

FIU 2026-2027
Department of Psychology



Graduate Policies
and Procedures Manual

DEPARTMENT OF PSYCHOLOGY GRADUATE POLICIES AND 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 clarify policies and procedures 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, which 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 Coordinator at psygrad@fiu.edu for inclusion in the student's file.

Version 2026.1

I have received and read the Department of Psychology Graduate Policies and Procedures Manual

Name

Signature

Date

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IMPORTANT CONTACTS AND LINKS

IMPORTANT CONTACTS

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 FLORIDA INTERNATIONAL UNIVERSITY	

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IMPORTANT LINKS

1. [University Graduate School](#)
2. [FIU Academic Calendar and Deadlines](#)
3. [CASE deadlines](#)
4. [MyFIU](#); Your personal portal to academics, finances, etc.

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.

FIU ACCOUNTS, PARKING AND MEALS

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 DDMMYYYY 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>. (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 (Home - FIU 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 an 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

All enrolled students are issued a virtual parking permit each semester. You may obtain your virtual parking pass only after you have registered for classes. To register your vehicle, please visit <https://parking.fiu.edu> and sign into your parking account. Details about where students can park are listed on the websites.

- 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 Graduate Orientation - University Graduate School for more information. If you are attending the Graduate Student orientation, and require special accommodations, please contact FIU's Office of Civil Rights Compliance and Accessibility (CRCA) at 305-348-2785 or accommodations@fiu.edu. All requests for ADA accommodation or accessible materials for this event must be submitted to CRCA at least seven (7) business days prior to the event or at the earliest possible opportunity.

DEPARTMENT ORIENTATION

The Psychology department offers an Orientation workshop in the Fall and an Orientation 2.0 seminar in the Spring that take you through all the steps to successfully complete your degree and graduate.

TEACHING ASSISTANT ORIENTATION

FIU's Center for the Advancement in Teaching (CAT) hosts an intensive Introduction-to-Teaching Workshop. 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 2026

The Orientation is comprised of online modules on Develop, FIU's professional development platform, and a virtual Q&A.

<https://cat.fiu.edu/programming/ta-development/orientation/>

To self-enroll click on: <https://develop.fiu.edu/browse/cat/courses/ta-orientation-certificate-program>

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.

For more information about the orientation and welcome sessions, please visit: <https://issf.fiu.edu/international-students/new-f-1-students/international-student-sessions/index.html>

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

REGISTRATION

Each student is assigned a unique 7-digit Panther ID that is necessary and needed for enrollment, registration, transcript requests, 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 the bottom.

6. If you need a permission code, you will need to reach out to the professor for the class to obtain that code.

REGISTRATION DEADLINES

To maintain your status as a full-time student, you must be enrolled in at least **9 credits** during both the fall and spring semesters and **6 credits** during the summer semester (unless you are student who has advanced to candidacy and will enroll in **3 dissertation credits**).

For more information about specific registration deadlines, including deadlines for when late fees are assessed, visit: <https://onestop.fiu.edu/>.

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, visit <https://fiu.mycare26.com> This opt out form must be submitted each academic year. Please make sure to check for the Fall deadline.

Students may also purchase optional dental and vision coverage at <https://fiu.mycare26.com/products> and add a spouse or other dependent at <https://fiu.mycare26.com/enrollment> and <https://help.ahpcare.com/hc/en-us/articles/5122321690135-Important-Information-About-Dependent-Enrollment>

All international students in F-1 status must have medical insurance that meets certain requirements to register and continue their studies at FIU. For more information see <https://isss.fiu.edu/medical-insurance/index.html> and 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. For issues related to student visas, your first contact point should be ISSS. Visit: <https://isss.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). There may be additional steps to hire for those Graduate Assistants who select they have affiliations with foreign countries.

ESTABLISHING RESIDENCY IN FLORIDA

To be eligible for in-state tuition rates, *students should establish residency in the state of Florida.*

An individual who was initially classified via the admission process as an 'out-of-state' (non-resident) for tuition purposes may become eligible for reclassification as a resident for tuition purposes after their first semester of enrollment at the university. The reclassification process is

managed by the Office of the Registrar. Reclassification requires the claimant (an individual or the parent or legal guardian of a dependent person) to present clear and convincing documentation that supports permanent legal residence in Florida for at least 12 consecutive months rather than temporary residence for the purpose of pursuing an education. Please note: Residency reclassification cannot be applied retroactively to previous terms. Living in or attending school in Florida will not, in itself, establish legal residence for tuition purposes. If you have completed one term of enrollment at FIU as a non-Florida resident and would like to reclassify for in-state Florida residency, please complete the [Residency Reclassification Application](#).

Web Upload (preferred method): You may upload through your FIU student portal via <https://my.fiu.edu>. Log in using your Panther ID and Password (for information, click here)

1. Follow instructions to [Submit Forms Online](#)
2. Choose department: Registration.
3. Choose form name: Residency Reclassification Application
4. Upload your documents and save them.

Drop Off: [Visit the OneStop Lobby](#) at Modesto A. Maidique or Biscayne Bay campuses.

Contact: [Contact OneStop](#)

PART II: FEES, EMPLOYMENT AND FINANCES

BASIC OVERVIEW OF FEES SCHEDULE

Students must pay fees every semester before the late fee deadline. Please see the chart below for the fees for the 2026 to 2027 academic year.

2026-2027 GA/RA/TA 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 (with an approved candidacy with UGS, enrollment is only 3 dissertation credits)
Academic Standing	Must maintain a cumulative 3.0 GPA in graduate program
GA/RA/TA Benefits based on .5 FTE Contract (20 hours per week)	
Tuition Waiver	Tuition waiver per credit is \$379.95. Covers 9 graduate credits for each Fall and Spring Semester; 6 credits for Summer. If advanced to candidacy, it covers 3 dissertation credits.
Tuition Waiver Total Amount for Graduate Enrollment	9 credits = \$3419.55 6 credits = \$2279.70 3 credits = \$1139.85 1 credit = (thesis-bound who have completed coursework and an approved proposal) \$379.95
Health Insurance Plan	partially subsidized by UGS
Amount GA/RA/TA Pays Each Semester	
Per Credit Tuition Fees	\$75.69 per credit
Per Semester Fees (Health, Athletics, and Parking)	\$198.99 for Fall \$198.99 for Spring \$192.57 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 = \$890.20* (9 credits x \$75.69 plus \$198.99 semester fees and \$10 Photo fee)	
Fall Payment for Doctoral candidate = \$436.06	With an approved candidacy with UGS, then they must register for 3 dissertation credits only.
Spring Payment = \$880.20** (9 credits x \$75.69 plus \$198.99 semester fees)	
Spring Payment for Doctoral candidate = \$426.06**	With an approved candidacy with UGS, then they must register for 3 dissertation credits only.
Summer Payment = \$646.71 (6 credits x \$75.69 plus \$192.58 semester fees)	
Summer Payment for Doctoral candidate = \$419.64	With an approved candidacy with UGS, 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/RA/TA portion 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 of the Graduate Assistant health insurance plan is Tuesday, September 15, 2026. To submit an opt-out request, please complete the insurance waiver form online. Detailed instructions and additional plan information are available on the Academic Health Plan website, <https://fiu.myahpcare.com/>.

11200 S.W. 8th Street, MARC 430, Miami, FL 33199 • Tel: 305.348.2455 • Fax: 305.348.4117

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 the Faculty of Record on select class days. TAs are expected to provide up to 20 hours/week for 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 assignments are made by the Director of Graduate Studies prior to the beginning of each term, and in consultation with the department leadership team. Students will be notified via email of their assignment. TA assignments may change each semester, and you will receive your assignment before each semester commences.
- Appointments are contingent upon full-time enrollment (9 graduate credits in Fall and Spring; 6 graduate credits in Summer; 3 dissertation credits after the Application for Candidacy 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. Employment is terminated at the end of the session. No further notice of cessation of employment is required. Employment may be terminated at any time if performance is unsatisfactory.

TEACHING ENHANCEMENTS

- Teaching Assistant Enhancements may be available (pending availability of college and department funding) for those TAs who are a primary instructor of a course or those who lead a recitation section for Research Methods (RM) II.
- Rates may vary each year, as established by the college, but for 2026-2027 a primary instructor enhancement is \$2000/year for serving as a primary instructor (or prorated in the semester the student serves as primary instructor) and \$1000/year for leading a recitation section for RM II (or prorated in the semester the student serves as a TA for recitation section of Research Methods II).
- To be eligible for a TA enhancement, a student must be in good standing and be making good progress towards academic and dissertation benchmarks. A student must meet university teacher credentialing criteria to serve as a primary instructor. It is recommended that students

who wish to serve as a primary instructor have served as a Research Methods TA. It is recommended that students who wish to serve as a TA for a recitation section of Research Methods II have served previously as a TA for Research Methods I.

- Teaching enhancements are made by the Director of Graduate Studies, in consultation with the department leadership team.

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 (Free Application for Federal Student Aid) 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 served basis.
2. International Students are not eligible for these awards.
3. Students must be enrolled on a full-time basis.

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 may apply to our graduate students. Information on these may be found here: <https://undergrad.fiu.edu/scholarships/>

PSYCHOLOGY DEPARTMENT SEED FUND AWARDS

The Psychology Department has offered support for student research. The purpose of the Graduate Student Seed Fund Awards program is to assist Psychology and Cognitive Neuroscience doctoral students with research costs (e.g., subject payment). These awards are competitive and based on demonstrated need and merit. The Seed Fund program aims to fund as many competitive proposals as possible, even with partial funding. Budgets in the proposals are not to exceed \$2000.

These seed fund grants are awarded to students conducting their own independent research projects – that reflect the highest level of scientific and scholarly excellence in the field of psychology. Each proposal will be reviewed for its scientific merit and budget justification by the Awards and Advancement Committee reviewers. Evaluation of applications will emphasize projects that meet programmatic milestones, however, students with competitive side project applications are still encouraged to apply. These awards are highly competitive.

These awards are offered annually (pending availability of funding). In the fall and the spring, a call for applications will be distributed to graduate students through the graduate student listserv.

Applications are reviewed by the department Awards and Advancements Committee, a committee made up of both tenure-track and non-tenure track 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: <https://gradschool.fiu.edu/students/funding/external-funding/>

INSTITUTIONAL SCHOLARSHIPS

A limited amount of scholarship funds may be available through the Dean's office of every college. Criteria for awarding these funds and 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/opportunities/scholarships-fellowships/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 for domestic travel or \$700 for international travel or \$300 for professional development or \$500 for research travel once a year, from June 1-May 31. More information can be found at: <https://dasa.fiu.edu/all-departments/student-government-association/committees/graduate-professional-student-committee/>

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 (University Graduate School), or official documentation providing that the student will in fact be conducting research.

- **Professional Development**

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

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 watch the YouTube video linked here or email GPSC at GPSC@fiu.edu. On the application, the travel liaison email should be psygrad@fiu.edu and name Abigail Stephenson

For detailed information on each of the funding categories, please review PowerPoint at https://dasa.fiu.edu/all-departments/student-government-association/committees/graduate-professional-student-committee/gpsc_presentation_and_walkthrough_02.21.24.pdf

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. Submit your application with the major professor letter as a singular PDF to psygrad@fiu.edu and Dr. Goldfarb, and we will make sure the memo of support from the department is included before it is sent to CASE. 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_policy_feb2024.pdf

DEPARTMENT TRAVEL SUPPORT

Students can apply for up to \$500 in Department of Psychology funds for domestic travel or up to \$1000 Department of Psychology funds for international travel. The department is doing this to assist students with representing FIU psychology via presenting/disseminating data and professional networking. We view this as a training and professional development priority for graduate students, and therefore aim to offset travel costs and make up for the loss of travel funds elsewhere in the university. You must apply for these Department of Psychology funds before you commence travel.

Funds are subject to availability and will be provided until the yearly allocation of Department of Psychology funds has been depleted; students are encouraged to apply early for funds. To apply, please complete the request for Department of Psychology travel funds (Appendix H).

Eligibility: Doctoral students must have a minimum cumulative GPA of 3.0 and be in good academic standing and must be enrolled as full-time students at the time of application. Students must present research at a conference or professional meeting either nationally or internationally or be travelling to a research site to gather master's or dissertation data.

Limitations: The department will provide funds for only one trip per fiscal year (July 1st – June 30th); if funds used for travel to a conference or professional meeting, student must be presenting their research (e.g., poster, flash talk, symposium, roundtable); if funds used for travel to site to gather masters or dissertation data, student must show evidence of IRB approval for data collection by psygrad@fiu.edu the IRB memo.

You MUST have an approved TAR prior to incurring any expenses to be reimbursed. This includes conference registration, flights, hotel, or any other expense. **You also must have a TAR for any university-related travel, even if the university is not supplying the funding.** You will work with the GPC in submitting your TAR. You are responsible for making sure that the TAR is fully approved before you incur any expenses. Please make sure to follow all university deadlines (especially for international travel).

TRAVEL REIMBURSEMENT

Travel policies and procedures must be followed by students for all university travel, regardless of whether it is to be reimbursed for their travel expenses. 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 and an approved TAR are required for reimbursement. Please also note FIU travel policies about when travel can begin and end to be considered reimbursable.*

Pre-travel forms must be submitted before any travel expenses occur and, if expenses are not being reimbursed, at least 4 weeks before travel occurs: <https://webforms.fiu.edu/view.php?id=4844303> Earlier submission is required for international travel so please make sure to obtain funding for international travel early.

Post-travel forms must be submitted 5 business days after travel ends:
<https://webforms.fiu.edu/view.php?id=4843495>

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.

DOCTORAL TRACKS

[Applied Social and Cultural Psychology](#)

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

[Cognitive Neuroscience](#)

[Industrial Organizational Psychology](#)

[Legal Psychology](#)

MASTERS TRACKS

[Behavior Analysis](#)

[Professional Counseling Psychology](#)

[Organizational Science](#)

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.

For our department, 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.

TRANSFER OF COURSES

As outlined in policy <https://policies.fiu.edu/files/128.pdf>, graduate students may petition to request a transfer of credit toward their degree program. Students should consult their specific degree requirements and graduate catalog and *consult with their program director and major professor about how many courses and which courses may be accepted for transfer credit*. The student should be ready to provide the course syllabus, assignments completed, and grades received to the program director. The program director will determine whether the course is comparable in content and rigor to the equivalent course offered by our faculty. The program director will consult the instructor of record at FIU about the transfer request. If it is determined the course is comparable in content and rigor, the student should contact the Director of Graduate Studies and copy psygrad@fiu.edu with the transfer of courses memos (Appendix D). The completed memo should be provided to the Director of Graduate Studies who will file it with the Registrar. Transfer of courses may take up to one semester to appear on the student's Panther Degree Audit (PDA). The student should monitor their PDA for these changes.

Please see department policy about waiver of core quantitative courses for how this request can be made. Requests for a waiver and transfer of core quantitative credits should be made 5 weeks in advance of the semester the course is offered. See Appendix A for policy and request details.

INCOMPLETE GRADES

An incomplete grade (IN) may be issued (1) at the discretion of the instructor for work not completed during the semester and not caused by the student's own negligence or (2) in matters of alleged academic misconduct per Regulation 2501 Student Conduct and Honor Code. An incomplete grade cannot be assigned to dissertation or thesis credits to indicate that the work is in progress.

An IN grade may only be awarded to a student when a small portion of the student's work is missing, not to exceed 50% of the course work, and only when the student is otherwise earning a passing grade. An IN grade must be made up as quickly as possible. The instructor determines the timeline to complete the class, but it cannot exceed two consecutive terms (including summer term) after the initial course, or it will automatically default to an F grade. Students must not re-register for the course to make up the IN grade. To complete the course, the student must consult with the instructor, who will define the remaining requirements for successful completion. The FIU policy on incomplete grades can be found at <https://policies.fiu.edu/files/767.pdf>.

MONITORING YOUR PANTHER DEGREE AUDIT

The Panther Degree Audit (PDA) is a record of students' academic progress towards completion of their degree. It is the student's responsibility to review their PDA each year to ensure that all courses taken to fulfill the degree requirements of the program are accurately reflected. Students should log in and check their PDA once per year, preferably when annual evaluations are completed.

Your PDA 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. Specific information (e.g., course number and semesters) must be included in the request. Once your program director has approved your requested changes, send the Word document to psygrad@fiu.edu and copy the Director of Graduate Studies.

Changes to the PDA may not be reflected until the following semester, so students should monitor their PDA and make requests in advance of graduation or other important degree milestones (e.g., advancement to candidacy).

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 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, cognitive neuroscience, 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. A copy of the full iThenticate Report (and if necessary, a memo from the major professor) of the dissertation produced by the major professor is required when submitting the Request for Oral Defense of Dissertation or, where applicable, when submitting the MS Thesis to the Department.

FIU REGULATIONS 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 achievements are premised on academic integrity: honesty, fairness, trust, respect, accountability, and responsibility. Academic integrity is the adherence to those values in an academic community. The academic community thrives when all members adhere to these standards of integrity, and graduate students play 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://regulations.fiu.edu/regulation=FIU-2501> for the recent Student Conduct and Honor Code. All code violations, including academic misconduct, will be reported to the Office of Student Conduct and Academic Integrity for an independent review at <https://cm.maxient.com/reportingform.php?FloridaIntlUniv>. Having been found responsible for Academic Misconduct under the Student Conduct and Honor Code may be grounds for dismissal from the graduate program. Information on the Office of Student Conduct and Academic Integrity (SCAI) can be found here: <https://dasa.fiu.edu/all-departments/student-conduct-and-academic-integrity/>

ANNUAL EVALUATIONS OF PERFORMANCE

All students are required to submit an Annual Student Evaluation and Mentoring Plan. This is required by the Department, the College, and UGS for all PhD students on an annual basis until successful completion of the degree.

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 request for oral defense of dissertation on file and will graduate at the end of the spring term are exempt from filing the form.
- Students with 17 or fewer 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 Student 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/2024/03/March2024DoctoralStudentsQuickInstructionsAnnualEvaluation.pdf>

Students who do not yet have an Appointment of Dissertation Committee Form approved and on file at UGS must have a meeting with their major professor to discuss their annual accomplishments and complete the form. These students will also have the GPD automatically assigned as their mentor, so they must email the GPD to request that their annual evaluation be transferred to their major professor. The email should include the name of their major professor and the major professor's PID.

Students who have an Appointment of Dissertation Committee form 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 approve the annual evaluation form. **Any dissertation committee 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. The student, major professor, and committee must identify actionable steps for the upcoming year for students who have a PIP. The Director of Graduate Studies will summarize the evaluation and performance improvement plan (PIP). The student has one year to meet the requirements of the performance improvement plan. Students may lose assistantship funding and/or be dismissed from the program if they are not maintaining satisfactory progress in the program (e.g., meeting dissertation milestones and/or program benchmarks), completing their duties as part of

their assistantship, and if they do not meet the expectations as outlined in a PIP. Students who have two consecutive PIPs will be dismissed from their program.

GRADUATE TRAINING BENCHMARKS AND CHECKLISTS

STAGES TO OBTAIN YOUR MASTER'S DEGREE

The master's thesis may take one of a few different forms depending on the student's doctoral training program. Some programs, such as the Clinical Science program, require that students propose and conduct an independent and novel research study, 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 a 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." Students do not need to submit their thesis to the College or UGS, nor must they complete the UGS thesis forms (e.g., M forms). The Psychology Department forms for the steps of the thesis can be found below.

Dissertation committee

Students are expected to have identified their master's thesis research topic, formed a dissertation committee, and filed an Appointment of Dissertation Committee Form 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 should submit their Appointment of Dissertation Committee form on MyFIU.** For directions, please see <https://gradschool.fiu.edu/online-dissertation-milestones/>.

If there is a change in the committee composition, a student must submit an Appointment of Revised Dissertation Committee form, which can be found at [Revised-Dissertation-Committee-Instructions-and-Form-June2026.pdf](#)

Students who wish to add or remove a committee member must send to the director of graduate studies: (1) this form; (2) a copy of their current course schedule to show proof of enrollment; and (3) a summary of each member of the new committee's expertise and expected contributions to the dissertation. Once the director of graduate studies has reviewed these documents, they will forward them to the dean for signing.

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.

No more than six PSY 5918 research credits may be taken per semester, so if a student needs nine research credits in a semester, they should also enroll in three PSY 5908 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 the 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 via DocuSign (except clinical science which retains its own memo). Links for the memos are in the Appendices (E and F) below. 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.

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 may walk in the commencement ceremony for their master's thesis. An email will be sent to students who are eligible to walk in the commencement ceremony. Students **SHOULD NOT** apply for graduation on MyFIU, as that will trigger graduation paperwork for the awarding of the doctoral degree.

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 (Appendix E or F or from DCT if a clinical student)
- ☐ 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) (will be attached via DocuSign for non-clinical students)
- ☐ Copy of student's master's thesis/research paper (will be attached via DocuSign for non-clinical students)
- ☐ [CASE rubrics](#) completed by either master's committee or readers of research paper ([CASE Rubrics.url](#)); you must have a minimum of 3 readers
- ☐ Full iThenticate Report to show originality of student writing. The major professor will produce this report at: <https://research.fiu.edu/cyberinfrastructure/applications/ithenticate/>

QUALIFYING EXAMINATIONS/CANDIDACY REQUIREMENTS

The main objective of the Ph.D. qualifying exam/candidacy requirement is to ensure that the student is adequately prepared to write a doctoral dissertation and complete the Ph.D. requirements. It is a benchmark that determines the degree of mastery required to advance to candidacy and successfully complete a doctoral dissertation. It is expected that all students will take the qualifying examination (if required) and/or complete the candidacy requirements by the end of the third year. In doctoral programs that require a qualifying examination, 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).

In doctoral programs that require a qualifying examination, 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.

In doctoral programs that require a candidacy paper/qualifying paper, the majority of the student's dissertation committee must pass the paper. Students who fail the candidacy paper/qualifying paper must petition in writing to the doctoral program director(s) and the Director of Graduate Studies for permission to revise and resubmit the candidacy paper/qualifying paper. Failure on the qualifying paper/candidacy paper will be indicated in the student's annual evaluation form. Any student who fails the candidacy paper/qualifying paper revision will be dismissed from the doctoral training program.

After passing the qualifying exam/candidacy requirement (and completing all pre-candidacy coursework and master's thesis/project), students must complete the candidacy paperwork on my.fiu.edu. See below regarding the submission of the required Advancement to Candidacy form to UGS.

Once a graduate student advances to candidacy, they are eligible to undertake a dissertation.

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 that 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 Department of Psychology, 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.**

Department of Psychology

The Department of Psychology/Director of Graduate Studies requires all forms, and all related materials required by each form **1 full week before the College Academic Associate Dean's deadline and 2 weeks prior to the posted UGS deadline.** These forms should be sent via email to the Director of Graduate Studies and copy psygrad@fiu.edu. The Director of Graduate Studies will communicate the deadlines for the various dissertation milestone forms each semester. Department deadlines and requirements may also be posted on the department calendar at https://calendar.fiu.edu/department/department_of_psychology.

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, College or University expectations for quality or comprehensiveness. The Director of Graduate Studies is available to work with students to ensure that their work meets requirements and deadlines.

College of Arts, Sciences and Education

The CASE Academic Associate Dean must approve every form, and the materials required by each form prior to the form being submitted to UGS. CASE deadlines are 1 week prior to the UGS deadlines and are posted [here](#).

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

University Graduate School

The UGS lists the timelines to anticipated degree completion here:

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

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

All forms required by the UGS must contain the materials specified on the form.

The Dissertation Process and Required Dissertation Milestone Forms

Appointment of Dissertation Committee

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 the 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. At least two members of the committee must be from our department, and at least one must be from the graduate training program (please also see whether your program or subplan has specific requirements for committee composition; some require a minimum of two faculty from the program). One member of the committee must be a graduate faculty member from FIU from outside the home department. Additional members may be appointed and can include faculty from an outside institution who has been reviewed and approved by the academic department and the University Graduate School.

The Appointment of Dissertation Committee form will be completed on MyFIU. For detailed instructions on how to submit the form, please visit <https://gradschool.fiu.edu/wp-content/uploads/2025/05/DoctoralStudentMilestoneInstructionsGuide2025.pdf>

Checklist of Paperwork for Appointment of Dissertation Committee:

- ☐ Appointment of dissertation form (all FIU committee members must have graduate faculty status; students can check this at <https://gradschool.fiu.edu/facultystaff/#facultylist>
- ☐ Summary of expected contributions and relevant expertise of **all committee members**. Please provide very specific **details about what each faculty member will contribute to the committee**, including whether they will provide revisions to the document, whether they will provide feedback about study aims, design, analyses, etc.
- ☐ 250-word abstract of dissertation work/research program

Revisions or Changes to Dissertation Committee:

If there are any changes to the composition of the committee, a student must file an Appointment of Revised Dissertation Committee Form: <https://gradschool.fiu.edu/wp-content/uploads/2024/09/Revised-Dissertation-Committee-Instructions-and-Form-09192024.pdf>

An appointment of revised dissertation committee form must include the (1) the form signed by the added/leaving committee member(s), the student and major professor, (2) a word document with a summary of the expected contributions and relevant expertise of the new full committee, and (3) a copy of the student's current schedule as proof of enrollment. These documents must be sent to the Director of Graduate Studies and copying psygrad@fiu.edu. The director of graduate studies will sign on the chair/program director line and then will secure the signatures of the deans. The director of graduate studies will sign on the chair/program director line and then will secure the signatures of the deans.

Program for Doctoral Degree and Application for Candidacy Form

Once students have completed all pre-candidacy coursework (i.e., all coursework except dissertation credits) and have passed the qualifying examination/candidacy requirement and completed the master's project, students may advance to candidacy. To advance to candidacy, students must submit the **Program for Doctoral Degree and Application for Candidacy** form 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 no later than five business days before the first day of classes. To meet this requirement, the student should submit the form to the Graduate Program Director 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. If a student could graduate with less than 5 semesters of dissertation credits, contact the Graduate Program Director to see if a petition to this requirement is possible.

The Program for Doctoral Degree and Application for Candidacy will be completed on MyFIU. For detailed instructions on how to submit the form, please go to: <https://gradschool.fiu.edu/wp-content/uploads/2025/05/DoctoralStudentMilestoneInstructionsGuide2025.pdf>

Checklist of Paperwork for Program for Doctoral Degree and Application for Candidacy

- ☐ MyFIU form routed and 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; sent to Director of Graduate Studies and copying psygrad@fiu.edu
- ☐ If applicable, a copy of the 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; sent to Director of Graduate Studies and copying psygrad@fiu.edu
- ☐ [CASE rubrics](#) completed by either master's committee or readers of research paper ([CASE Rubrics.url](#))

Doctoral Dissertation Proposal 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 the content and format of the 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 approval on the MyFIU Doctoral Dissertation Proposal form.

The Doctoral Dissertation Proposal form must be submitted to the Director of Graduate Studies. The Doctoral Dissertation Proposal 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 form. 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 Doctoral Dissertation Proposal form; however, students should anticipate the deadline to the Director of Graduate Studies to be 2 weeks before [the UGS deadline](#).

The Doctoral Dissertation Proposal form will be completed on MyFIU. For detailed instructions on how to submit the form please see <https://gradschool.fiu.edu/wp-content/uploads/2025/05/DoctoralStudentMilestoneInstructionsGuide2025.pdf>

The Doctoral Dissertation Proposal form requires BOTH Institutional Review Board (IRB)/IACUC 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 training 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/ IACUC approval; if a dissertation only uses secondary, de-identified data, you may reach out to Chris Grayson graysonc@fiu.edu at IRB to obtain a memo or correspondence detailing that the dissertation does not require IRB approval. This memo/correspondence should be included in place of the IRB memo.

The Doctoral Dissertation Proposal form is to be completed at least 3 semesters before the anticipated graduation semester.

Checklist of Paperwork for Doctoral Dissertation Proposal Form

- ☐ The Doctoral Dissertation Proposal form filled out and routed on MyFIU.
- ☐ Copy of CITI Responsible Conduct of Research certificate (make sure it is the module titled Responsible Conduct of Research; 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 (the IRB/IACUC memo must have graduate student name cc'ed in memo line; this is triggered by selecting that the data will be used for a dissertation project when submitting for review) OR an email or memo from the IRB/IACUC stating such approval is not necessary for this study.
- ☐ [CASE rubrics](#) completed by either master's committee or readers of research paper ([CASE Rubrics.url](#)); you must have a minimum of 3 readers

Preliminary Approval of Dissertation and Request for Oral Defense Form

The Preliminary Approval of Dissertation and Request for Oral Defense Form must be routed to the Director of Graduate Studies at least 5 weeks prior to the date of the student's defense and then will be routed to the Associate Dean of the College 4 weeks prior to the date of the student's defense. Three weeks prior to the oral defense of the dissertation, the Preliminary Approval of Dissertation and Request for Oral Defense Form 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 [Thesis & Dissertation - University Graduate](#)

[School](#)). 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 they **meet 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.

The Preliminary Approval of Dissertation and Request for Oral Defense will be completed on MyFIU.

For detailed instructions on how to submit the form please go to: <https://gradschool.fiu.edu/wp-content/uploads/2025/05/DoctoralStudentMilestoneInstructionsGuide2025.pdf>

Checklist of Paperwork for Preliminary Approval of Dissertation and Request for Oral Defense Form

- ☐ Preliminary Approval of Dissertation and Request for Oral Defense form filled and routed on MyFIU.
- ☐ Electronic copy of dissertation (formatted according to UGS requirements <https://gradschool.fiu.edu/thesis-dissertation/#formatting>)
- ☐ 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 and to the department as a Word document ugs@fiu.edu
- ☐ **Required by UGS:** Full iThenticate Report to show originality of student writing. Should the iThenticate originality report show a high degree of similarity to published sources, the major professor must provide a memo, along with iThenticate report, attesting to the originality of the dissertation writing. See Appendix G for template of memo.

Oral Dissertation Defense and Final Electronic Thesis or Dissertation 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 Electronic Thesis or Dissertation 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.

All committee members must fill out the College of Arts, Sciences and Education rubrics for doctoral dissertations using the department's Qualtrics form. Students may send the link to the rubrics to the committee and/or paste the QR code into the presentation slides. Committee approval of the MyFIU form signifies that the student has met all expectations for the awarding of the Ph.D. degree. Final Thesis or Dissertation Approval Form will be completed on MyFIU. For detailed instructions on how to submit the form please go to the ETD Preparation Manual: [Thesis & Dissertation - University Graduate School](#) . All students must also take the survey of earned doctorates and include the certificate with their final materials: <https://sed-ncses.org>

Checklist of Paperwork for Final Electronic Thesis or Dissertation Form

- ☐ Final Electronic Thesis or Dissertation Form filled and routed on MyFIU.
- ☐ 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/thesis-dissertation/#formatting>)
- ☐ 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 and the CV must have an email address that is not your fiu.edu email address)
- ☐ If needed, copyright release from publishers if any part of the thesis or dissertation has been published.
- ☐ [CASE rubrics](#) completed by either master's committee or readers of research paper ([CASE Rubrics.url](#)); you must have a minimum of 3 readers

GRADUATION

Perhaps the most important moment of your graduate career will be the doctoral hooding ceremony at commencement. In the semester that you intend to defend your dissertation, you should apply for graduation on MyFIU. For directions on how to apply for graduation after defending your dissertation (do ***not*** use this form for MS graduation), please go to: <https://commencement.fiu.edu/getting-ready/eligibility/index.html> To apply, log into MyFIU, click *Campus Solution Self Service > Degree Progress/Graduation > Apply for Graduation* and then follow the on-screen instructions. You should make sure that your Panther Degree Audit is ready for certification to graduate; please do so the semester before applying for graduation. Information on participating in commencement will be provided, or you can check this website: <https://commencement.fiu.edu>

Graduation Requirements

A grade of “B-” or higher must be obtained in all courses and students must have a cumulative average of 3.0

or higher in the 75 credits (90 credits for clinical science); the program requirements must be completed as outlined in the graduate catalogue, 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 academic warning, indicating academic difficulty. This should be documented in the student’s annual evaluation and a Performance Improvement Plan (PIP) should be put in place. Students on academic warning may lose their assistantship or funding. Students who lose their assistantships may petition to have it reinstated by contacting the Director of Graduate Studies.

Probation: A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on academic probation, indicating serious academic difficulty. This should be documented in the student’s annual evaluation and a Performance Improvement Plan (PIP) should be put in place. The College or School of the student on probation may indicate the conditions which must be met to continue enrollment. Students on academic probation may lose their assistantship or funding. Students who lose their assistantships may petition to have it reinstated by contacting the Director of Graduate Studies.

Dismissal: A graduate student on probation whose cumulative and semester GPA’s fall below a 3.0 will be automatically dismissed from the 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 must be completed and sent to the Director of Graduate Studies. The dismissal from the University is for a minimum of one year and 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.

GRADUATE POLICIES

Graduate policies, including University Graduate School policies can be found at: [Faculty/Staff - University Graduate School](#) Students should familiarize themselves with all UGS policies. Important policies include (but are not limited to):

- Continuous Enrollment Requirement <https://policies.fiu.edu/files/783.pdf>
- Leave of Absence from a graduate program <https://policies.fiu.edu/files/771.pdf>
- Graduate Assistantships <https://policies.fiu.edu/files/763.pdf>
- Graduate Active and Full Time Status <https://policies.fiu.edu/files/759.pdf>
- Graduate Academic Standing, Dismissal and Readmission <https://policies.fiu.edu/files/758.pdf>
- Graduate Transfer Credit <https://policies.fiu.edu/files/128.pdf>
- Doctoral Dissertation and Committee <https://policies.fiu.edu/files/780.pdf>
- Doctoral Candidacy and Candidacy Examination <https://policies.fiu.edu/files/114.pdf>
- Graduate Teaching Assistant Policy <https://policies.fiu.edu/files/904.pdf>
- Graduate Application for Graduation and Degree Conferral <https://policies.fiu.edu/files/762.pdf>
- Incomplete grades for graduate and undergraduate students <https://policies.fiu.edu/files/767.pdf>
- Repeat course policy <https://policies.fiu.edu/files/751.pdf>
- Required credit hours <https://policies.fiu.edu/files/136.pdf>
- University doctoral program requirements <https://policies.fiu.edu/files/773.pdf>
- Graduate Commencement Ceremonies <https://policies.fiu.edu/files/764.pdf>
- Courses at Other Institutions <https://policies.fiu.edu/files/120.pdf>
- Change of Degree <https://policies.fiu.edu/files/777.pdf>

LEAVE OF ABSENCE

Students subject to the continuous enrollment policy (i.e., doctoral candidates) who require a leave of absence can request a leave of absence in the semester before the requested leave. As outlined in <https://policies.fiu.edu/files/771.pdf>, students must be in good academic standing to request a leave of absence. Leave will generally be granted in cases involving personal hardship or family need. Students who have not yet advanced to candidacy may also request a leave of absence but do not need to submit a formal petition. These students may take a leave of up to two continuous semesters without seeking formal approval from the college and UGS, however, these students should contact the Director of Graduate Studies about their requests for a leave of absence. Students should contact the Director of Graduate Studies and copy psygrad@fiu.edu to request a leave of absence. Requests must be received the semester prior to the requested leave by the Director of Graduate Studies who will route it on behalf of the student.

Students on leave of absence will not be on an assistantship during the duration of their leave, and thus will not have access to the benefits associated with the assistantship, including health insurance. Students will also want to consult with their program director and major professor about how a leave of absence may impact degree milestones and course completion. Students on leave will still be required to complete the yearly annual evaluation so as long as they have a minimum of 18 credits.

PETITIONS

Students may file petitions for an exception to a graduate policy as outlined by policy number 380.447: <https://policies.fiu.edu/files/765.pdf>

To file a petition for an exception to a graduate policy, students should reach out to the Director of Graduate Studies and copy psygrad@fiu.edu. Template memos are included in the Appendix. Petitions must be received by the Director of Graduate Studies who will route it on behalf of the student.

Policies that can be petitioned include (but are not limited to):

1. Exception to three semesters between dissertation proposal and dissertation defense rule (Appendix C)
2. Exception to outside employment rule (Appendix B)
3. Exception to exceed 20 hours on GA/TA/RA (summer only; Appendix B)
4. Exception to number of dissertation credits (Appendix C)
5. Exception to rule that student and major professor attend dissertation defense in person (Appendix C)
6. Leave of absence petition (must be received the semester before the requested leave) (Appendix C)
7. Exception to graduate dismissal rule (Appendix C)
8. Reinstatement of assistantship (Appendix C)

PART IV: CAMPUS RESOURCES

This 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), these may include:

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 can 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.

THE COUNSELING CENTER

The staff of the Florida International University Office of Counseling and Psychological Services (CAPS) helps you have a 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 who have expertise in addressing student concerns and development. Registered students can use these 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 may 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 and Recreation Center Website: <https://dasa.fiu.edu/all-departments/wellness-recreation-centers/>

HOUSING

The Department of Housing & Residential Life at FIU is proud to serve 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). Accommodation consists of single or double apartments and single or double suite-style housing.

For more information, see: <https://housing.fiu.edu/apply/graduate-and-family-housing/index.html>

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: <https://dasa.fiu.edu/all-departments/childrens-creative-learning-center/>

STUDENT ACADEMIC SUPPORT

Several offices within the University provide students with a variety of academic support services including writing assistance, statistical consulting, academic accommodations, among others. Selected resources are listed below. For all resources provided by the Division of Academic and Student Affairs, please visit <https://dasa.fiu.edu/index.html>.

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: <https://case.fiu.edu/writingcenter/>

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.

WRITING ACROSS THE CURRICULUM PROGRAM

The WAC program assists faculty in using writing to enhance their teaching, improving student writing in the major, in Gordon Rule courses, and in other writing-intensive classes. For more info visit <https://wac.fiu.edu>

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 <https://library.fiu.edu>

DISABILITY RESOURCE CENTER

Title II of the Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities. As a publicly funded institution, FIU is required to ensure that students with disabilities are not barred from participation in a service, program, or activity based on their disability. To that end, the Disability Resource Center (DRC) facilitates reasonable accommodations made available so that students with disabilities have an equal opportunity to enjoy the full array of services, programs, and activities offered. The DRC relies on universal design principles and collaboration with our community of stakeholders comprised of students, faculty, staff, and administrators in creating diverse learning environments that are usable, equitable, inclusive, and sustainable.

Additionally, the DRC provides consultation and implementation of individualized accommodations for FIU students with disabilities on a case-by-case basis. Some of the academic accommodations facilitated by the DRC include test-taking accommodations such as extended time allotments, the provision of alternative formats for course materials, access to accessible software and adaptive technology equipment, including an array of auxiliary aids and equipment loan out program. Other services provided by the DRC include speech-to-text captioning known as Computer Assisted Real Time transcription (CART), and the provision of American Sign Language Interpreter services.

For information about the array of services offered by the DRC and how to set up a Welcome Appointment with an Access Consultant, visit the DRC website at <https://drc.fiu.edu> or contact the DRC's MMC or BBC Office using the following information:

MMC: GC 190, Phone: (305) 348-3532

BBC: WUC 131, Phone: (305) 919-5345

STUDENT CONDUCT AND ACADEMIC INTEGRITY

The Office of Student Conduct and Academic Integrity (SCAI), works to ensure that FIU is a “safe and stimulating environment in which scholarship and personal growth may occur.” (Code, pg. 1). SCAI is tasked with administering the application of FIU Regulation 2501, the Student Conduct and Honor Code (Code) in a fair and developmental manner. Through the application of the Code, the safety and growth of community members is protected, and the integrity of an FIU degree is preserved.

Being a student comes with the responsibility to adhere to the Code. The ultimate responsibility for knowing university requirements and regulations rests with the student, regardless of institutional or program affiliation. Nothing in this regulation should be interpreted to abridge the right of any member of the university community of rights granted under the United States or Florida Constitution and/or any other applicable law, including, but not limited to, freedom of expression protected by the First Amendment. (Code, pg.1).

Each student is responsible for their conduct from the time that they have been notified of admission through the actual awarding of a degree, including the academic year and during periods between terms of actual enrollment. The Code shall apply to a student’s conduct even if the student withdraws from the university, while a conduct matter is pending, or if the conduct is not discovered until after a student has withdrawn or a degree has been awarded. (Code, pg. 1)

For information regarding how FIU addresses sexual misconduct and sexual harassment, please see FIU Regulation 105, or contact the Office of Civil Rights Compliance and Accessibility at ocrca@fiu.edu.

Please share a concern/report an incident involving FIU students, whether these behaviors occur inside or outside of the classroom setting using this link.

[Incident Reporting Form \(maxient.com\)](#)

If you need to report an emergency, call University Police at 305-348-2626, or dial 911.

OFFICE OF THE OMBUDSPERSON

The Ombudsperson Office acts as an impartial and confidential forum to assist students who have encountered problems or conflicts at the university, particularly problems or concerns not adequately addressed through normal channels. This may include correcting processes or procedures that hinder resolving the issue or are causing an inordinate delay. The Ombudsperson may resolve problems through various methods, including investigation, mediation, or making referrals to the appropriate university department for review. For more information or services, please contact the Office of the Ombudsperson at (305) 348-2797 located in GC room 219 at the Modesto A. Maidique Campus <https://dasa.fiu.edu/all-departments/ombudsperson/>

Students are encouraged to resolve university concerns by contacting the campus office responsible for the area relevant to the complaint. If dissatisfied with the response, the student may contact the relevant area supervisor, director, department chair, or dean for resolution. Students may also contact the Ombudsperson to seek assistance with solving problems at FIU that have not been properly addressed. <https://dasa.fiu.edu/all-departments/ombudsperson/>

ACADEMIC GRIEVANCES

The university's grievance policy and procedure (<https://policies.fiu.edu/files/739.pdf>) provides students with a means by which to seek investigation and possible resolution of academic grievances, as described on the FIU Academic Grievances website. (<https://dasa.fiu.edu/alldepartments/academic-grievances/>).

GRADUATE STUDENT ACADEMIC GRIEVANCE GUIDELINES AND PROCEDURE:

These definitions and procedures address grievances by FIU students in which the complaint or controversy alleges (<https://policies.fiu.edu/files/739.pdf>):

1. Arbitrary and capricious awarding of grades*
2. Unprofessional conduct by a professor that affects adversely either the student's ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory or other setting, or the student's actual performance
3. Inappropriate or inadequate academic advising concerning requirements not published in official university documents.
4. Arbitrary dismissal from an undergraduate course or program except as described below.
5. Irregularities in the implementation of policies or procedures in grievance hearings at the college or school level

Charges of academic grievance may be brought against a faculty member, committee, or department chair by a student.

The student must meet with the faculty member, chair, or dean to settle the grievance informally via open and transparent processes of communication. Graduate students in the Department of Psychology should meet with the **Associate Chair for Graduate Studies** regarding academic concerns as part of the informal grievance process. The following flowchart depicts the informal academic grievance process: https://dasa.fiu.edu/all-departments/academic-grievances/_assets/docs/informal-academic-grievance-flow-chart.pdf

After all means of informal resolution have been exhausted, the student can proceed to file a formal academic grievance with the Faculty Fellow for Academic Integrity, FFAI@fiu.edu or see <https://dasa.fiu.edu/all-departments/academic-grievances/>. The student will complete the following form: https://dasa.fiu.edu/all-departments/academic-grievances/_assets/docs/graduate-formal-academic-grievance-form.pdf. The following flowchart depicts the formal academic grievance process: https://dasa.fiu.edu/all-departments/academic-grievances/_assets/docs/formal-academic-grievance-flow-chart.pdf A written complaint is filed to the Attention of the Faculty Fellow for Academic Integrity in GC 219 less than 15 business days* of the date the informal resolution process ends, or within twenty 20 business days* after classes begin in the semester following that in which the complaint arose, whichever is later.

STATISTICAL RESOURCES

UGS SPONSORED STATISTICAL CONSULTING

All graduate students have access to statistical consulting, free of charge. 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: <https://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: <https://stempel.fiu.edu/academics/public-health/biostatistics/>

PROFESSIONAL DEVELOPMENT

UGS GRADUATE STUDENT ADVISORY BOARD

The Graduate Student Advisory Board (GAB) serves 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:** <https://gradschool.fiu.edu/gab/>. 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 the 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. If you are interesting in PGSA, please contact the GPC.

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/professional-development/>

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>

PART V: APPENDICES

Appendix A

Approved by GEC: December 11, 2020 [version 4_11_24]

Department of Psychology

Exceptions to policy on no transfer for quantitative psychology courses

The quantitative psychology training in the Department of Psychology is designed as a mandatory 3 course sequence for all doctoral psychology majors to meet the board of governors' requirement that there are shared core courses in all majors in the same degree program (BOG reg 8.011). As such, the doctoral training program in Psychology requires that all doctoral students take the three quantitative psychology courses, in order, as part of the required curriculum. Missing any course in this training sequence is potentially detrimental to the student's academic and research training because each course builds on the last, with a well-defined curriculum. The material taught is scaffolded in such a way that skipping a course may be detrimental to the learning outcomes of the course as key topics may have been missed. In addition, each course provides critical training in responsible conduct of research, a requirement by the University Graduate School under policy 380.030, Doctoral Dissertation and Committee Policy 380.030.

The department will only consider a request to waive this policy under two extenuating circumstances. The waiver request is subject to extensive internal review by the instructor of the course, sub-plan program director, and director of graduate studies. The associate chair of graduate students can hear appeals.

Specific circumstances/extenuating circumstances: Possible scenarios in which a student might pursue a waiver for the Department's core graduate training requirement - three quantitative psychology course sequence:

- 1) The student has already taken and passed the same course within the Psychology Department at FIU (e.g., as an advanced undergraduate student or post-baccalaureate student). Students who have previously taken the same course in our department do not need to submit a petition.
- 2) The student already has an advanced degree (M.S., Ph.D.) in Quantitative Psychology or related quantitative science discipline (e.g., Statistics; note: a student cannot opt out simply by virtue of having an M.S./M.A. in any related psychology field [e.g., M.S. in Clinical Psychology] as there is wide variability in the emphasis related to quantitative analysis across programs).

Requirements for consideration of waiver to policy: The following will need to be submitted for consideration of waiver:

- 1) A clear and concise rationale for why the student wishes to waive our graduate quantitative courses
- 2) A letter of support from the student's proposed major professor
- 3) Test-out assessment to assess mastery. This item is discretionary and the decision of the FIU quantitative faculty and director of graduate studies.
- 4) Agreement that if required quantitative course(s) are waived the student will enroll in upper-level quantitative courses to replace those waived. The student is required to identify which upper-level quantitative course(s) will replace the courses that they are opting out of within the course sequence.

*The process of consideration of waivers must be submitted **at least 5 weeks** prior to the beginning of the semester for the course that the request pertains to.*

The request for waiver process is follows this process:

- 1) Waiver request is initiated by student and major professor and will include the items listed above and be provided to the sub-plan program director for their approval.
- 2) If supported by the sub-plan program director, the sub-plan program director will send it to the director of graduate studies.
- 3) The director of graduate studies initiates the review by the instructor of the course of record at FIU (and other FIU quantitative faculty, as needed) and if necessary, in consultation with the instructor of the course of record at FIU oversees the test-out assessment.
- 4) Note: If the student is approved for the waiver and has difficulty in the advanced quantitative courses, the director of graduate studies can require the waiver to be null-void and the student must take the department's required quantitative course as prescribed.

Appendix B

Additional Hours and Outside Work Petition Form

Instructions: Please use the DocuSign form below when submitting a petition for exception to allow for RA work more than 20 hours/week in the summer or for students requesting outside employment in addition to their assistantship. For additional hours *at FIU* for up to 9 hrs./week, this form needs only to be submitted to the Assoc. Dean of Graduate Studies.

<https://powerforms.docusign.net/7c2b10a1-c0b8-4260-8f86-107bd6a01f12?env=na3&acct=a21103ad-fbc4-4465-b27e-448e946576f9&accountId=a21103ad-fbc4-4465-b27e-448e946576f9>

Rules:

- This form should be submitted **prior** to the semester for which the additional/outside work is to be done. Exceptions will be considered for short-duration events such as supporting a workshop/conference, or special program.
 - Additional hours as a summer RA or in outside employment should in some way advance the degree goals of the student or their professional development.
 - Students in the last year before completion are expected to be working on their dissertation and are not generally eligible for additional employment without a strong justification.
 - Students may not exceed 29 hours/week of work at FIU.
 - International Students not holding a green card are not eligible for additional hours or outside employment except during the summer.
 - Additional hours are to be paid at the base rate of your department. Please see GPD or Graduate Secretary for your department's base rate. Rates should be prorated by pay periods in the semester for which the request is made.
 - Additional hours or outside employment is approved on a semester-by-semester basis and must be resubmitted each term for renewal.
 - Total annual compensation may not exceed \$38,500/yr.
-

Appendix C

Please use the link below to submit a request for a waiver of graduate school requirements.

| <https://powerforms.docusign.net/f2a7980b-9e06-4c81-8c12-44cd49cb0d98?env=na3&acct=a21103ad-fbc4-4465-b27e-448e946576f9&accountId=a21103ad-fbc4-4465-b27e-448e946576f9>

Appendix D

Memorandum - External Graduate Transfer of Credits from Multiple Institutions

Date: _____

To: **FIU Office of the Registrar**
Attn: Henry K. Cheng, Associate Registrar

From: Deborah Goldfarb, Graduate Program Director
Department of Psychology; College of Arts, Sciences and Education

Re: Transfer of Graduate Credits

Student Name: _____ **PID:** _____
Program Name (Ph.D. or MS): _____

We are hereby approving the following graduate courses to be transferred towards their doctoral degree in _____. This transfer of graduate credits meets the requirements of the University's [Graduate Transfer Credit Policy](#). An official hard copy/PDF transcript which shows that these courses were taken as part of (a completed/an incomplete) graduate program can be found in ImageNow/Perceptive Content. A copy of the official transcript is attached to this request.

Name of Institution: _____ Degree from which credits transferred: _____ Date degree conferred: _____						FIU Equivalent Course		
	Semester (i.e., Fall 2018)	Course Prefix	Course Name	Credits	Grade*	Course Prefix	Course Name	Credits
1								
2								
3								
Name of Institution: _____ Degree from which credits transferred: _____ Date degree conferred: _____						FIU Equivalent Course		
4								
5								
Name of Institution: _____ Degree from which credits transferred: _____ Date degree conferred: _____						FIU Equivalent Course		
7								
8								
						Total		

*Provide U.S. equivalent grade for non-U.S. institutions.

Major Professor Signature

Date

Program Director Signature

Date

As Director of Graduate Studies, I have reviewed the request and approved it.

Director of Graduate Studies Signature

Date

Memorandum - External Graduate Transfer of Credits from One Institution

Date: _____

To: **FIU Office of the Registrar**
Attn: Henry K. Cheng, Associate Registrar

From: Deborah Goldfarb, Graduate Program Director
Department of Psychology; College of Arts, Sciences and Education

Re: Transfer of Graduate Credits

Student Name: _____ **PID:** _____
Program Name (Ph.D. or MS): _____

We are hereby approving the following graduate courses to be transferred towards their doctoral degree in _____. This transfer of graduate credits meets the requirements of the University's [Graduate Transfer Credit Policy](#). An official hard copy/PDF transcript which shows that these courses were taken as part of (a completed/an incomplete) graduate program can be found in ImageNow/Perceptive Content. A copy of the official transcript is attached to this request.

Name of Institution: _____ Degree from which credits transferred: _____ Date degree conferred: _____						FIU Equivalent Course		
	Semester (i.e., Fall 2018)	Course Prefix	Course Name	Credits	Grade*	Course Prefix	Course Name	Credits
1								
2								
3								
4								
5								
6								
7								
8								
9						Total		

*Provide U.S. equivalent grade for non-U.S. institutions.

Major Professor Signature Date

Program Director Signature Date

As Director of Graduate Studies, I have reviewed the request and approved it.

Director of Graduate Studies Signature Date

Memorandum - Internal FIU Graduate Transfer of Credits

Date: _____
To: **FIU Office of the Registrar**
Attn: Henry K. Cheng, Associate Registrar

From: Deborah Goldfarb, Graduate Program Director
Department of Psychology; College of Arts, Sciences and Education

Re: Transfer of Graduate Credits
Student Name: _____ **PID:** _____
Program Name (Ph.D. or MS): _____

We are hereby approving the following graduate courses to be transferred towards their doctoral degree in _____. This transfer of graduate credits meets the requirements of the University's [Graduate Transfer Credit Policy](#). A copy of the transcript is attached to this request.

Florida International University					
Degree from which credits transferred:			Date degree conferred:		
	Semester (i.e., Fall 2018)	Course Prefix	Course Name	Credits	Grade
1					
2					
3					
4					
5					
6					
7					
8					
9			Total		

Major Professor Signature

Date

Program Director Signature

Date

As Director of Graduate Studies, I have reviewed the request and approved it.

Director of Graduate Studies Signature

Date

Appendix E

DATE:

MEMORANDUM

To: Director of Graduate Studies, Department of Psychology

RE: Successful completion of thesis project and thesis requirements

Student's name (name typed)

Panther ID

The student named above successfully defended their master's project on _____ (Date of defense) and has officially met the requirements in the Department of Psychology for successful completion of a master's Thesis in **Cognitive Neuroscience**. This memo shall serve as official confirmation to the Registrar's Office to award the Degree of Master of Science.

Thesis Title: _____

The following faculty served on the committee and by their signatures below, indicate that the thesis project has met their satisfaction:

Major Professor (name typed and signed)

Date

Member (name typed and signed)

Date

Member (name typed and signed)

Date

Member (name typed and signed)

Date

I attest that I have read and verify that this thesis meets the standards of quality, and the student has met the full requirements of the Department of Psychology's Master of Science.

Dr. Deborah Goldfarb
Director of Graduate Studies
Department of Psychology

Date

Appendix F

DATE:

MEMORANDUM

To: Director of Graduate Studies, Department of Psychology

RE: Successful completion of thesis project and thesis requirements

Student's name (name typed)

Panther ID

The student named above successfully defended their master's project on _____ (Date of defense) and has officially met the requirements in the Department of Psychology for successful completion of a master's Thesis in **Psychology**. This memo shall serve as official confirmation to the Registrar's Office to award the Degree of Master of Science.

Thesis Title: _____

The following faculty served on the committee and by their signatures below, indicate that the thesis project has met their satisfaction:

Major Professor (name typed and signed)

Date

Member (name typed and signed)

Date

Member (name typed and signed)

Date

Member (name typed and signed)

Date

I attest that I have read and verify that this thesis meets the standards of quality, and the student has met the full requirements of the Department of Psychology's Master of Science.

Dr. Deborah Goldfarb
Director of Graduate Studies
Department of Psychology

Date

Appendix G



Department of Psychology
Modesto A. Maidique Campus
11200 S. W. 8th Street
Miami, FL 33199

Tel (305) 348-2880
Fax (305) 348-3879

<https://psychology.fiu.edu>

To Dean Brian Raue:

This memo certifies that this dissertation constitutes original work and writing by

Student Name

Any high similarity scores reported by iThenticate reflect the student's own published work in either journal outlets or other publications. In particular, the following chapters (X, X) of the dissertation have been published. The citations of the publications are as follows:

Thank you,

Major Professor Signature

Date

Typed Major Professor Name

TRAVEL SUPPORT: POLICIES, PROCEDURES & APPLICATION

(REVISED: August 2026)

The Department of Psychology will support travel by doctoral students on a matching basis. Pending availability of funding, the department will award up to \$500 for domestic travel or \$1000 for international travel (once a fiscal year) to encourage doctoral students to present their research or to travel to sites to gather their master's or dissertation data. The department is doing this to assist students with representing FIU psychology via presenting/disseminating data and professional networking. We view this as a training and professional development priority for graduate students, and therefore aim to offset travel costs and make up for the loss of travel funds elsewhere in the university.

I. Policies

A. Academic Status

1. Doctoral students must have a minimum cumulative GPA of 3.0 and be in good academic standing.
2. Doctoral students must be enrolled as full-time students at the time of

application.

B. Purpose of Travel

1. To present research at a conference or professional meeting either nationally or internationally.
2. To travel to a research site to gather master's or dissertation data.

II. Procedures

A. Complete the application form via DocuSign.

B. Submit a pre-travel form for processing before any expenses are incurred. If not being reimbursed, at least 4 weeks before travel for domestic and 6 weeks for international.

Form can be found here: <https://webforms.fiu.edu/view.php?id=4844303>

C. Submit post-travel form and receipts no later than **5 business days** after travel completed. Form can be found here: <https://webforms.fiu.edu/view.php?id=4843495>

III. Limitations

A. The department will provide funds for only one trip per fiscal year (July 1st – June 30th).

B. If funds are used for travel to a conference or professional meeting, students must be presenting their research (e.g., poster, flash talk, symposium, roundtable).

C. If funds are used for travel to site to gather masters/dissertation data, student must show evidence of IRB approval for data collection by emailing the Director of Graduate Studies and psygrad@fiu.edu the IRB memo.

D. Pending availability of department funds. Funds will be provided until the yearly allocation of Department of Psychology funds has been depleted, thus students are encouraged to apply early in the academic year for funds.

Appendix H: Department of Psychology Travel Funding Application

Please complete both the Travel Funding Request

[Psychology Department Travel Funds Form.url](#)

And the Pre-Travel Authorization Form

[Psychology Pre-Travel Form.url](#)

The Pre-Travel Authorization form must be completed for any travel on behalf of the university, even if it is not funded by the department or the trip is self-funded.

Who To Contact Fall 2026

ISSUE	WHO TO CALL	EMAIL	NUMBER
Conflict resolution with another student	Dr. Parker	jparker@fiu.edu	7x7449
Conflict resolution with advisor or major professor	Dr. Parker	jparker@fiu.edu	7x7449
Conflict resolution with committee member	Dr. Parker	jparker@fiu.edu	7x7449
Conflict resolution with non-advisor, professor	Dr. Parker	jparker@fiu.edu	7x7449
Concerns about health insurance	Betty Sigler and cc psygrad	bsigler@fiu.edu and copy psygrad@fiu.edu	305-348-0394
Concerns about visa or international status	International Student Services and cc psygrad	isss@fiu.edu and psygrad@fiu.edu	305-348-2421
Concerns about scholarship/grant funding	Alejandro Lopez and cc psygrad	Lopezal@fiu.edu and psygrad@fiu.edu	305-348-3379
Concerns about financial aid	Student Financial Aid	stufinan@fiu.edu	305-348-2126
Concerns about stipend funding	Psygrad	psygrad@fiu.edu	305-348-2881
Questions about TA assignments	Dr. Goldfarb and cc psygrad	dgoldfar@fiu.edu and psygrad@fiu.edu	7x7902
Concerns about mental health	FIU Counseling and Psychological Services (CAPS)	Caps.fiu.edu	305-348-2277
Questions about course requirements, schedules, etc.	Program Director (ASCP, Clinical, etc.)	see program webpage for program director	
Questions about housing	FIU Housing	housing.fiu.edu housing@fiu.edu	305-348-4190

Questions about transportation	Parking and Transportation	parking.fiu.edu parking@fiu.edu	305-348-3615
Questions about registration, enrollment, etc.	FIU One Stop	onestop@fiu.edu	305-348-7000
Questions about academic policies	Dr. Goldfarb	dgoldfar@fiu.edu	7x2784
Reporting sexual harassment and sexual misconduct, discrimination and harassment, retaliation, or unethical behavior	Office of Civil Rights Compliance and Accessibility	https://report.fiu.edu	1-888-520-0570
Reporting misconduct by peer or professor	Dr. Parker	jparker@fiu.edu	7x7449
Questions about the IRB	IRB	irb@fiu.edu	305-348-2494
Questions about dissertation milestones and forms	Dr. Goldfarb	dgoldfar@fiu.edu	7x7902
Questions about CITI Training	IRB	irb@fiu.edu	305-348-2494
Questions about travel and travel funding	Psygrad	psygrad@fiu.edu	305-348-2881
Payroll concerns	Psygrad	psygrad@fiu.edu	305-348-2881
Panther Degree Audit (PDA) Updates	Psygrad	psygrad@fiu.edu	7x2881
Website issues	CASTIC – Adrian Diaz-Alejo	adiazale@fiu.edu	305-348-2694
Questions about dissertation milestones, forms, and petitions	Dr. Goldfarb and cc psygrad	dgoldfar@fiu.edu and psygrad@fiu.edu	7x7902
Person of Interest Forms	Psygrad	psygrad@fiu.edu	305-348-2881

Questions about Graduation	UGS – Ashley Mendez	amendez@fiu.edu	305-348-0566
MS En Route	Dr. Goldfarb and cc psygrad	dgoldfar@fiu.edu and psygrad@fiu.edu	7x7902
Student Holds on Enrollment	Graduate Admissions	gradadm@fiu.edu	
Syllabus Copies	Gladys Marrero	gmarrero@fiu.edu	305-348-2868
Exam Copies	Yesenia Duran	stewarty@fiu.edu	305-348-2868
Book Orders and Desk Copies	Gladys Marrero	gmarrero@fiu.edu	305-348-2868
Poster Copies	Daniesha Walton		305-348-2868
Seed Fund Orders	Gladys Marrero	gmarrero@fiu.edu	305-348-2868
Room Reservations	Gladys Marrero	gmarrero@fiu.edu	305-348-2868