![LSU | Pinkie Gordon Lane Graduate School]

Steps to Fulfill Online Degree Requirements and Graduation

Step	What To Do	When	Approved by
1	Contact departmental graduate advisor to plan course of study for first online term.	Before first term registration.	Graduate Advisor
2	Establish an advisory committee.	Following the deadline imposed by your department and approved no later than 3 weeks prior to the request of final exam; see The Graduate School Online calendars.	Advisory Committee, Department Chair or Grad Advisor and The Graduate School
3	If final exam is required, ensure that at least the minimum number of coursework hours has been met, along with all other degree requirements.	Required before final exam.	Advisory Committee and Department Chair or Grad Advisor
4	Check to make sure advisory committee is up-to-date and course work is current (within the five-year time limit) and completed, or a minimum number of hours remaining.	Before submitting request to schedule Final Exam. (See *Graduate catalog* for information on course time limit).	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
5	Submit Request for Final Defense and Degree Audit to The Graduate School.	Must be received by The Graduate School at least 3 weeks before exam date, but no later than the posted deadline for the degree to be awarded for the current term. (See The Graduate School Online calendar for deadlines.)	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
6	For Degree Candidates: Fill out diploma survey Complete Application for Degree Complete Final Defense and Degree Audit (If not already taken)	See The Graduate School Online calendars for deadlines.	Graduate Advisor and The Graduate School
7	Successfully complete Final Defense.	Report of the Final Defense should be submitted to The Graduate School. (See The Graduate School Online calendars for deadlines.)	The Graduate School
8	Arrange for cap and gown.		Barnes & Noble at LSU Bookstore (Customer Service Area)