee. Give special attention to the following items as you prepare your final version:
  - Follow the checklists beginning on page 24 in these guidelines.
  - Compare the wording and capitalization of the items listed in your Table of Contents, List of Figures, and List of Tables against what is actually in your text. Ensure that all precisely match.
Systematically check each element against other related elements (e.g., all chapter headings, subheadings on each different level, table titles, and figure titles) for consistency in font, placement, and capitalization style.

(Prior to uploading your document) Be certain that the Office of Graduate Student Services has the following items:

- Application for Degree (with Degree Only status prominently noted if applicable.)
- Approval sheet on acid-free paper, signed in blue or black ink.
- Request for Restricted Access form: The request form requires a signature from you and your major professor before submission to The Graduate School. This request must reach The Graduate School prior to a reviewer’s approval of your document to ensure that the restriction you seek is attached to your final document on approval.

Complete The Survey of Earned Doctorates: (Required for all doctoral candidates)

Doctoral candidates only: Please complete The Survey of Earned Doctorates by accessing the site: https:\sed.norc.org\survey.

Submitting Your Document

- Upon completion of your defense and committee required document revisions, submit the Request for ETD User Name and Password.
- After receiving your credentials, log in to the ETD Collection page.
- Be aware of the following details as you fill in the information on the ETD Collection site:
  - Use your full name as shown in your university records.
  - Include alternate e-mail addresses, separated by commas. Note that your “lsu.edu” email address expires one year after graduation. Please provide a long-term email address such as gmail.com, outlook.com, etc.
  - Type the title of your document in a mixed-case font (i.e., do not use full capitalization for the title on the collection page).
  - Enter keywords to facilitate the search of your document by readers.
  - Provide the full names of your advisory committee with the last name first, followed by a comma and the first name (e.g., Smith, John). Consult the LSU Graduate Faculty database for full names. Also, using the drop-down box provided on the collection page, indicate the faculty member’s status on your committee (i.e., chair, member, etc.). Faculty email addresses must be provided on this page.
  - Upload your document in pdf format (required) and use the following file naming protocol:
    - Thesis: your last name_thesis.pdf
    - Dissertation or Monograph: your last name_diss.pdf

Your final document must be submitted in pdf (Portable Document format) (required).

- Prepare your document in the software program of your choice.
- Print final document to pdf.
- Check the pdf document for format consistency.
- Load the pdf document to the ETD Collection page.
- Please also load the Word document file if available; this will facilitate minor corrections.

Once you have loaded all portions of the document/collection page your document is available to the ETD reviewers. You will not receive any notice at this point.

The Graduate School reviewer will check your document as soon as possible and notify you by e-mail if it requires formatting corrections. If formatting edits in the document file are necessary, delete the original document pdf file from the ETD Collection website. Make required edits, and upload the corrected document. Once your document has received approved, you and your advisory committee will receive a notice via e-mail.

Some Notes of Caution Regarding Deadlines

- You must upload the final version of your thesis or dissertation, which should include all committee changes and Graduate School reviewer corrections, to the ETD Collection site by the deadline for submitting committee-approved documents shown on The Graduate School
Calendar in the semester of your final examination. Note there are two deadline listed in the Graduate School Calendar: the first deadline is the final date for you to submit your document. The second deadline is the final date for you to make all corrections (if required) after document review.

- If you are unable to meet final submission deadlines, you must update the Application for Degree form to reflect the semester in which you intend to graduate.
- If continued research and writing is necessary, you must register for appropriate hours of thesis or dissertation research.

**MFA in Creative Writing Students**

Follow the directions above for submitting an electronic document. To restrict your document from public access online, you should also submit the Request for Restricted Access form prior to loading your document to the ETD collection page. If you wish your thesis to be available on the shelves of the Middleton Library, provide a copy on acid-free paper by the final deadline required for document submission. The library will catalog and shelf the hard copy. The following are links to sources of Permalife acid-free paper (which is required for library documents):

- [http://www.universityproducts.com](http://www.universityproducts.com)
- [http://talasonline.com](http://talasonline.com)

**Degree-Only Students**

Degree-Only students have different deadlines for submitting their documents. You may be eligible to register for Degree-Only if you have successfully defended in the semester prior to the one in which you plan to graduate. During your graduating semester, your thesis or dissertation must be submitted to and approved by The Graduate School by the final day to add a course in the semester of graduation. Further, Degree-Only registration must be completed by close of business on the last date to add class for the semester of graduation. Please be aware that your document must be approved by The Graduate School prior to registration. Thus, the document should be submitted a few days prior to the last day to add in order to provide reviewers adequate time to examine the document.
OVERALL FORMATTING

Your computer software should be flexible enough to meet the requirements in this guide. The inability to adjust your program does not relieve you from meeting format requirements.

Many students in science, engineering, and mathematics use the software LaTeX. For information on LaTeX, see The Graduate School ETD home page, where you will find a link to a template adapted to comply with these guidelines. The template does not, however, cover all the requirements herein, so you should become familiar with these guidelines even when using LaTeX.

Margins

- Margins of your document must be consistent throughout. Suggested margins are ½ to 1 inch. If you plan to print and bind a copy of your document, you should use margins of 1½ inches on the left margin and 1 inch top, bottom and right side.
- You may allow an extra space of no more than three double-spaced lines at the bottom of a page to move a lone subheading at the end of a page to the following page. See “Tops and Bottoms of Pages” below.
- Margins may be either left justified or full justified (both left and right alignment). Use full justification only if your software does not introduce large, unsightly spaces between words in its attempt to justify the left and right margins of a short line. Left justification usually permits you more flexibility.

Spacing

Your document may be either single spaced or double spaced. Use consistent spacing throughout your document.

Single Spacing:

If you choose to double space, you must still single space the following:

- In the Table of Contents for entries within a chapter and between the chapter headings and their subheadings, if used (see examples on pages 30 & 31)
- Block quotations (remember to remove the quotation marks from block quotations). Do not create a block quotation for a short quote of fewer than four lines.
- Long chapter titles and subheadings, figure captions, table captions, footnotes, endnotes, bibliographic entries that are longer than one line of text.

Double Spacing:

Whether you choose to single space or double space your document, you must still double space the following:

- Above each main heading listed in the Table of Contents (do not double space subheadings)
- Above each table and figure title in the List of Tables and List of Figures
- Above each entry in your bibliography and endnotes
- Above and below each table or figure if the table or figure is placed between text on a page
- Above a table or figure if the table or figure appears at the bottom of a page
- Below a table or figure if the table or figure appears at the top of a page

White Space

White space in text of more than three double-spaced lines is not permitted. If a table or figure does not fill a page, use the next occurring text to fill in the white space. Tables and figures do not have to be placed at the end of a paragraph or a section. It is perfectly acceptable to place tables and figures within sentences following where they are first mentioned in the text.
White space is only permissible when it appears at the end of a chapter/main heading. This is because each chapter/main heading must start on a new page.

**Tops and Bottoms of Pages**

- Every page of your document must start at the top of the page. This includes your title on the title page, all main headings as these must start a new page, lines of text, and any tables, figures, formulas, etc. that might fall at the top of a page.
- Avoid beginning and ending your pages awkwardly. The general rule: have at least two lines of a paragraph at the top and bottom of a page. More specifically, the following items are not allowed:
  - A paragraph-ending line of text that is the first line of a new page, thus separating it from the rest of the paragraph. This is called an “orphan.” To solve this problem, either bring an additional line from the previous page forward to this page containing the orphan or revise your text on the previous page so that the orphan can be moved to the preceding page so that it is with the rest of its paragraph. A paragraph-opening line of text that appears by itself at the bottom of a page, thus separating it from the rest of the paragraph. This is called a “widow.” To correct this problem, simply begin the paragraph on the following page, or move a line of text from the following page to join this single paragraph-opening line of text on the preceding page.
  - A page ends with a subheading at the bottom of the page. Each subheading must be followed by at least two lines of text. The solution is to move the subheading to the following page.
  - A figure appears at the bottom of a page while the figure caption appears on the following page. Simply move the caption to the previous page. If there is insufficient space for it, try reducing the size of your figure or readjust your text so that space is allowed for the caption. Another option would be to move the figure to the following page with the caption. However, be sure to move text to the previous page to fill the white space left where the figure had been. A figure and its caption must always appear on the same page.
  - If a table is longer than one page, place (Table X continued) at the top left margin of the second page. Repeat the column headings of your table and then complete your table. If the table extends over several pages, repeat this same entry (Table X continued) and column headings on each subsequent page.

**Font and Point Size**

**Font**

- Consistently use the same font throughout your document. Widely known fonts such as Arial and Times New Roman are easier to read. Script fonts are not permitted. Use the same font for all text, subheadings, page numbers, tables, figures, examples, formulas, captions/notations, footnotes/endnotes, references, etc. All table text and data must also be in this same font. Basically, everything must be the same font with the exception of text/data that appear in figures.

**Point Size**

- Either use 10- or 12-point type size for all text, subheadings, page numbers, tables, examples, formulas, captions/notations, footnotes/endnotes, references, etc. All table text and data must also be the same size. Basically, everything must be the same size with the exception of text/data that appear in figures or if you choose to make the document title and main headings larger.
- A larger point type size not to exceed 14-point may be used for the document title on the title page and for all main headings. Main Headings are those that appear only at the top of the page to open a main section of your document, such as Acknowledgments, Table of Contents, List of
Tables, List of Figures, Abstract, Chapter Titles, References, Appendices, and Vita. They must all appear in the same location at the top of the page, whether centered or against the left margin.

- Text and data used in tables must be the same point size as the rest of your document. However, since figures are generally copied, text and data that appear in figures may be a different point size.

Boldface

Boldface is only permitted for the main headings and subheadings. It is not to be used for table and figure captions, formulas, page numbers, etc.

Italics

- Do not use italics for the title, main headings, subheadings, captions for tables, figures, formulas, quotations, page numbers, etc.
- Use italics for these specific purposes only:
  - titles of journals and books
  - titles of musical or artistic works
  - scientific terms
  - foreign words
  - for one- or two-word emphasis

Pagination

- The title page is unnumbered even though it is considered page number i. Every other page of the document must have a page number.
- Number all the front matter pages in lowercase roman numerals, beginning with ii.
- Arabic numbering (Page 1) begins with the first page following your abstract (usually your first chapter, introduction, or literature review). Arabic page numbers continue in a single sequence through the end of your document.
- Page numbers must be centered at the bottom of the page, at least one double space below the final line of text and no less than one-half inch from the bottom of the page.
- Page numbers on pages containing landscaped figures or tables should appear centered on the long side of the page, below the table or figure with the page number appearing on the right side of the page.
ORDER OF THE ELEMENTS

The elements in your thesis or dissertation must appear in the order below. Sample pages demonstrating proper formatting of these elements begin on page 27 of this document.

Front Matter

Title Page  (REQUIRED in all documents; it is unnumbered; the following page is p. ii [use roman numerals for all front matter pages through the Abstract])
Copyright Page  (optional)
Dedication or Epigraph  (optional; has no main heading at the top of the page or in the Table of Contents)
Acknowledgments  (optional)
Preface  (optional)
Table of Contents  (REQUIRED in all documents)
List of Tables  (optional)
List of Figures  (optional) (including Figures, Schemes, Examples, etc)
Abstract  (REQUIRED in all documents; limited to 350 words; the final page of the front matter and the final page number in roman numerals)

Body of Text

Introduction, Literature Review, or Chapter I  (page 1; number the remaining pages sequentially to the end)
Remaining chapters or sections as indicated in Table of Contents
Conclusions or Results  (the final chapter)
Bibliography or References  (REQUIRED in all documents that include citations)
  single space each entry; double space between entries

Back Matter

Appendices  (optional)
Vita  (REQUIRED in all documents) For privacy, identity protection, and security reasons, it is suggested that you limit personal information in this section.
FINAL THESIS CHECKLIST

Refer to the checklist below before uploading your document to the ETD Collection website.

_____ Have you submitted your Application for Degree to the Office of Graduate Student Services?

_____ Have your signed committee approval sheets been submitted to the Office of Graduate Student Services by your department?

_____ Have you thoroughly proofread the manuscript for content and syntax?

_____ Are your name and thesis title identical on the title page and approval sheets?

_____ Have you checked for accuracy of pagination?

_____ Have all heading and subheading changes and page number changes been made in the Table of Contents?

_____ Do the Table of Contents, List of Tables, and List of Figures reproduce, word-for-word, the headings and titles as expressed in the text?

_____ Does your thesis meet margin, font, and size requirements?

_____ If you have any previously published material in your dissertation, have you applied for and received permission to reprint it? (A copy of any letter(s) of permission must appear in an appendix.)

_____ Have you notified The Graduate School whether or not you will be attending commencement?

_____ If you wish to withhold your document from public access, have you submitted your Request for Restricted Access form?
MASTER’S TITLE IN ALL CAPITAL LETTERS:
SINGLE SPACE AND USE A MAXIMUM 14 POINT TYPE SIZE

A Thesis
Submitted to the Graduate Faculty of the Louisiana State University and Agricultural and Mechanical College in partial fulfillment of the requirements for the degree of Master of (degree) in
The Department of Chemistry

by
Elizabeth R. Smith
B.S., University of Tennessee, 2003
May 2013

Check the LSU General Catalog for the correct name of your degree and department.
THESIS FOR SUMMER GRADUATION

Some important dates. 4 things you need to do before June.
1. file your "Application for Degree" (asap)
2. file your "Final Exam Request" (at LEAST 3 weeks before your thesis defense in the gallery)
3. Register for summer "Degree Only" by May 12
4. turn in your approved and edited thesis ONLINE (no later than June 2nd)

"Application for Degree" paperwork- I would recommend you just do it now- but for ALL these FORMS, the sooner you get them in, the better!

I Recommend that you email your committee members NOW with your show dates and do a Doodle Poll request with them to pin down your actual Defense time. This time goes on your Final exam Request form, its OK if its not exact, but its helpful if its really the time you will all meet. You do have to write a working or actual title for your EXHIBITION on this form. If you are unsure of your title when you file, you can write in what you "might" choose and then you CAN submit a Degree Update Form- Request for Change of Title (which is where you change the title) later.

Approximately 3 weeks minimum before your show you need to have turned in your paperwork called "Request for Final Exam".
Present your Thesis Chair a good strong draft of your thesis paper at least 2 weeks in advance.
AT LEAST 1 week before your Defense in the gallery, ALL your committee members need to have a good/ very good draft of your paper to review.

May 12- final deadline to sign up for "Degree Only" for summer.

June 2nd- Deadline to submit your approved thesis online. Only 2 editors for ALL Grads. Recommend you see Editor when you are in final stages of thesis.

If you have specific questions;
225-578-2318 Lauren McKinney
McKinney@lsu.edu
MASTER’S APPLICATION FOR DEGREE

LSU ID#: Degree Only Registration? (write y/n):
Graduation Date: LSU Online Students Only:
Defense Date: Anticipated Last Module of Enrollment:

Diploma Information: (Type or print the name you want to appear on your diploma.)
First Name: Hometown:
Middle Name: Home State:
Last Name: Parish/County:

Country:

By signing below, I acknowledge that I understand that the name provided above will appear on my diploma.
Signed: __________________ Date:
Phone: E-mail:

Degree Information:

Check one: Thesis Non-Thesis
Degree Title:
Major:
Minor:
College: GRADUATE SCHOOL
Major Prof:
Co-chair (if applicable):

Thesis Title:

Diploma Distribution Ceremony: (If you are not walking, check the box that applies.)

☐ I will attend
☐ I will receive diploma from 112 Thomas Boyd
☐ I would like my diploma mailed to:

Updated: 12/14/15

NOTE: LSU will NOT deliver to local addresses.
DISCLAIMER: This page of the Master's application for degree is ONLY required for applicants in Finance, Accounting, Library Sciences, Business Administration, HRE (Online.), HRE-HRLD, and Construction Management (Online.) If you are majoring in any other field, please disregard this page, including the signatures listed below.

Name: __________________________

LSU ID: ________________________

Major: _________________________

Minor: _________________________

Degrees Held (& Institution):

Degree Sought: __________________
(master of arts, science, etc.)

Semester: _______________________

Coursework: List all relevant LSU courses and hours required towards this degree. (Ex: CHEM 7947 (3), CHEM 8000 (6), etc.)

1. Courses completed in Major Field:

2. Courses completed in Minor Field:

3. Transferred/Petitioned Credits (and institution):

4. Courses Remaining:

Signatures & Dates:

Signature of Applicant: ____________________________ Date: ____________________

Signature of Program Director: ____________________ Date: ____________________

Signature of Minor Professor: _____________________ Date: ____________________

Signature of Major Department Chair: ______________ Date: ____________________

Approval of Dean of Graduate School: ______________ Date: ____________________

Updated: 12/14/15
REQUEST FOR MASTER'S EXAMINATION & DEGREE AUDIT

Name: ____________________________
LSU ID#: ____________________________
Major: ____________________________
Minor: ____________________________
Degree Sought: Master of ____________

Committee Chair: ____________________________
Committee Member: ____________________________
Committee Member: ____________________________
Committee Member: ____________________________
Signature of Major Prof: ____________________________
Signature of Grad. Advisor or Dept. Chair: ____________________________

List all LSU graduate courses and hours required towards this degree (Example: CHEM 7090 (3), etc.)
1. Coursework earned in Major Field:

2. Coursework earned in Minor Field IF you have declared a formal minor:

3. Transferred or Petitioned Credits (and institution):

4. Courses remaining:

Total Hours Completed: _____

Master’s Examination Information

Exam Date/Time: ____________________________
Place/Room: ____________________________
Check: Thesis ☐ Non-Thesis ☐
If “thesis,” state title:

FOR OFFICE USE ONLY
GPA: ____________________________
MINOR: ____________________________
TIME: ____________________________
REG: ____________________________
COM: ____________________________
CW: ____________________________
DEAN SIG: ____________________________

Updated: 12/14/15
# Degree Candidate Information Update Form

**NAME:**

Student ID #:

Major Department:

Degree Sought

**Change Requested**

<table>
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<th>Title</th>
<th>Deletion</th>
<th>Address</th>
<th>Commencement</th>
<th>Attendance</th>
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</thead>
</table>

Explanation (Describe the action you are requesting)

Student Signature

Date

---

Revised: 1/2014
MASTER'S EXAMINATION AND THESIS REPORT

Candidate:
Major Field:
Title:

Approved:

__________________________
Major Professor and Chairman

__________________________
Dean of the Graduate School

EXAMINING COMMITTEE:

__________________________

__________________________

__________________________

Date of Examination:

__________________________

__________________________

Chair only can bring to Graduate school. NOT STUDENT.
SAMPLE

THE GRADUATE SCHOOL—LOUISIANA STATE UNIVERSITY

We, the Committee, have given _____________________________
(name)

_____________ the Final examination for the degree of
(LSUID) *(circle one)

__________________ in ________________________ on ____________
(degree) (field) (date)

and report the following results: Pass/Fail. The undersigned committee members were
*(circle one) present and voted as circled:

P or F ____________________________ P or F ____________________________
(Committee Chair)

P or F ____________________________ P or F ____________________________

P or F ____________________________ P or F ____________________________

P or F ____________________________ P or F ____________________________

Approved ________________________ Date __________________________
(Dean of the Graduate School)

****To be returned to the Graduate School****

Please remember to:

1. Circle the appropriate type of examination - General or Final.

3. Use the correct degree and field (see pgs. 7-9 in the Graduate Bulletin).

4. No one can sign on behalf of another professor; original signatures are required.

5. If someone is replaced, please notify the Graduate School in advance by memo.

6. If a student fails the exam, please send a memo with this form specifying if student will
be allowed to retake the exam and any time constraints.
Required MFA Thesis portfolio guidelines

You will need to photographically document your thesis exhibition or hire someone who can document it for you. Portfolios should contain 7–12 images that represent the individual pieces within your thesis exhibition and installation views of the gallery during the run of your show.

How to save your image files
Each image should be saved in two file formats:

1. Please save a larger version of each image file as TIF in RGB format at 300dpi with minimum dimension of 2400 pixels on the longest side.

2. Then save a second version of each image for website use as a JPEG file in RGB format at 300 dpi with minimum dimension of 1500 pixels on the longest side.

Please save each file in the following format:
Lastname_Firstname__yearofgraduation_01

Once you have all of your files, please organize the files into two folders—one for the TIFs and one of the JPGs.
Wilson_Daniel_2016_JPGS
Wilson_Daniel_2016_TIFS

Please make sure that the information on the corresponding image description sheet (next page) is accurate for the way the files are numbered.

Complete the data on the next page and save that as a Microsoft Word document. The image file folders plus the Microsoft Word document should be submitted together to the chair of your committee at the close of your exhibition.
Brief Description of your project (ie: abstract of your thesis paper) here.

Image Captions

<table>
<thead>
<tr>
<th>File Name</th>
<th>Student Name</th>
<th>Expected Degree/Year</th>
<th>Description or Title, Medium, and dimensions</th>
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</thead>
<tbody>
<tr>
<td>Wilson_Daniel_2016_02</td>
<td>Daniel Wilson</td>
<td>Graphic Design MFA 2016</td>
<td>&quot;This is It&quot;, archival inkjet print, 13”x19”</td>
</tr>
</tbody>
</table>
## School of Art Louisiana State University—60-HOUR CURRICULUM GUIDE

Name: 

Studio Concentration: 

Entry Semester/Year: 

### 27 hours in Concentration (minimum)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Semester/Year</th>
<th>Grade</th>
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### 12 hours in Studio Art Electives

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<th>Semester/Year</th>
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### 12 hours in Art History (above 4000)

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<th>Semester/Year</th>
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### 3 hours in Graduate Seminar (Art 7042)

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<th>Course</th>
<th>Credit Hours</th>
<th>Semester/Year</th>
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### 6 hours in Thesis Research (Art 8000-hours divided over two semesters)

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