

FIU 2021-2022
Department of Psychology



Graduate Student
Handbook

DEPARTMENT OF PSYCHOLOGY GRADUATE POLICIES & PROCEDURES MANUAL

This graduate manual is intended for the informational use of graduate students in the Department of Psychology only. Its purpose is to bring together pertinent information essential for Psychology and Cognitive Neuroscience graduate students and is meant to supplement and to clarify guidelines for graduate study published in other FIU publications. This manual is not intended to be a substitute for any of those documents.

Each graduate student has a responsibility to familiarize themselves with these policies, that are a roadmap for your graduate program. Each student must read these policies and sign the statement below. This statement must be submitted to the Graduate Program Secretary at psygrad@fiu.edu for inclusion in the student's file.

Version 2021.1

I have received and read the Graduate Policies and Procedures Manual

Name

Signature

Date

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IMPORTANT CONTACTS AND LINKS

IMPORTANT CONTACTS

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<p>Program Director: Clinical Science in Child and Adolescent Psychology PhD Dr. Daniel Bagner Office: AHC-1 241 Phone: (305) 348-7548 Email: dbagner@fiu.edu</p>	<p>Program Director: Cognitive Neuroscience PhD Dr. Aaron Mattfeld Office: AHC-4 462 Phone: (305) 348-7547 Email: amattfel@fiu.edu</p>
<p>Program Director: Developmental Science PhD Dr. Eliza Nelson Office: DM 206 Phone: (305) 348-4894 Email: elnelson@fiu.edu</p>	<p>Program Director: Industrial-Organizational Psychology PhD Dr. Vish C. Viswesvaran Office: DM 383A Phone: (305) 348-4165 Email: vish@fiu.edu</p>
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<p>Program Director: Counseling Psychology MS Dr. Kristin Nichols-Lopez Office: DM 255 Phone: (305) 348-1316 Email: knichols@fiu.edu</p>	<p>Program Coordinator: Counseling Psychology MS Yaimara Roman Gonzalez Office: DM 261B Phone: (305) 348-7076 Email: pcp@fiu.edu</p>
<p>Program Director: Organizational Science MS Dr. Marie Barnes Office: DM 381B Phone: (305) 348-3374 Email: mabarnes@fiu.edu</p>	<p>Program Coordinator: Organizational Science MS Isabella Amaro Office: DM 261A Phone: (305) 348-5356 Email: orgscience@fiu.edu</p>

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<p>College of Arts, Sciences & Education Academic Associate Dean Dr. Brian Raue Office: CASE 476 Phone: (305) 348-3958 Email: baraue@fiu.edu</p>	
<p>University Graduate School Associate Dean Dr. Lidia Kos Office: AHC-1 206 Phone: (305) 348-2135 Email: kosl@fiu.edu</p>	

IMPORTANT LINKS

1. University Graduate School: <https://gradschool.fiu.edu/>
2. Psychology PhD Student Resources Page:
<https://case.fiu.edu/psychology/resources/index.html>
3. FIU Academic Calendar and Deadlines: <https://onestop.fiu.edu/academic-calendar/#fall-2021>
4. CASE deadlines: <https://case.fiu.edu/about/resources/current-students/graduate-students/index.html>
5. Your personal portal to academics, finances, etc: <https://my.fiu.edu>

PART I: GETTING STARTED

As you start graduate school, it is important to know about the resources available to you and the requirements that you must fulfill during your program.

ACCESSING YOUR MYFIU ACCOUNT

The myFIU portal, found at <https://my.fiu.edu>, is the university web portal for all FIU students. From myFIU you will be able to view your admissions file, enroll in classes, pay for tuition, view your financial aid, etc. If you have never logged into myFIU, you must first go to [MyAccounts.fiu.edu](https://myaccounts.fiu.edu) to create your permanent password. To log into MyAccounts, please enter your Panther ID number (found on your admission letter) and your temporary password which is your date of birth in DDMonYYYY format (e.g., April 20, 1995 is 20Apr1995). You will then be asked to create your permanent password and set up security questions for your account. Once completed, you can log into <https://my.fiu.edu/> using your newly created password. The Division of IT Support Center is available to provide you with technical support to alleviate any problems you might encounter with myFIU by calling (305) 348-2284 or visit https://fiu.service-now.com/sp/sp?id=get_help_portal.

FIU EMAIL ACCOUNT

Your FIU student email account has already been created and is listed under the “Personal Information” section of the Student Center in <https://my.fiu.edu>. Once you have your FIU email address, you will be able to log into the account through gmail.com. (You must set up your password in <https://myaccounts.fiu.edu> before accessing your email account. See above “Accessing Your MYFIU Account” for details)

IMPORTANT: All official university communication will be sent to your FIU student email account, so it is important that you check your FIU account frequently.

FIU ONE CARD – OUR STUDENT IDENTIFICATION CARD

The FIU One Card (<http://shop.fiu.edu/onecard/>) is the official FIU on-campus student identification card. All Florida International University students, faculty, staff, and university affiliates are required to carry their FIU One Card for identification purposes while on campus. For access to many offices and labs in psychology buildings you will need your card. You will have your picture taken and official FIU One Card issued. Please bring your class schedule for the current semester and a government issued photo I.D., such as your driver's license, military id, or passport, to a FIU One Card Office at one of the locations listed below:

- FIU One Card Modesto A. Maidique Campus MMC, PG-1100 Tel: (305) 348-2273
- FIU One Card Biscayne Bay Campus Wolfe Center, WUC 143 Tel: (305) 919-5406

UNIVERSITY PARKING PASS

If you plan to commute to campus, or live on campus with a motor vehicle, you must have the University Virtual Parking Pass. All students pay a Transportation Access Fee each semester, and a student pass will be issued to you by the Department of Parking and Transportation. <https://parking.fiu.edu>. You may obtain your virtual parking pass only after you have registered

for classes. You will be required to bring a driver's license, vehicle registration, and a copy of your class schedule to one of these offices:

- Department of Parking and Transportation Modesto A. Maidique Campus PG5-Market-Station Phone: (305) 348-3615
- Department of Parking and Transportation Biscayne Bay Campus Wolfe University Center 353 Phone: (305) 919-5558

MEAL PLANS

Whether you live on- or off-campus, Panther Dining Services has a dining membership designed to best meet the needs of your busy lifestyle. To learn about the meal plan options, please visit the Panther Dining Services webpage at <https://dineoncampus.com/FIU> or call (305) 348-0088.

ORIENTATIONS

The orientations offered at FIU include: 1) The University Graduate School's Graduate Orientation, 2) The Psychology Department's Graduate Orientation, 3) The Teaching Assistant's Orientation, and 4) The ISSS Orientation.

GRADUATE SCHOOL ORIENTATION

Graduate Student Orientation is offered before the start of the fall and spring semesters and is designed to prepare you for your FIU experience. You will be emailed an invitation one month before the semester for you to register.

At the Graduate School Orientation, you will:

- Meet representatives from various departments such as Financial Aid, the Registrar's Office, and your academic unit
- Learn about university services available to you
- Receive an overview of university policies and procedures
- Find out about the many ways you can get involved on campus

Please visit <https://gradschool.fiu.edu/> for more information. If you are attending the Graduate Student orientation, and require special accommodations, please call the Disabilities Resource Center at (305) 348- 3532 or visit <https://drc.fiu.edu>.

UNIVERSITY GRADUATE SCHOOL ORIENTATION FALL 2021

Thursday August 19th, 2021, 1PM-3PM via Zoom

RSVP here: https://fiu.zoom.us/webinar/register/WN_Qy3ba48-SBez-d-QqP3mw

DEPARTMENT ORIENTATION

The Psychology department offers an Orientation workshop that takes you through all the steps to successfully complete your degree and graduate. This is a required workshop lead by Dr. Pruden and will include presentations from the Deans of the University Graduate School, the College of Arts & Sciences, the resource librarian, the program directors, student representatives and others.

PSYCHOLOGY GRADUATE ORIENTATION FALL 2021

Friday August 20th, 2021, 10AM-1PM in DM 110

Breakfast and Lunch will be served.

TEACHING ASSISTANT ORIENTATION

FIU's Center for the Advancement in Teaching (CAT) hosts an intensive Introduction-to-Teaching Workshop that is offered once per year, during the week prior to the start of the Fall term. This workshop is a requirement of the Graduate Teaching Certificate Program and is open to all TA's and adjuncts. For newly admitted students this orientation workshop is a departmental requirement, and you must attend. For those of you who are returning and teaching in the new academic year it is highly recommended that you attend.

TEACHING ASSISTANT ORIENTATION FALL 2021

Tuesday August 17, 2021

9am - 1pm via Zoom

RSVP here: <https://cat.fiu.edu/ta-orientation.html>

ISSS ORIENTATION

All students at FIU in F-1 or J-1 student status are required to attend a **MANDATORY** Immigration Orientation conducted by ISSS. This is a separate orientation from other academic, departmental, or university-wide orientations and it will cover information specific to international students that you **MUST** be aware of. This orientation is offered at both the Biscayne Bay Campus and the Modesto Maidique Campus every semester.

During the fall semester only, an ISSS Immigration Orientation will be offered as part of the Graduate Student Orientation offered by the Graduate School at the Modesto Maidique Campus. If you are not a graduate student or if you do not attend this orientation, you will be expected to attend a separate ISSS Immigration Orientation offered for all new international students.

If you are unable to attend an ISSS Immigration Orientation before the semester begins, you must schedule an appointment with an ISSS advisor at your earliest convenience to receive counseling related to your immigration status.

For more information, please visit: <https://iss.fiu.edu/international-students/new-f-1-students/international-student-sessions/index.html>

To reach ISSS, please call (305) 348-2421 or email iss@fiu.edu

REGISTRATION AND HEALTH INSURANCE

Each student is assigned a unique 7-digit Panther ID that is necessary and needed for enrollment, registration, transcript request, application for scholarships and other curriculum activities.

If you do not have your Panther ID, you can get your Panther ID online by going to the MyFIU webpage, <https://my.fiu.edu/> and clicking on the Panther ID Look Up link. All you need to do is input the required information as it appears in your university records. If your Panther ID does not come up, you can call the Office of the Registrar at (305) 348-7000.

Before registering for classes, you should be able to first log into the university computer system (Panthersoft). To set up your account you can go to the following link:

<https://myaccounts.fiu.edu/itim/self/Login/Logon.do>

REGISTERING FOR CLASSES

To register for classes, follow these steps:

1. Log onto <https://www.my.fiu.edu>
2. Click on Academics.
3. Click on Enroll/Drop a Class.
4. Click on the Term of your choice.
5. To Add, Drop or Swap classes, links are provided at bottom.

REGISTRATION DEADLINES

The last day for students to register without incurring a late fee is **August 22, 2021**. The Fall Semester begins on **August 23, 2021**. The last day for students to pay their fees without incurring a late fee is **August 31, 2021**. To maintain your status as a full-time student, you must be enrolled in at least **9 credits** during the fall and spring semester and **6 credits** during the summer semester. For info visit: https://onestop.fiu.edu/Enrollment_Services_Calendar/fall/

HEALTH INSURANCE

For those graduate students receiving assistantships, a university-subsidized health insurance plan is included. The payments for the plan are deducted over several salary payments. If you have your own health insurance and plan to use it, you must fill out a waiver form through the university insurance provider. For step-by-step instructions and to fill out the electronic form, <https://go.gallagherstudent.com/Universities/Florida%20International%20University/Home> This opt out form must be submitted each academic year. The opt out date is **September 17, 2021**.

All international students in F-1 status must have medical insurance that meets certain requirements to register and continue their studies at FIU. You may purchase medical insurance through the university at

<https://go.gallagherstudent.com/Universities/Florida%20International%20University/Home> and purchase with a Visa or MasterCard credit card. If you have your own insurance, your insurance company must complete an Alternate Insurance Form. The Alternate Insurance form is available in the University Health Center Office on the Biscayne Bay Campus (HWC) and on the Modesto Maidique Campus (UHSC 101). It is also available in the ISSS office on the Biscayne Bay Campus (WUC 363) and on the Modesto Maidique Campus (GC 355). If your policy meets the University's minimum medical insurance requirements, it will be approved.

<https://studentaffairs.fiu.edu/health-and-fitness/student-health/insurance/international-students/assets/international-student-alternative-health-form.pdf>

INFORMATION FOR INTERNATIONAL STUDENTS


Plan to meet with the International Student and Scholar Services (ISSS), a key resource for the duration of your stay in the United States. Visit: <https://iss.fiu.edu>

ISSS has offices at both University Park and Biscayne Bay campuses. The staff advises international students and scholars on a variety of issues and is responsible for complying with procedures mandated by the Student & Exchange Visitor Information System (SEVIS).

PART II: FEES, EMPLOYMENT AND FINANCES

BASIC OVERVIEW OF FEES SCHEDULE

The last day for students to pay their fees without incurring a late fee is **August 31, 2021**.

	
2021-2022 Graduate Assistantship Program Summary Chart	
GA Eligibility	
Admission Status	Must be fully admitted to a master's or doctoral degree program. Conditionally admitted students, who have not yet met the terms of their admission, are <u>not</u> eligible.
Enrollment	Must be enrolled for a minimum of 9 credits for each Fall and Spring semester, and 6 credits for Summer semester(if advanced to candidacy enrollment is only 3 dissertation credits)
Academic Standing	Must maintain a cumulative 3.0 GPA in graduate program
GA Benefits based on .5 FTE Contract (20 hours per week)	
Tuition Waiver	Covers 9 credits for each Fall and Spring Semester(if advanced to candidacy 3 dissertation credits); 6 credits for Summer(tuition per credit is \$379.95)
Health Insurance Plan	75% of premium paid by UGS
Amount GA Pays Each Semester	
Per Credit Tuition Fees	\$75.69 per credit
Per Semester Fees (Health, Athletics, and Parking)	\$198.82 for Fall \$198.82 for Spring \$192.41 for Summer
Photo ID	\$10 each year in Fall semester or first term of enrollment
Orientation Fee for new Students only	\$35.00
Lab, Online and Special Course Fees	Some classes have associated fees which are in addition to the regular tuition and, therefore, are not covered by the waiver.
Total for Students to pay based on above per credit fees and per semester fees; does NOT include tuition plus, lab, or online fees	
Fall Payment = \$890.03* (9 credits x \$75.69 plus \$198.82 semester fees and \$10 Photo fee) Fall Payment for Doctoral candidate = \$435.89 If a doctoral candidate with approved D2, then they must register for 3 dissertation credits only.	
Spring Payment = \$880.03** (9 credits x \$75.69 plus \$198.82 semester fees) Spring Payment for Doctoral candidate = \$425.89** If a doctoral candidate with approved D2, then they must register for 3 dissertation credits only.	
Summer Payment = \$646.55 (6 credits x \$75.69 plus \$192.41 semester fees) Summer Payment for Doctoral candidate = \$419.48 If a doctoral candidate with approved D2, then they must register for 3 dissertation credits only.	
*add \$35 orientation fee if first term of enrollment; **add \$10 photo fee and \$35 orientation fee if first term of enrollment	
Health Insurance Deductions	
GA's portion (25%) of the insurance premium will be deducted from their paycheck	
Annual premium total = \$591.75	
Fall only premium total = \$196.00 (deducted over 6 pay periods; \$32.66 each check)	
Spring only premium total = \$204.25 (deducted over 6 pay periods; \$34.04 each check)	
Summer only premium total = \$191.50 (deducted over 6 pay periods; \$31.92 each check)	
Health Insurance is mandatory, but students can opt out of the University plan if currently enrolled in an equivalent insurance plan. The deadline to opt out is Sept. 17, 2021. Students must complete the Graduate Assistant insurance waiver form on www.gallagherstudent.com/FIU .	
11200 S.W. 8th Street, MARC 240, Miami, FL 33199 • Tel: 305.348.2455 • Fax: 305.348.3433	

Graduate Student Tuition and Fees:

<https://onestop.fiu.edu/finances/estimate-your-costs/graduate-tuition-fees/>

FIU REGULATIONS FOR EMPLOYMENT AND WORK

According to the Graduate Assistant employment agreement, the following rules apply:

A Graduate Research Assistant shall be a degree seeking graduate student who performs research duties related to his or her academic program. The RA will perform general duties related to research, documentation, experimentation, interviews, and other activities that support the academic endeavor of the supervising faculty. For some positions assigned to this class, special qualifications may be added to the minimum such as completion of a specified number of graduate credit hours or a master's degree or specialization in an appropriate area of research.

A Graduate Teaching Assistant shall be a degree seeking graduate student who may 1) be the instructor of record on a course; 2) be a research methods lab section instructor; 3) assist a faculty member teaching a large lecture course; 4) be a PSY 2012 teaching assistant; 5) be assigned to assist faculty member(s) teaching online course(s). The duties differ depending on the assignment and may include, but are not limited to, preparing lectures, grading assignments, researching class topics, and substituting for Faculty of Record on select class days. TAs are expected to provide up to 20 hours/week to their TA assignment. They are not expected to be asked or expected to help with anything that is not related to the course to which they are assigned. A Graduate Teaching Assistant who is the Instructor of Record must have completed 18 graduate credit hours in the subject area and perform teaching duties related to his or her academic program.

A graduate assistant cannot accept employment outside of FIU and cannot accept payment for work outside FIU without prior approval of the Dean of the University Graduate School.

Teaching Assistant contracts are generated each Fall and TAs are on contract for a full academic year (Fall, Spring and Summer semesters). However, TA assignments may change each semester.

Teaching assignments are made by the Director of Graduate Studies prior to the beginning of each term. Students will be notified in writing of their assignment.

Further, appointment is contingent upon full-time enrollment (9 graduate credits in Fall and Spring; 6 graduate credits in Summer; 3 credits after D-2 has been submitted) and satisfactory academic and work performance. Students must maintain a GPA of 3.0 or better. Continued funding is determined annually by the faculty in the student's program and by the Director of Graduate Studies, based on satisfactory performance on the annual evaluation. The employment is terminated at the end of session. No further notice of cessation of employment is required. Employment may be terminated at any time if performance is unsatisfactory.

FELLOWSHIP/SCHOLARSHIP INFORMATION

GRADUATE FEE GRANTS

Awarded by the Financial Aid office to students who have financial need. It pays up to \$1,000 per semester. To be considered, students must complete their FAFSA form. The applications can be completed online at <https://www.fafsa.ed.gov>

Only students with financial need are eligible:

1. Funds will be awarded on a first come, first serve basis
2. International Students are not eligible for these awards
3. Students must be enrolled on a full-time basis

GRADUATE ASSISTANTSHIPS

These assistantships involve work assignments as teaching or research assistants (TA or RA).

UNIVERSITY GRADUATE SCHOOL SCHOLARSHIPS AND FELLOWSHIPS

There are many internal University fellowships, scholarships, and awards that are available to graduate students. See table below.

Details and instructions for applying can be found [here](#):

<https://gradschool.fiu.edu/students/funding/fellowships/>

There are also FIU scholarships that to which graduate students may qualify. Information on these may be found here:

<https://undergrad.fiu.edu/scholarships/>

INTERNATIONAL STUDENT FELLOWSHIPS

Fellowship opportunities for international students can be found here:

<https://undergrad.fiu.edu/scholarships/international-opportunities.html>

PSYCHOLOGY DEPARTMENT FELLOWSHIPS AND AWARDS

The Psychology Department has two mechanisms to support student research. First, is the Psychology Dissertation Fellowship, designed to support students in the data analysis and writing phase of the dissertation. Second, is the department seed fund award, designed to support science-oriented master's and doctoral students with research costs. These fellowships and awards are offered annually. A call for applications for these mechanisms will be made available to graduate students in fall and spring and will be distributed through the graduate student listserv.

Applications are reviewed by the department Awards and Advancements Committee, a committee made up of faculty from different program areas in the department.

EXTERNAL FUNDING

All students are encouraged to apply for external funding for their research. This is an essential requirement for being competitive in the academic job market and is becoming an essential component of graduate training expectations at FIU and nationally. External funding opportunities may be through Federal Agencies like National Institutes of Health, National Science Foundation, or Institute for Education Sciences. Resources for locating external funding can be found at: <http://gradschool.fiu.edu/students/funding/external-funding/>

MATRICULATION FEE WAIVER

These awards cover the In-State portion of the tuition. To be eligible, students must be on a graduate assistantship contract working at least 10 hours per week.

A request for matriculation fee waiver should be directed to the department that issues the contract.

NON-RESIDENT FEE WAIVER

These awards cover the Out-Of-State portion of the tuition. To be eligible, students must be on a graduate assistantship contract working at least 10 hours per week. Only graduate assistants who are non-Florida residents can be awarded this type of waiver. A request for non-resident fee waiver should be directed to the department that issues the contract.

INSTITUTIONAL SCHOLARSHIPS

A limited amount of scholarship funds is available through the Dean's office of every college. Criteria for awarding these funds, as well as the amount of the award, vary from one academic unit to the other. Full time enrollment is required. Please check in periodically with our college and with the Office of Scholarships about new funding opportunities

<https://case.fiu.edu/about/resources/current-students/index.html>

OTHER

The Financial Aid office maintains a bulletin board with information on other sources of financial aid from private agencies and associations. Also, the *reference desk at the library* can provide publications listing comprehensive sources of financial assistance from various federal, state, and private agencies. Finally, visit the *Fastweb* page at www.fastweb.com for information on many scholarships available nationwide. Fastweb is a searchable database of more than 275,000 private sector scholarships, fellowships, grants and loans from more than 10,000 sources.

TRAVEL

TRAVEL AWARDS

If you are presenting your research at a professional conference, you may be eligible for funding through the Graduate and Professional Student Committee (GPSC). GPSC will award up to \$500 once a year, from July 1-June 30.

GPSC provides funding for different things including:

- **Conference Funding**

Active participation in an event, such as presenting a paper or poster presentation and the primary goal is to fund one student per presentation.

- **Research Funding**

Main purpose is to help students to conduct their research endeavors. Needs M2 or D2/D3 approved by UGS, or official documentation providing that the student will in fact be conducting research.

- **Professional Development**

Professional development funding will allow students to attend various event. Non-presenting authors, workshop/seminar participants, etc. Sample of eligible events are: public speaking and grant writing workshops, pedagogical seminars.

For detailed information on each of the funding categories, please review the mandatory PowerPoint Workshop.

Applications that do not fulfill all GPSC requirements will be rejected so it is important to follow all requirements and to submit paperwork by the required deadlines. Applications must be submitted 5 weeks (35 days) before the date of travel/research. Should you have a question, please check their FAQs at https://studentaffairs.fiu.edu/get-involved/student-government-association/committees/graduate-and-professional-student-committee/faq/_assets/gpsc-faqs.pdf or email GPSC at GPSC@fiu.edu

On the application, the travel liaison email should be psygrad@fiu.edu and name Brandon Isahack.

Please see <https://studentaffairs.fiu.edu/get-involved/student-government-association/committees/graduate-and-professional-student-committee/>

CASE TRAVEL SUPPORT

The College of Arts, Sciences and Education (CASE) offers (based on availability of funds) a matching up to \$200 travel support for students who have another funding source (GPSC funding or a faculty sponsor funding). This funding is offered once a year from July 1st-June 30th. Please see the application for this matching fund and note the deadlines to submit:

https://case.fiu.edu/about/resources/current-students/graduate-students/_assets/travel_policy10.4.17.pdf

TRAVEL REIMBURSEMENT

An important part of graduate training is professional development. Graduate students are expected to collaborate on research and present at professional conferences. Travel policies and procedures must be followed for students to be reimbursed for their travel.

To process your travel and reimbursement, please review important instructions on this page: <https://case.fiu.edu/psychology/resources/travel-funding-and-reimbursement/index.html>. **Please note that both [pre-travel](#) forms and [post-travel](#) forms are required for reimbursement. Please also note FIU travel policies about when travel can begin and end to be considered reimbursable.**

PART III: ATTAINING YOUR DEGREE

GRADUATE TRAINING CURRICULUM

Specific degree requirements, annual timeline, course maps, and benchmarks can be found on your doctoral training program website. For questions about your major track, including curriculum, timeline and expectations, please consult with your program director.

[Clinical Science in Child and Adolescent Psychology](#)

[Cognitive Neuroscience](#)

[Developmental Science](#)

[Industrial Organizational Psychology](#)

[Legal Psychology](#)

PERFORMANCE EXPECTATIONS

COURSEWORK AND GRADES

All graduate students are expected to maintain good academic standing. A GPA of 3.0 or better is required. Students who fail to maintain a 3.0 may lose their funding and be dismissed from the program. A grade of B- or above is considered passing. A grade below B- is considered failing. Students are required to attain a grade of B- or above in all courses to remain in good academic standing.

INCOMPLETE GRADES

An incomplete grade is a temporary designation given at the discretion of the instructor for work not completed due to serious extenuating circumstances (e.g., extended illness). An incomplete grade cannot be assigned to dissertation or thesis credits to indicate that the work is in progress.

An incomplete must be made up within two terms or it will automatically default to an F. There is no extension of the two-term deadline, which includes summer term. To complete the course, the student must consult with the instructor who will define the remaining requirements for successful completion.

MONITORING YOUR PANTHER DEGREE AUDIT

It is the student's responsibility to manage their Panther Degree Audit (PDA) on an annual basis to make sure that all courses are lined up to fulfill the degree requirements of the program. The PDA is a record of students' academic progress. Students should log in and check their Panther Degree Audit once per year, preferably when annual evaluations are completed.

Your Panther Degree Audit should reflect the course curriculum to complete your doctoral training within your track. You will need to make sure that all courses are being applied to the requirements for which you took them. If you have doubts, consult with your program director.

If you notice that something needs to be changed or moved to another degree category, you will need to submit a memo. The memo should be created in Microsoft Word and should include your name and Panther ID number and the course(s) you need to move, with details on what category it/they should be moved to. Once your program director has approved your requested changes, send the Word document to psygrad@fiu.edu and copy the Director of Graduate Studies.

MASTER'S THESIS AND DOCTORAL DISSERTATION QUALITY EXPECTATIONS

The Department of Psychology expects its graduate students to produce outstanding theses and dissertations. Outstanding theses and dissertations are characterized by originality, high-quality writing, and compelling consequences that make an important contribution to the extant literature in the field. We expect them to display a deep and thorough knowledge of a body of literature and mastery of the subject matter. They should demonstrate a richness of thought and insight, and lead to innovative research questions/hypotheses. The student must demonstrate a sophisticated grasp and use of theory, research methodology, and statistically sophisticated analyses. Quality and care put into the measurement techniques and analyses instill confidence in the results. **Please see your major track program handbook (e.g., clinical science, etc.) for guidelines on what the thesis and dissertation should look like in content and form.** Some of our major tracks require a portfolio reflecting published/publishable journal articles, while others accept traditional dissertation studies.

An outstanding thesis or dissertation in Psychology will be at the highest levels of originality or significance in that it: a) asks new and innovative questions; b) addresses important gaps in the extant literature; c) addresses problems or weaknesses in current theory or methodology; d) uses or develops new tools, methods, approaches, or new types of analyses; e) pushes the discipline's boundaries and opens new areas for research; f) has practical and policy implications; g) is of interest to a larger community and changes the way people think. Works submitted to the department, college and graduate school should be original and authored by the student. By aiming for these goals in our theses and dissertations, our students will be Worlds Ahead!

FIU POLICIES ON ACADEMIC MISCONDUCT

Graduate students in the Department of Psychology at Florida International University are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic integrity is the adherence to those special values regarding life and work in an academic community. Academic achievements are premised on academic integrity: honesty, fairness, trust, respect, accountability, and responsibility. The academic community thrives when all members adhere to these standards of integrity, and graduate students have an important role in fostering this commitment to academic integrity.

The Department of Psychology expects all graduate students to uphold these values and the FIU code of academic integrity. See https://studentaffairs.fiu.edu/get-support/student-conduct-and-academic-integrity/student-conduct-and-honor-code/_assets/10.30.20_fiu-2501-student-conduct-

[and-honor-code_regulation.pdf](#) for the recent honor code. Violations of the Academic Misconduct policies are grounds for dismissal from the program.

ANNUAL EVALUATIONS OF PERFORMANCE

All students are required to fill submit the Annual Student Evaluation and Mentoring Plan. This is required by the Department, the College, and UGS for all students in a doctoral program. The Annual Student Evaluation and Mentoring Plan is required of all PhD and EdD students on an annual basis until they successfully complete their program.

The online Annual Student Evaluation and Mentoring Plan is available yearly on your [my.fiu.edu](#), under your Student environment, in the Tasks tile. You will hold an annual meeting with your committee and/or major professor accordingly.

- Students who have an approved D5 on file and will graduate end of the spring term (prior to the May 30 deadline) are exempt from filing the form.
- Students with 17 or less graduate credits at the end of spring term are exempt from completing the form.

Please note that students who have completed 18 graduate credits or more by the end of the spring term are required to complete the form. Fall registration will be blocked/dropped for those students who do not submit their completed annual student evaluations at UGS by the deadline.

The annual evaluation and mentoring plan is an assessment of the activities en route to successfully completing the program. Information about the form can be found here:

<https://gradschool.fiu.edu/students/doctoral-annual-student-evaluation/>

Quick instructions on how to complete the annual evaluation can be found here:

<https://gradschool.fiu.edu/wp-content/uploads/2019/03/March2019DoctoralStudentsInstructionsAnnualEvaluation.pdf>

All students are required to submit these forms annually. Students who do not yet have a D-1 approved and on file at UGS must have a meeting with their major professor to discuss their annual accomplishments and complete the form. Students that have a D-1 on file and approved by UGS must have a meeting with the full dissertation committee and all members of the committee must offer feedback on the student's performance and sign the form. **Any dissertation meeting held after January may serve as an annual evaluation meeting.**

Any student who receives "occasionally does not meet expectations" in one or more areas must have a performance improvement plan (PIP) in the evaluation. The student and major professor must identify ways to address the shortcomings. It is recommended that the student, major professor and committee identify actionable steps for the upcoming year for students that have a PIP. The Director of Graduate Studies will summarize the evaluation and performance improvement plan (PIP) in a memo that will be placed in the student's file. The student has one year to meet the requirements of the performance improvement plan. Students may lose funding or be dismissed from the program if they are not maintaining satisfactory progress in the program, their assistantships, and if they do not meet the expectations in the performance improvement plan (PIP).

GRADUATE TRAINING BENCHMARKS

STAGES TO OBTAIN YOUR MASTER'S DEGREE

The Master's thesis may take one of two forms depending on the student's doctoral training program. Some programs, such as the Clinical Science program, require that students propose an independent and novel research study, conduct, and analyze the data from that study and prepare and submit a journal article to a high-quality journal in the field. Evidence of submission (e.g., letter from the editor) is required.

Other programs, like the Developmental Science program, require that students present at the defense a publishable-ready manuscript. Still other programs, like the Legal Psychology and Industrial/Organizational Psychology programs, require a traditional master's thesis. Please make sure to speak with your program's director and your major professor to establish which form your thesis will take.

In the Department of Psychology all the required steps of the thesis are completed "in-house," meaning that students do not need to submit their thesis to the College or UGS, nor do they need to complete the UGS thesis forms (e.g., M forms).

The Psychology Department forms required for the steps of the thesis can be found here: <https://case.fiu.edu/psychology/resources/masters-thesis-process-for-doctoral-students/index.html>.

Dissertation committee

Students are expected to have identified their master's thesis research topic, formed a dissertation committee and filed a D-1 by the end of the first year.

The committee that will oversee the thesis project is comprised of **at least** 3 members of the Graduate Faculty, two of whom are members of Psychology. **It is however recommended that the thesis committee be comprised of the dissertation committee, and follow the guidelines for dissertation committee composition as outlined by UGS (Please also see Appointment of Dissertation Committee below).** The major professor must have expertise in the thesis area. A list of members of the Graduate Faculty can be found here: <https://gradschool.fiu.edu/facultystaff/#facultylist>

Upon composing the committee, **students can should submit their Appointment of Dissertation Committee (D-1) form.** If there is a change in the committee composition, a student must submit a D-1r.

Throughout the completion of the master's thesis a student may take supervised research (PSY 5918) course credits. Students completing the in-house master's thesis **do not** take thesis credits.

Thesis completion

The master's thesis should be circulated to the committee at least 2 weeks before its defense, should a defense be required. Please check with your program director about requirements for the master's thesis. Upon successful defense (or approval) of the master's thesis, the committee must sign off on the final form using department provided memos (except clinical science which retains its own memo), the student must make any required revisions and then submit the complete thesis and memo to the Director of Graduate Studies and copy psygrad@fiu.edu. See the checklist below for what needs to be sent to be awarded the M.S. degree.

Successful completion of thesis project memo (for Developmental, Legal, and I/O):

https://case.fiu.edu/psychology/resources/masters-thesis-process-for-doctoral-students/masters_memo1.pdf

Successful completion of thesis project memo (for Cognitive Neuroscience):

https://case.fiu.edu/psychology/resources/masters-thesis-process-for-doctoral-students/masters_memo-cog-neuro.pdf

The M.S. Degree

The Director of Graduate Studies will send a memo indicating successful completion of the thesis to the Registrar's office. Awarding of the degree on the transcript will generally occur one semester after the defense of the thesis. Dates by which students need to submit master's paperwork for awarding of degree will be communicated each semester. Students who wish to walk in the commencement ceremony for their master's thesis must apply for graduation with the UGS.

Checklist of Paperwork for Awarding of M.S. Degree

- Memo from program director stating student successfully completed requirements for awarding of master's degree or if student defended master's thesis/project a copy of signed master's defense memo with committee signatures
- Unofficial transcript to confirm completion of coursework for master's (students should track requirements by looking at the university course catalogue for the year they entered the program)
- Copy of student's master's thesis/research paper
- CASE rubrics completed by either master's committee or readers of research paper (see <https://case.fiu.edu/about/resources/current-students/graduate-students/>)
- OPTIONAL, BUT HIGHLY SUGGESTED: Turnitin originality report with first page reflecting title of thesis, name of major professor and first page of similarity report

QUALIFYING EXAMINATIONS

It is expected that all students will take the qualifying examination by the end of the third year. Please consult with your program director for the dates that qualifying examinations are offered and inquire as to the policy that the major has for sitting for qualifying exam (e.g., must have defended master's thesis project, must have completed all required content coursework).

The main objective of the Ph.D. qualifying exam is to ensure that the student is adequately prepared to write a doctoral dissertation and complete the Ph.D. requirements. The qualifying exam assesses the knowledge and expertise acquired in the program's required coursework and in the

training thus far. It is a benchmark that determines the degree of mastery required to advance to candidacy and successfully complete a doctoral dissertation.

In doctoral programs (except clinical science), a student must pass the qualifying exam with a grade of a 4.0 or better on all sections of the exam. Students who fail a portion of the qualifying exam must petition in writing to the doctoral program director(s) and the Director of Graduate Studies for permission to retake the exam. If students are granted the opportunity to retake section(s) of the qualifying exam, they must retake the exam within two semesters, so they do not fall behind in completion of programmatic benchmarks. Failure on qualifying exams will be indicated in the student's annual evaluation form. Any student who fails the retake of the qualifying exam will be dismissed from the doctoral training program.

After passing the qualifying exam (and completing all pre-candidacy coursework and master's thesis/project), a graduate student advances to candidacy and is eligible for undertaking dissertation. See below regarding the submission of the required D-2 form to UGS.

STAGES TO FULFILLING YOUR DISSERTATION REQUIREMENT

Nature and Purpose

Expectations regarding the quality of doctoral dissertations are mentioned above. A doctoral dissertation is the final and most important component in the series of academic experiences that culminate in the awarding of the Ph.D. degree. It is expected that a doctoral dissertation will be an extensive research study (or studies; please consult with your program director and major professor about format and content required) based on original, independent research which contributes to existing knowledge, addresses a major intellectual problem, and makes a substantive contribution to the literature and the field. It must be methodologically rigorous and sophisticated and thus demonstrate the candidate's mastery of research methodology and statistics. It must demonstrate that the student possesses the potential to function as an independent researcher. And it must be of sufficient quality and value to warrant its publication in a reputable professional journal. **Doctoral dissertation requirements are program specific, so students must consult with their program director and major professor regarding the form that the dissertation will take.** Some of our major tracks require a portfolio reflecting published/publishable journal articles, while others accept traditional dissertation studies.

Timelines, Forms, and Deadlines

Once a student reaches the dissertation stage, the forms, timelines and specific deadlines of the College of Arts, Sciences, and Education and the University Graduate School (UGS) apply. Students are fully responsible for knowing and meeting the expected timelines and deadlines.

The UGS lists the timelines to anticipated degree completion:

<https://gradschool.fiu.edu/calendar-deadlines/#doctoral>

All UGS forms can be found here: <https://gradschool.fiu.edu/students/#studentforms>

Dean Brian Raue of the College of Arts, Sciences and Education must approve every form and the materials required by each form prior to the form being submitted to UGS.

Dean Raue publishes his deadlines (which are 1 week prior to the UGS deadlines) here:

<https://case.fiu.edu/about/resources/current-students/graduate-students/>

Any form that arrives after 5:00pm on the deadline day will not be signed UNDER ANY CIRCUMSTANCES. If forms are not signed by Dean Raue, they cannot advance to UGS.

The Department of Psychology/Director of Graduate Studies requires all forms and all related materials required by each form **1 full week before Dean Raue's deadline and 2 weeks prior to the UGS deadline. These forms should be sent via email to the Director of Graduate Studies and copying psygrad@fiu.edu.** The Director of Graduate Studies will communicate the deadlines for the various D forms each semester so that students can meet the deadlines. The Director of Graduate Studies thoroughly reads each document and may send it back to the student for revision if it does not meet Department or College expectations for quality or comprehensiveness.

All forms required by the UGS must contain the materials specified on the form. If a committee member is unavailable to sign the form that committee member must email the Director of Graduate Studies and indicate that he or she agrees with the stipulations on the form and authorize the Director of Graduate Studies to sign on his/her behalf. That email must be included with the form.

The Director of Graduate Studies is available to work with students to ensure that their work meets requirements and deadlines.

The Dissertation Process and Required D-Forms

Appointment of Dissertation Committee (D-1 Form)

Dissertation committees must be formed at least 4 semesters prior to anticipated graduation. **However, our department advises that all students form their dissertation committees by the end of their second semester (no later than third semester) of training.** The dissertation committee is comprised of at least 4 members of the Graduate Faculty.

The major professor (and co-major professor, if one is selected) is expected to be an expert in the field of the proposed dissertation and must be a member of the graduate faculty who holds Dissertation Advisor Status. At least two members of the committee must be from Psychology, and at least one must be from the graduate training program. One member of the committee must be a graduate faculty member from FIU from outside the home department. Additional members may be appointed. Please note that the UGS requires that all signatures on the D-1 be original signatures.

The D-1 form can be found here: <https://gradschool.fiu.edu/wp-content/uploads/2021/05/D-1-Instructions-and-Form-05082021.pdf>

If there are any changes to the composition of the committee a student must file a D-1r.
Appointment of Revised Dissertation Committee: D1r form: <https://gradschool.fiu.edu/wp-content/uploads/2021/05/D-1r05082021.pdf>

Checklist of Paperwork for Appointment of Dissertation Committee (D-1 Form)

- D-1 form filled and signed by student and committee (major professor must have DAS status; committee members must have GF status; students can check this at <https://gradschool.fiu.edu/facultystaff/#facultylist>)
- Proof of current enrollment in 9 credits (copy of current course schedule)
- Summary of expected contributions and relevant expertise of all committee members (2 pages maximum)

Program for Doctoral Degree and Application for Candidacy (D-2 Form)

Once students have completed all pre-candidacy coursework (i.e., all coursework except dissertation credits) and only after passing the qualifying examination and completing the master's project, students may advance to candidacy. To advance to candidacy, students must submit the D-2 form to UGS and enroll in dissertation credits. Once a student has reached candidacy it is a State of Florida Board of Governors requirement that all students maintain active enrollment status and maintain a minimum of 3 dissertation credits every semester (including summer) until the doctoral degree is completed. This candidacy form must be submitted to UGS by no later than five business days before the first day of classes. The Director of Graduate Studies will communicate the department deadline for submission of the D-2 form, but the student should anticipate this will be at least 2 weeks before the UGS deadline above.

Students will complete at minimum 5 semesters of dissertation credits before applying for graduation and requesting a defense of their dissertation.

The Program for Doctoral Degree and Application for Candidacy (D-2 form) can be found here: <https://gradschool.fiu.edu/wp-content/uploads/2018/01/D-2-Form01082018.pdf>

Checklist of Paperwork for Program for Doctoral Degree and Application for Candidacy (D-2 Form)

- D-2 form filled and signed by student and major professor (including list of coursework completed and date student passed qualifying/comprehensive exam requirement)
- Memo from program director stating student successfully completed requirements to advance to candidacy
- Unofficial transcript to confirm completion of all credits/coursework, but dissertation credits
- If applicable, copy of student's qualifying paper(s) (e.g., publication; grant submission; qualifying paper such as chapter) – this will vary depending on the program you are in as some programs do not have a paper requirement but an exam requirement

Doctoral Dissertation Proposal (D-3 Form)

The dissertation proposal will include an extensive review of the literature that leads to rational, testable hypotheses, along with a detailed methodology and data analytic plan. Please also consult with your program director about additional requirements, including content and format of dissertation proposal for the dissertation committee. The dissertation proposal must be approved by the major professor before it can be circulated to the dissertation committee. The dissertation committee should receive a copy of the dissertation proposal at least 2 weeks prior to the proposal meeting. A meeting will be held for the student to give an oral presentation of the

proposal and for the committee to provide guidance and input. If the committee requires revisions or modifications, those must be made before the committee approves the dissertation proposal. The dissertation committee's approval is indicated by their signatures on the D-3 form.

The D-3 form must be submitted with a 5-page outline of the proposal, as required by UGS, to the Director of Graduate Studies (please see the following link for guidelines on proposal formatting: https://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf). The D-3 form will not be sent to UGS until it is determined that the dissertation proposal meets the expectations for doctoral dissertations in Psychology. Please note that your program may require a more thorough proposal beyond the required UGS 5-page outline of proposal. It is highly recommended that you speak with your major professor and program director about specific program requirements for the dissertation proposal. The Director of Graduate Studies will communicate the department deadline for submission of the D-3 form, however students should anticipate the deadline to the Director of Graduate Studies to be 2 weeks before the UGS deadline posted here: <https://gradschool.fiu.edu/calendar-deadlines/#doctoral>.

The D-3 form can be found here: <https://gradschool.fiu.edu/wp-content/uploads/2021/05/D-3-Instructions-and-Form-05142021.pdf>

One component required by the D-3 is Institutional Review Board (IRB) approval and Responsible Conduct of Research training. This is a federal regulation for the protection and welfare of human or animal research subjects. Students must submit their proposal to receive IRB approval. Information on the submission process can be found here: <https://research.fiu.edu/irb/obtaining-approval/>. The Office of Research conducts workshops and trainings for successfully obtaining IRB approval as does the UGS. Check their websites for details: <https://research.fiu.edu>. No research study can be conducted without IRB approval.

The D-3 is to be completed at least 3 semesters before the anticipated graduation semester.

Checklist of Paperwork for Doctoral Dissertation Proposal (D-3 Form)

- D-3 form filled and signed by student and committee
- Proof of current enrollment in 3 dissertation credits (copy of current course schedule)
- Abbreviated dissertation proposal (maximum of 5 pages, title and reference pages are not included in maximum; please see proposal guidelines at https://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf)
- Copy of CITI Responsible Conduct of Research certificate (we just need certificate, not completion report with scores)
- Copy of IRB (human subjects) or IACUC (animal research) approval letter for the research project on which dissertation is based
- CASE rubrics completed by dissertation committee (see <https://case.fiu.edu/about/resources/current-students/graduate-students/>)

Preliminary Approval of Dissertation and Request for Oral Defense (D-5 Form)

The D-5 must be submitted to the Director of Graduate Studies **at least 5 weeks** prior to the defense and will be submitted to Associate Dean of the College 4 weeks prior to the defense. Three weeks prior to the oral defense of the dissertation, the D-5 must be received by the UGS.

The form must include all the materials specified on the form including a copy of the dissertation in UGS format (refer to this document for formatting <https://gradschool.fiu.edu/wp-content/uploads/2020/09/2020-2021-ETD-Student-Manual-reduced-file-size.pdf>). **As a reminder, doctoral dissertation requirements are program specific, so students must consult with their program director and major professor regarding the form that the dissertation will take.** Some of our major tracks require a portfolio reflecting published/publishable journal articles, while others accept traditional dissertation studies. The Director of Graduate Studies will evaluate the dissertation documents to ensure it meets program specific guidelines, and will also assess the quality of the work.

The defense **cannot** be held until the student receives official UGS approval. The request for oral defense may not be approved at the level of the Department, the College, or the UGS if the dissertation does not meet quality standards or is not in the required UGS format.

For a copy of the D-5 form, please visit: <https://gradschool.fiu.edu/wp-content/uploads/2021/05/D-5-Instructions-and-Form-05082021.pdf>

Checklist of Paperwork for Preliminary Approval of Dissertation and Request for Oral Defense (D-5 Form)

- D-5 form filled and signed by student and committee
- Proof of current enrollment in 3 dissertation credits (copy of current course schedule)
- Electronic copy of dissertation (formatted according to UGS requirements <https://gradschool.fiu.edu/wp-content/uploads/2020/09/2020-2021-ETD-Student-Manual-reduced-file-size.pdf>)
- Electronic copy of one-page dissertation defense announcement <https://gradschool.fiu.edu/thesis-dissertation/> *Also note you will be required to send electronic copy of dissertation defense announcement to UGS as a word document ugs@fiu.edu
- REQUIRED FOR CASE: Turnitin originality report with first page reflecting title of dissertation, name of major professor and first page of similarity report.

Oral Dissertation Defense and Final Electronic Thesis or Dissertation (ETD Form)

The dissertation oral defense is the apex of the graduate training experience. It is the student's opportunity to display their scholarly accomplishments, their expertise, and their readiness to be accepted as an intellectual and professional peer among their committee members. Students should prepare for the dissertation defense and there are many resources that provide information on how to do so. Perhaps the best preparation is to attend other students' oral defenses.

At the oral defense, the major professor chairs the meeting. The student will give a presentation with slides covering their doctoral dissertation. The committee will have already read the doctoral dissertation and will ask questions to probe and assess the student's ability to address scholarly issues raised by the dissertation. Students are being assessed as much on their ability to answer

these questions as on the actual presentation. After the questions, the major professor will ask the student (and the audience if there is one) to leave the room and the committee will discuss whether the student has met the expectations for completing the doctoral dissertation and earning the Ph.D. The committee may require revisions to the dissertation, may request further analyses, or need to have other areas of weakness addressed. The student will be brought back, and any revisions or changes will be explained. If the student has no revisions or changes, the committee will sign the signature page and the Final ETD form. If the committee has revisions, they may wait to sign these forms until after the revisions have been made and have met their expectations.

Regardless of whether the UGS forms are signed at the defense, all committee members must fill out the College of Arts, Sciences and Education rubrics for doctoral dissertations. Students or major professors must bring these to the defense and the major professor must collect them and hand them in to the Department of Psychology Graduate Secretary. The rubrics can be found here: <https://case.fiu.edu/about/resources/current-students/graduate-students/>

Committee signatures on the Approval of Defense, Dissertation and Final ETD form signifies that the student has met all the expectations for the awarding of the Ph.D. degree.

Final Thesis or Dissertation Approval Form (ETD) is found here: https://gradschool.fiu.edu/wp-content/uploads/2021/05/Final_ETD_Approval_Form05082021.pdf

All students must also take the survey of earned doctorates and include the certificate with their Final ETD materials: <https://sed-ncses.org>

Checklist of Paperwork for Final Electronic Thesis or Dissertation (ETD Form)

- ETD form filled and signed by student and committee
- Final electronic copy of dissertation that was defended and approved by committee and had been approved by UGS for formatting (formatted according to UGS requirements <https://gradschool.fiu.edu/wp-content/uploads/2020/09/2020-2021-ETD-Student-Manual-reduced-file-size.pdf>)
- Certificate of Completion from Survey of Earned Doctorates (Ph.D. only). Complete Survey at: <https://sed-ncses.org/>
- Full version of your CV (this is different from the 2-page VITA in your dissertation)
- If needed, copyright release from publishers if any part of the thesis or dissertation has been published.
- CASE rubrics completed by dissertation committee (see <https://case.fiu.edu/about/resources/current-students/graduate-students/>)

GRADUATION

Perhaps the most important moment of your graduate career will be the doctoral hooding ceremony at commencement. Once you have successfully defended your dissertation and your final ETD is approved by the Associate Dean of the College you will be invited to take the “How to Graduate” workshop. It is very important that you do so. This workshop is offered every semester, including summer. You can find information about the workshop here: <https://case.fiu.edu/about/resources/current-students/graduate-students/> under the heading “How to Graduate.”

You will need to apply to graduate in UGS, and make sure that your Panther Degree Audit is ready for certification to graduate. Information on participating in commencement will be provided or you can check this website: <https://gradschool.fiu.edu/commencement/>

Graduation Requirements

A grade of “B-” or higher must be obtained in all courses with a cumulative average of 3.0 or higher in the 75 credits; the program requirements must be completed, and a dissertation must be completed and accepted by the University.

ACADEMIC WARNING, PROBATION, AND DISMISSAL

A graduate student can lose funding for failure to maintain satisfactory progress in the academic program as well as unsatisfactory performance as a teaching assistant.

Unsatisfactory performance in the academic program refers to failure to maintain a cumulative GPA of 3.0 or failure to meet expectations on the Annual Student Evaluation and Mentoring Plan.

The process for failure to maintain a 3.0 GPA is:

Warning: A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.

Probation: A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. The College or School of the student on probation may indicate the conditions which must be met to continue enrollment.

Dismissal: A graduate student on probation whose cumulative and semester GPA’s fall below a 3.0 will be automatically dismissed from his or her program and the University. A graduate student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a graduate student. The student has ten working days to appeal the dismissal decision. This appeal must be made in writing to the Dean of the University Graduate School. To appeal, a Petition for Exception to Graduate Requirements form, which can be found on UGS Website, must be completed. The dismissal from the University is for a minimum of one year prohibits students from registering for any courses. After one year, the student may apply for readmission to the University in the same or a different program or register as a non-degree-seeking student if applicable. Dismissed students who are readmitted or who register as non-degree-seeking students are placed on academic probation.

The policies for unsatisfactory performance in the Annual Evaluation and sanctions related to academic misconduct are discussed above and can also be found here:

<https://psychology.fiu.edu/graduate-programs/current-grad-students/university-policies/>

PART IV: CAMPUS RESOURCES

The fourth section introduces you to the campus resources that can help you in your professional and educational development.

HEALTH AND WELLNESS RESOURCES

HEALTH CARE CENTER

The University Health Services provides professional, accessible, and cost-effective primary care services to registered students, with an emphasis on health education, prevention, and self-care.

The center provides several free services (covered under the Student Health Fee), including:

1. Routine medical exams for illness and injury
2. Physical examinations not requiring documentation
3. Individual medical consultations
4. Family planning consultations
5. Health education; access to a resource library
6. Screening for high blood pressure and other conditions
7. Other services are also available for a nominal fee, including:
 - Laboratory tests: strep screen, chemistries, blood count, mono test, cholesterol, urinalysis, pregnancy tests and others.
 - EKG Testing and treatment for sexually transmitted diseases, respiratory therapy, vision screening, pap smears, prescription, and over-the-counter medications at the Pharmacy.
 - Immunizations: measles, mumps, rubella, hepatitis, influenza, tetanus, TB screening.

Some services are not provided by the center; however, if these services are needed or requested, referrals will be made to several local hospitals, pharmacies, and physicians. The student must assume financial responsibility for these services, as the Student Health Fee only covers services that are performed at the campus clinics. The health insurance plan recommended by the university typically covers most of these other services and students are strongly encouraged to be enrolled in either this program or a suitable alternative. Services not provided at the health center include:

1. X rays and other sophisticated diagnostic testing.
2. Specialty physician care (i.e., obstetrics, surgery, orthopedics, ophthalmology, cardiology, gastroenterology etc.) and dental care.
3. Emergency care after clinic hours.
4. Overnight infirmary services

THE COUNSELING CENTER

The staff of the Florida International University office of Counseling and Psychological Services (CAPS) helps help you have the most rewarding and successful university experience while at FIU. They offer a range of services to that end and encourage you to look through their web site and call if you have other questions.

The services and programs offered by CAPS are provided by licensed psychologists and licensed clinical social workers that retain expertise in dealing with student concerns and development. Registered students are qualified to make use of services at no additional cost, as the center is funded by the Student Health Fee. All services provided adhere to confidentiality requirements as stipulated by the state of Florida.

For more information, please visit the website: <https://studentaffairs.fiu.edu/health-and-fitness/counseling-and-psychological-services/>.

Contact Information:

Modesto A. Maidique Campus

SHC 270
(305) 348-2277

Biscayne Bay Campus

WUC 320
(305) 919-5305

NATIONAL GRADUATE STUDENT CRISIS LINE

The National Graduate Student Crisis Line also offers immediate Help for Grads in Crisis.
1-877-GRAD-HLP (1-877-472-3457)

WELLNESS CENTER

The Wellness Center provides health promotion and disease prevention activities throughout the FIU community. Services offered include:

Community Programs and Outreach

1. Workshops and presentations on topics such as preventative Health, Substance use and abuse, Sexual Health, Nutrition and Fitness, Orientation to Wellness, and Stress Management.
2. Theme-based activities such as Sexual Responsibility Week, Men's Health Week, Breast Cancer Awareness, Health Fairs, etc.
3. Joint programming and events with other university departments and services.
4. Sponsorship and advisement of student clubs and organizations.
5. Serves as an internship site for academic programs.

Acupuncture

One of the oldest Chinese medical traditions used for the treatment of weight loss, headache, low back pain, menstrual cramps, fibromyalgia, and carpal tunnel.

Individual Consultations

The Wellness Center provides individual consultations and information in the areas of lifestyle management, stress reduction, smoking cessation, nutrition, weight management, sexual health, and risk reduction, as well as referrals to other university and community services.

Free HIV Testing

Anonymous and confidential HIV Counseling and Testing is available on both campuses free of charge. Please call for details on dates and times.

Dine Healthy

Dine Healthy is a computer-based program that analyzes your dietary intake for a given period. The information provides feedback on your overall nutrition as well as focus on problem areas specific to your profile.

Fitness Assessments

Find out how fit you are by participating in our computerized fitness assessment. This assessment measures an individual's body composition (body fat percent), cardiovascular endurance, blood pressure, weight, heart rate, flexibility, and bicep strength. Your results are printed out in graph form with recommendations included. An appointment is required. The assessment lasts approximately 30 minutes to 1 hour.

Massage

Many studies show that massage not only helps with relaxation, but it can also improve your overall health. Massage appointments with a licensed massage therapist are available at the Wellness Center at both our campuses.

Mind / Body Conditioning Classes

Relax your mind and body with our Mind/Conditioning workshops offered throughout the week including yoga and meditation.

Wellness Center Website: <https://studentaffairs.fiu.edu/health-and-fitness/student-health/healthy-living/on-campus-services/index.php>

HOUSING

The Department of Housing & Residential Life at FIU is proud to serve the graduate students by offering unique and exciting living options. Living on campus, graduate students can take advantage of quiet communities, convenient access to faculty, libraries, research facilities, classrooms, and other campus resources. Students also have convenient access to an array of non-academic resources such as the Recreation Center, Bookstore, Student Health Services, dining facilities, convenience store, dry cleaners, spa, copy center, and many more.

Graduate students have the option to live in University Park Towers and the University Park Apartments at the Modesto A. Maidique Campus (MMC), and Bay Vista Housing at the Biscayne Bay Campus (BBC). Accommodations consist of single or double apartments and single or double suite-style housing.

For more information, see: <http://www.housing.fiu.edu/Forms/HRL-Graduate-Brochure.pdf>

CHILD CARE SERVICES

CHILDREN'S CREATIVE LEARNING CENTER

Children's Creative Learning Center (CCLC) at FIU is a nationally accredited educational preschool for children 2 ½ to 5 years old. The hours of operation are 7:45am to 6:00pm from

Monday through Friday. Children must be able to use the bathroom and feed self completely/independently. The children of FIU students are given enrollment priority.

Contact Information:

Modesto A. Maidique Campus:

(305) 348 – 2143

E-Mail: cclcfiu@fiu.edu

Website: <http://children.fiu.edu/>

EXPRESS DAY CARE

CCLC also provides an express day care service for children of students who need to attend class. To avail this service the students must first register with CCLC and present their course schedule. Children must be between 3 and 6 years of age and potty trained. This service is available from 8 a.m. to 8 p.m. in GC 169. Charges are applicable by the hour.

WRITING ASSISTANCE

CAMPUS WRITING CENTER

The center offers individual consultations about any writing you do throughout your years at FIU. Whether you are brainstorming, drafting, revising or polishing, our writing consultants can assist you with projects such as:

1. Papers, reports, and projects for any course in any department
2. Master's theses, dissertations
3. Proposals
4. Resumes and applications for fellowships and employment
5. Personal Statements
6. Group projects
7. PowerPoint presentations and other non-print projects

It also provides space for working in groups and is furnished with computers, large work- tables and reference materials.

Sessions are 50 minutes. Immediately following your appointment, you will be asked to fill out a brief evaluation form.

Workshops are also held during the semester:

1. CV Writing
2. Proposals
3. Evaluating
4. Documenting and Citing Sources
5. Thesis/Dissertation Defense Announcements
6. Research Strategies
7. Avoiding Plagiarism
8. Overcoming Writer's Block

Services Not Offered:

1. Grading papers.
2. Editing or proofreading a paper.

Bringing in long papers that are due the same day as the session is not recommended. Longer and more complex assignments take more time to read and review so you should come to the Center early in the writing process.

Website: <http://writingcenter.fiu.edu/>

Master's and doctoral candidates completing theses, dissertations and other longer sustained writing projects are offered the opportunity to schedule weekly or bi-weekly appointments with the same consultant to build continuity. These frequent consultations can help you meet your goals for completing your project.

A space for graduate students working on group projects is also provided. Meet your group members at the Center to work on your own or schedule an appointment with a graduate consultant who will help guide your group through its project.

Contact Information:

Modesto A. Maidique:

Green Library Room 125. When you walk through the front doors of the library, make a right through the glass doors of the Learning Center. The Center for Excellence in Writing is at the end of the hallway. Phone: 305-348-6634

Biscayne Bay Campus:

Library First Floor. The Center for Excellence in Writing is to the right of the stairway on the first floor.

Phone: 305-919-4036

Hours for both locations:

Mon, Tues, Wed, Thurs: 8:00 a.m. to 8:00 p.m. Friday: 8:00 a.m. to 5:00 p.m.

OFFICE OF ACADEMIC WRITING AND PUBLICATION SUPPORT

Services include consultations, writing support circles, publication support circles, discussion groups, writing resources and APA workshops. For more info visit

<http://education.fiu.edu/writingcenter/>

LIBRARY WORKSHOPS

The FIU Library offers several workshops targeted to enhance research strategies for literature reviews, managing citation software and how to get the most from the library.

For more info and a calendar of events visit <http://libguides.fiu.edu>

STATISTICAL RESOURCES

UGS SPONSORED STATISTICAL CONSULTING

All graduate students have access to statistical consulting, free of charge. The statistical consulting is provided through the Department of Math & Statistics. They help with:

- Experimental Design
- Data Coding
- Data Analysis

- Interpreting Output
- Statistical Software Packages
- SPSS for Windows
- SAS for Windows
- PASS for power analysis

Statistical Consultant:

Click here for contact information: <http://gradschool.fiu.edu/statistical-consulting/>

BIostatistics Group

Graduate students can contact the Biostatistics Group at FIU for guidance and support with their statistical analyses.

Website: <http://stempel.fiu.edu/academics/biostatistics/index.html>

CONSORTIUM FOR THE ADVANCEMENT OF RESEARCH METHODS AND ANALYSIS (CARMA)

FIU is a member of CARMA: an interdisciplinary consortium devoted to helping faculty, graduate students and professionals learn of current developments in various areas of research methods and statistics. As members, CARMA allows FIU access to over 10 years of web broadcasts on methodology and statistics for social sciences. All you need is your FIU email address to have access.

PROFESSIONAL DEVELOPMENT

UGS Graduate Student Advisory Board

The Graduate Advisory Board (GAB) is to serve as the voice for the graduate student community. The GAB facilitates the success of FIU's graduate students by providing feedback to the University Graduate School, Graduate Student Funding Committee, Student Government Association, and other campus entities invested in graduate education on topics including:

- effective communication of policies and procedures and other timely information to students;
- involvement opportunities at the graduate level;
- accessibility to campus resources;
- academic success and student retention; and
- a robust living, learning community.

The GAB is charged with conveying graduate student needs - personal, professional and academic - programming ideas and policy concerns to the UGS. While the Graduate Student and Professional Committee (GPSC) is the recognized advocacy group for graduate students at FIU, the UGS would like input from an array of students and disciplines.

It is imperative that we have feedback from a representative cross -section of the graduate student community.

The structure for the GAB includes student representation from GPSC and diverse academic disciplines. There is no executive board, appointed positions or hierarchy; this is truly an advisory board.

The Graduate Student Advisory Board will meet monthly. At the first meeting, a schedule of meetings will be decided.

If you are interested in applying to be a member of this year's Graduate Advisory Board, please review and complete the GAB application. **The application and contact information can be found here:** <http://gradschool.fiu.edu/graduate-student-advisory-board/>. All applications must be submitted online by the application deadline.

THE GRADUATE AND PROFESSIONAL STUDENT COMMITTEE (GPSC)

The Graduate and Professional Student Committee (GPSC) helps facilitate and enhance the overall graduate student experience by advancing the University's academic goals and promoting quality presentations and research efforts. They also work in conjunction with other Graduate Student Organizations and departments, to present educational workshops on many topics including thesis/dissertation, as well as coordinating symposiums and scholarly forums.

Contact Information:

Graham Center (GC) 2202

Phone Number: 305-348-3023

Fax Number: 305-348-3063

E-Mail: GPSC@fiu.edu

Office hours: Monday to Thursday from 3pm to 7pm

THE PSYCHOLOGICAL GRADUATE STUDENT ASSOCIATION (PGSA)

The goal of Psychology Graduate Students Association is to represent and promote the interests of the current psychology graduate student community by supporting scholarly activities and providing leadership, service, and social opportunities. PGSA exists to enrich the experience of all psychology graduate students by flexibly responding to their changing collective needs.

Contact information:

Hawley Dawson

President Email: hdaws001@fiu.edu

UNIVERSITY GRADUATE SCHOOL (UGS)

UGS Professional Development Program (PDP) assists students in their career development by serving as a gateway to campus-wide resources. They also provide direct services and many workshops to prepare graduate students for a highly competitive and demanding job market and to assist with career development. UGS workshops help to build skills in communication, mastering scientific writing and writing for the thesis and dissertation, including how to conduct a thorough review of the literature, how to master APA format, grant writing, and mastery of professional presenting and teaching. Leadership workshops are offered as well. UGS Professional Development Workshops on Career Enhancement: topics include interviewing/networking, resume

and cover letter tips, job search strategies, job search strategies for international students, resume and cover letter writing, interview and negotiating skills.

Website <https://gradschool.fiu.edu/>

CENTER FOR ADVANCEMENT IN TEACHING (CAT)

The Center for Advancement in Teaching (CAT) offers a TA Certification that can enhance students' teaching skills and build their resumes. Furthermore, the Global Learning Initiative at FIU hosts several opportunities to enhance teaching and course development. It is open to Graduate Students, geared towards the Faculty level (instead of a workshop that seems more appropriate for an undergraduate level). The Center for Advancement of Teaching (CAT) coordinates with the Global Learning group so that workshops in GL count towards your TA Certification.

Website: <https://cat.fiu.edu>