



DEPARTMENT OF TEACHING & LEARNING

GRADUATE POLICIES & PROCEDURES MANUAL

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

The graduate students have responsibility to familiarize themselves with these policies. Each student must read these policies and sign the statement below. This statement must be submitted to the Graduate Program Secretary for inclusion in the student's file.

Version 2
Fall 2021

I have received and read the Graduate Policies and Procedures Manual:

Name	Signature	Date
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Questions or concerns:

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ADMISSION REQUIREMENTS

To be considered, the applicant must meet the entrance requirements set by the University Graduate School, as well as the Department. These include:

- a bachelor's degree (B.A./B.S.) in an appropriate area from an accredited institution
- a minimum GPA of 3.0 on a 4.0 scale during upper division coursework (the last 60 hours of the undergraduate degree) or a graduate degree from an accredited institution
- *two* letters of recommendation for M.S. applicants and *three* letters for Ed.S. and Ph.D. applicants (the MS in Reading Education does not require letters)
- a personal statement that includes a justification of why the student wants to pursue graduate studies, any previous research experience, the reason for choosing the FIU School of Education and Human Development
- Graduate Record Examination (GRE): quantitative, verbal, analytical writing sections for Ed.S. and doctoral applicants (MS students are NOT required to take the GRE). **Note: the GRE requirement has been waived through Fall 2022 admissions**
- teacher certification or eligibility for certification in an appropriate area for the chosen program for M.S. applicants

INTERNATIONAL APPLICANTS

In addition to the above:

- must demonstrate proficiency in English by achieving a minimum score of 80 on the TOEFL iBT or a 6.5 on the IELTS. **Note: Through Fall 2022 admissions, the Duolingo English Test may be taken in place of the other tests with a minimum score of 105.**
- complete a declaration and certification of financial ability to support themselves while a student (contact the FIU International Students Office for further information):
<https://internationalprograms.fiu.edu/iss/>
- have their transcripts translated and certified; information on translation service companies is available on the University Graduate School website:
<http://gradschool.fiu.edu/future-students-international.shtml>

Any applicant who fails to meet these criteria may appeal the admission decision to the Departmental Graduate Committee.

The Graduate Committee (composed of three T&L faculty members with Graduate Status) makes admissions decisions based on the student's qualifications, match to the program, and

availability of funding. Assistantships require a separate application that students receive once they have been admitted. Students who are granted assistantships from the Teaching and Learning Department are provided with 2 years (MS) and 4 years (PhD) of guaranteed funding in the form of a Teaching Assistantship, Research Assistantship or Graduate Assistantship so long as the student is continuously enrolled full-time.

ADDITIONAL POLICIES

Once admitted to an M.S. or Ed.S. program, students may apply to switch to the Ph.D. program in their selected track during or after their second term of enrollment. An application is made to the Graduate Committee by submission of a memo from the student justifying the request, along with a memo of support by the major professor. Justification shall include a brief statement of the student's proposed research plan if one is already in place. At that time, a completed D-1 Form must be submitted, complete with signatures from the 4 committee members as required for a dissertation committee. The University Graduate School's Change of Graduate Degree form also needs to be completed. The Graduate Committee will consider the justification provided by the student and major professor, along with the student's performance in courses taken up to that time in the graduate program. Note that a change in degree level can take place only at the end of the term in which the application is made.

APPLICATION PROCEDURES

Prospective candidates must submit an application for admission into the graduate program online by the deadline outlined on the Graduate School website and must pay the \$30.00 application fee. The application is to the Admissions Office. <https://admissions.fiu.edu/how-to-apply/graduate-applicant/index.html>

As part of the application process, applicants must also arrange to have official transcripts from all colleges and/or universities attended and test scores (GRE, TOEFL or IELTS if a foreign student, and iBT TOEFL if a foreign student applying for financial support) sent to the Admissions Office directly from the entity providing the transcript or scores. Transcripts in a language other than English must be translated and certified by an approved FIU vendor.

When the Admissions Office receives the student's application, application fee, transcripts, and GRE, TOEFL, and TSE scores, they forward the completed file to the Department of Teaching and Learning for evaluation. In addition to the information sent to Admissions, the application package must include all other attachments for the application to be considered complete.

The Department of Teaching and Learning has multiple application deadlines per year, and those come from the University Graduate School. <https://admissions.fiu.edu/how-to-apply/graduate-applicant/steps-to-apply/index.html>

THE MASTER'S (M.S.) PROGRAM

The M.S. degree is conferred on individuals in recognition of their demonstrated ability to master a specific field of knowledge and to complete a significant and original research project. A "Term" is defined as fall, spring, or summer, with 3 terms offered during the academic year.

The Department of Teaching and Learning offers MS degrees in: Early Childhood Education, Foreign Language Education, Foreign Language Education TESOL Track, Kinesiology and Exercise Science, Reading Education, Special Education, Special Education: Autism Endorsement Specialization Fully Online, and Curriculum and Instruction. Within the MS in Curriculum and Instruction, students choose from one of ten content specializations: Curriculum Development, Elementary Education, English Education, Learning Technologies, Mathematics Education, Modern Language Education, Physical Education, Science Education, Social Studies Education, or Special Education.

COURSES

A plan of study should be determined for each student by the student's advisor. The plan of study should include all courses required by the program and any other courses deemed appropriate by the advisor. Graduate assistants (GAs, TAs and RAs) may not register for undergraduate credits (4000 or lower) using their tuition waiver. Such remedial courses must be paid for by the student. Students may not audit courses using waivers provided by the College. The student must take a total of 30-36 credits, depending on the program. Students must maintain a cumulative GPA of 3.0 or higher and must earn a grade of "C" or higher in all courses.

Core courses required of respective MS programs vary by discipline and can be found at tl.fiu.edu/academics/degrees-and-programs/index.html.

TRANSFER OF GRADUATE CREDIT

If approved by the advisor, the master's program will accept up to six term hours of graduate course credit earned from another institution beyond the bachelor's degree, excluding graduate research and master's thesis course credits.

ACTIVE STATUS AND TIME LIMITATIONS

Active status entitles students to utilize the University's resources. To maintain active status in the M.S. program, students must register for a minimum of one credit per term (summer term included) once form M-2 is submitted and the student has advanced to candidacy. Lapses in enrollment for two or more consecutive terms will result in the student being dropped from the program. All requirements for the M.S. degree, including the successful defense of a thesis, must be completed within **six years** of first enrollment in the program, inclusive of any leaves of absence or other interruptions of active student status. Students who do not complete their thesis within this time period may apply for an exception to this rule by filing a Petition for Exception to Graduate Requirements with the University Graduate School. Students must be enrolled in the term in which they graduate and have an overall GPA greater than 3.

OPTIONAL- THESIS INFORMATION. PLEASE NOTE, MANY MS STUDENTS COMPLETE A NON-THESIS OPTION. THE REMAINING SECTIONS IN THE MS DESCRIPTION ARE ONLY APPLICABLE TO STUDENTS WHO CHOOSE TO COMPLETE A THESIS.

THESIS COMMITTEE (only for students choosing a thesis option)

With guidance from the major professor, the student forms a thesis committee to direct the student's research. Thesis committees should be formed prior to the completion of 12 credits. A student's thesis committee will be composed of no less than three members - two of which must be full-time tenured or tenure earning graduate faculty members from the Department of Teaching and Learning. The major professor will chair the thesis committee. A third member must be a member of the University community. Additional members may be selected from within or outside of the Department of Teaching and Learning. Members that are not FIU faculty must submit a curriculum vitae for review by the T&L Graduate Committee. The CV must be accompanied by memos from the student and major professor that describe the expertise brought by the non-FIU member. The curriculum vitae will be attached to Form M-1 (formation of a thesis committee) upon Graduate Committee approval. Off campus committee members also must sign the commitment for Non-FIU committee members from the University Graduate School forms list. Under no circumstances may an external research supervisor be the chair of the student's thesis committee. Potential external research supervisors may not be relatives or on-site paid supervisors of a student.

To serve as chair of a thesis committee, a faculty member must:

- be a tenured, tenure-earning, or have a courtesy faculty appointment in the Department of Teaching and Learning, and a member of the University Graduate Faculty (<http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>)
- have specialized academic competence in the student's major field
- have taught a graduate course in the last three years or had a graduate student who graduated in the last five years
- have DAS status awarded by the university
- have published an article in a peer reviewed journal in the last three years or had research funding during the last three years or applied for at least one grant in the last three years

To serve as a thesis committee member, the faculty member must:

- be a member of the University Graduate Faculty or be approved by the T&L Graduate Committee if the person is an external member
- have specialized academic competence relevant to one of the major emphases of the student's thesis project
- have taught a graduate course in the last three years or published an article in a peer reviewed journal in the last three years

These guidelines may not adequately cover all situations. Therefore, faculty members may make a written appeal to the Graduate Committee. If necessary, an appeal of the Graduate Committee's decision will be made to the entire faculty.

Students should play an active role in the selection of their thesis committee members and must arrange to meet formally with their supervisory committee at least once a year to ensure that each thesis committee member is fully informed of the student's progress.

The thesis committee functions to:

- advise the student in all academic and research matters
- formulate a program of study (not required but recommended for M.S. students)
- approve the thesis proposal
- review progress on the thesis research
- prepare and conduct the qualifying examination
- administer the defense of thesis
- render final approval of the thesis

THESIS COMMITTEE APPOINTMENT (FORM M-1)

Form M-1 should be completed and submitted to the Graduate Program Director's Office immediately upon formation of a thesis committee. If any member is outside the University, attach a CV and memo from the major professor and a signed copy of the non FIU commitment form.

The composition of a thesis committee may need to be changed at some point during a student's program of study. If this should become necessary, the student must submit to the Graduate Program Director a completed M-1r form. The major advisor should submit a memo explaining why the change is necessary. Should the student request changing of the major professor, the student should submit a written request to the Graduate Committee for approval. Approved requests will require students to file a M-1r form.

RESEARCH PROPOSAL

During their first term, students should write a brief outline of their proposed research project. Full-time students should submit this preliminary proposal to their thesis committee no later than the beginning of their second term; part-time students should submit their proposals upon completion of 12 credits. Students must prepare a formal version of their research proposal and distribute it to each member of the thesis committee prior to the end of their third term in the program, or upon completion of 24 credits. The student should submit the formal version of the proposal prior to the proposal defense.

A five-page summary of the preliminary proposal must be submitted with Form M-2 after the thesis proposal defense.

The formal proposal should follow the general guidelines outlined in the Regulations for Thesis and Dissertation Preparation Manual (http://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf) and should contain the following sections:

- **Introduction** - statement of the problem/purpose and a review of prior relevant work
- **Materials & Methods** - a technical discussion of the methods and approaches to be used in the research
- **Program Schedule**
- **References**
- **Budget** - a description of any special budgetary requirements necessary to carry out the proposed research.

Thesis committee members should review the formal proposal and return it to the student along with their comments no later than two weeks from the date of receipt. After revisions, the student should resubmit the proposal to all thesis committee members for final approval. If necessary, the major professor should poll the thesis committee regarding the acceptability of the revised proposal. If deemed unacceptable to one or more of the thesis committee members, the student or the student's major professor should contact the pertinent thesis committee member(s) to determine the points necessary for approval. If the matter cannot be satisfactorily resolved, the student and major professor should take the issue to the Graduate Committee for mediation. If the thesis research has changed significantly, a new five-page summary of the thesis research should be submitted with the revised Form M-1r.

The student is responsible for reaching out to the Graduate Studies Office (talgrad@fiu.edu) for the scheduling of the presentation of the proposal at a time convenient to the thesis committee members and the faculty of the Teaching and Learning Department (during regular business hours). The student must also adequately advertise the proposal defense at least one week in advance of the presentation. The student must send an electronic version of the proposal announcement to the Graduate Studies Office (talgrad@fiu.edu). If the planned research involves human subjects, attach copies of completion certificates. All students must submit certificates of completion for the Conduct of Research.

Immediately following presentation of the proposal and a public question period, the public audience shall be asked to leave, and the committee and major professor will remain for a defense of the proposal and research plan. Students must submit a full proposal to the T&L Graduate Studies Office after it has been approved by the Committee.

THESIS

If the thesis option is selected, a thesis must be prepared and submitted in accordance with the guidelines and deadlines established by the University Graduate School and the College of Arts and Sciences. These guidelines are set forth in the Thesis Preparation Manual available from University Graduate School (gradschool.fiu.edu/documents/Graduate_Packet_For_Theses.pdf).

REQUEST FOR THESIS DEFENSE (FORM M-3)

The thesis defense is a University requirement and, thus, the defense must be scheduled and held to comply with University deadlines. However, students are not required to register for Thesis defense. The University Graduate School publishes their deadlines for the last date of submission of Form M-3 on their website (<http://gradschool.fiu.edu/current-students-calendar-deadlines.shtml>). The College of Arts and Sciences publishes both the University Graduate School and the College deadlines on their website (<http://case.fiu.edu/graduate/>).

Documents to be submitted to Graduate Program Director:

M-3 Form	5 weeks before date of defense
Thesis Defense Announcement	5 weeks before date of defense
Originality Report from Turnitin	5 weeks before date of defense
Near-final draft of thesis	5 weeks before date of defense

A near-final draft of the thesis, a copy of the Thesis Defense Announcement, an originality report from Turnitin to include the first page of the report with the name of the professor (when submitting the document to Turnitin, professors need to use their names as authors) and the page indicating the similarity index, and a completed M-3 Form must be submitted to the graduate program director **5 weeks** before the date of the defense. The College deadline is 4 weeks before the defense and the University deadline is 3 weeks before the defense. The Dean of our College and the Dean of the Graduate School adhere strictly to the last date of defense deadlines and the 4 and 3 weeks of receipt of document rules, respectively, before them. Thus, the student who does not comply with these deadlines will be forced to reschedule the defense on a new date, which may require enrollment in another term. Thus, students must provide their thesis committee with sufficient time to read and comment on the thesis before the Form M-3 submission deadline. Sufficient time is usually two weeks.

RESULTS OF THE THESIS DEFENSE (RUBRICS)

Three rubrics evaluating the contents, written and oral presentation of the thesis must be completed by all members of the committee and submitted to the T&L Graduate Studies Office after the thesis defense. The rubrics forms are available in the College of Arts & Sciences Graduate Program website: <https://case.fiu.edu/about/resources/current-students/graduate-students/> and will be collected and kept for record by the Graduate Studies Office.

FINAL SUBMISSION OF THE THESIS (FINAL ETD APPROVAL FORM)

When a student successfully defends the thesis, committee members and the committee chair may suggest changes in the content of the final document. When those changes have been completed to the satisfaction of the Committee, one paper copy of the final version of the thesis (for College of Arts, Sciences, & Education) must be presented to the Graduate Program Director with the accompanying Electronic Thesis and Dissertation form at least two days before it is due at CASE. The Graduate Studies Office will make a copy of the form and submit the thesis to the College who will submit it to the Graduate School.

EDUCATIONAL SPECIALIST DEGREE (Ed.S.)

The Educational Specialist Degree (Ed.S.) in Teaching and Learning is offered for teachers and other professional educators who are seeking an advanced graduate degree. The program introduces professional educators to the theoretical basis of curriculum and instruction and provides opportunities for students to connect theory with practice. The following areas of specialization are offered: Curriculum, Cultural, and Social Studies; Elementary Education and Early Childhood Education; Kinesiology; Language, Literacy, Literature, and Culture; Science, Technology, Engineering, and Mathematics (STEM) Education; and Special Education. The program requires a minimum of 36 semester hours beyond the masters or 60 semester hours beyond the bachelors.

COURSES – PROGRAM OF STUDY

The Ed.S. program of study includes three required components:

1. Teaching and Learning Core (9 semester hours)
2. Research Inquiry and Analysis (12 semester hours)
3. Major Area of Specialization (39 semester hours)

Teaching and Learning Core: (9 semester hours)

EDG 7923C Doctoral Seminar in Curriculum Studies (3)

EDG 7362 Instruction: Theory and Research (3)

EDF 7692 Theory, Organization, and Policy in Teaching and Learning (3)

2. Research Inquiry and Analysis: (12 semester hours)

(Select at least 12 semester hours with approval of Major Professor/Committee on appropriate course selection)

At least 12 semester hours of advanced coursework to include at least one quantitative and one qualitative methods course related to the comprehensive exam component on research.

3. Major Area of Specialization: (No less than 39 semester hours)

(Select at least 39 semester hours with approval of Major Professor/Committee on appropriate course selection). All courses must be at the 5000 level or higher.

Candidates must successfully pass a comprehensive exam at the end of the coursework. The comprehensive exam is written and graded by members of the committee. The examination is a reflection of program content based on knowledge of teaching and learning theories, research, and practice. Students will be scored based on a three-point rubric. Target, Acceptable, Unacceptable.

THE DOCTORAL (Ph.D.) PROGRAM

These programs are conferred on individuals in recognition of their demonstrated ability to master a specific field of knowledge and to conduct significant, independent, original research which is documented in a dissertation. The program of study leading to the Ph.D. must include a comprehensive plan to provide a strong background in a specific discipline in Teaching and Learning.

A "Term" is defined as fall, spring, or summer terms, with 3 terms offered per calendar year. In some instances, a mini-term may be available as well.

COURSES – PROGRAM OF STUDY (FORM D-2)

The primary requirement for the Ph.D. degree is the submission and defense of the dissertation that is based on original research in the area of specialization acceptable to the student's dissertation committee.

Students must complete a Program of Study designed by the dissertation committee to support the dissertation research and to provide a strong and comprehensive background in Teaching and Learning and **must include a minimum of 75 graduate credits**. The courses required by the committee must be listed on form D-2 and must be taken before or during the term the student plans to take the candidacy exams (i.e., you will not be allowed to take the exams without completing the course of study first). A minimum of 75 credits of graduate course work beyond the baccalaureate and a minimum of 51 credits beyond the master's degree is required including a minimum of 15 credits in Doctoral Dissertation. Students in consultation with the committee should only list the courses required by the committee on the D-2 exclusive of Doctoral Dissertation. These courses include 9 semester hours of the Teaching and Learning Core, a minimum of 12 credit hours of research inquiry and analysis to include at least one quantitative and one qualitative methods course, a minimum of 39 semester hours in the major area of specialization, and a minimum of 15 credits in Doctoral Dissertation. **A maximum of 24 credits from a completed master's degree in Teaching and Learning or related field from an accredited institution may be applied toward the Ph.D. with advisor's approval.**

Required courses for all Ph.D. students include the Teaching and Learning Core:

- EDG 7923C Doctoral Seminar in Curriculum Studies (3)
- EDG 7362 Instruction: Theory and Research (3)
- EDG 7692 Theory, Organization, and Policy in Teaching and Learning (3)

Students must maintain a cumulative GPA of 3.0 or higher and must earn a grade of "C" or higher in all courses.

DISSERTATION COMMITTEE

Students should consult with their major professor on the selection of a dissertation committee to consist of at least four faculty members. Dissertation Committee members from FIU must be members of the Graduate Faculty (<http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>).

Dissertation Committee Make-up

- Committees must have a minimum of four members.
- The chair of the committee must have Dissertation Advisor Status (DAS) and must have specialized academic competence in the student's major field as demonstrated by research and scholarly work.
- In all cases, at least two members of the committee must hold Graduate Faculty Status and be members of the program where the student is seeking the doctoral degree.
- The committee may consist of four FIU faculty who are members of the graduate faculty; or three FIU faculty who are members of the graduate faculty and one member from outside the institution who has been reviewed and approved by the academic unit and the University Graduate School.

All dissertation committee members must meet the following requirements:

To serve as chair or co-chair of a dissertation committee, a faculty member must:

- be a tenured, tenure-earning, or have a courtesy faculty appointment in the Department of Teaching and Learning, a member of the University Graduate Faculty, and have Dissertation Advisor Status (<http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>).
- have specialized academic competence in the student's major field.
- have taught a graduate course in the last three years or had a graduate student who graduated in the last five years.

To serve as a dissertation committee member, the faculty member or external researcher must be a member of the FIU Graduate Faculty or be approved by the Departmental Graduate Committee, if an external researcher:

- has specialized academic competence relevant to one of the major emphases of the student's dissertation project.
- has taught a graduate course in the last three years or published an article in a peer-reviewed journal in the last three years.

These guidelines may not adequately cover all situations. Therefore, faculty members may make a written appeal to the Graduate Committee. If necessary, an appeal of the Graduate Committee's decision will be made to the entire faculty.

The dissertation committee functions to:

- advise the student in all academic and research matters
- formulate a program of study
- approve the dissertation proposal
- review program progress on the dissertation research
- prepare and conduct the candidacy examination
- administer the defense of dissertation
- render final approval of the dissertation

DISSERTATION COMMITTEE APPOINTMENT (FORM D-1)

Students should consult with their major professor on the selection of a dissertation committee to consist of at least four faculty members. Form D-1 should be completed by the student and submitted to the Graduate Studies Office immediately upon formation of a dissertation committee.

The composition of a dissertation committee may need to be changed at some point during a student's program of study. If this should become necessary, the student must submit the D-1r form to the Graduate Program Office Specialist. Should the student request changing of the major professor, the student should submit a written request to the Graduate Program Director for approval.

TRANSFER OF GRADUATE CREDITS

If approved by the dissertation committee, a maximum of 24 term hours earned from a completed degree elsewhere may be accepted toward the doctoral degree. If these credits are part of a completed graduate degree program, they are exempt from time limitations for inclusion. Any courses transferred to a doctoral program that are not taken as part of a completed degree would be subject to time limitations as described below. The student's committee chair would draft a memo to send to the Graduate Studies Office in order to have these credits transferred over.

ANNUAL COMMITTEE MEETING (ANNUAL STUDENT EVALUATION AND MENTORING PLAN FORM)

Doctoral students are required to meet annually with their dissertation committee after the D-1 has been filed. Students must submit a completed Annual Student Evaluation and Mentoring Plan form to the Graduate Program Director following the annual meeting of the dissertation committee. The Performance Summary and Future Goals sections must be completed by the major professor with input from the committee members. The Annual Evaluation is initiated electronically by the student. Once it has been initiated, it will be routed to either the dissertation committee chair or T&L Graduate Program Director at which point they will sign and forward to the remaining committee members.

CANDIDACY EXAMINATION (FORM D-2)

A candidacy examination is required of all students working toward the Ed.S. or Ph.D. The candidacy examination has the goal to broaden and deepen students' knowledge and scientific thinking in fields relevant to their research topics and more generally in Teaching and Learning (and in some cases, related) sciences, thus ensuring the proper preparation of doctoral candidates. Thus, the examination should be both rigorous and constructive with the intent of strengthening the student's scientific background and critical thinking skills.

The examination should be completed during the final semester of coursework. Written sections of the examination will be conducted and evaluated by the dissertation committee. These exams will test students' competence and mastery of their field of specialization.

The student's major professor acts as the chair of the committee and is responsible for determining exam questions in collaboration with the committee, returning answers to the committee members and instructing outside committee members as to their responsibilities. The Graduate Office has specific dates when the examination sections will be held. If the Major Professor would like to hold the exam on a different date and time, they will be responsible for scheduling the exam. The student should meet with each committee member prior to the examination and request reading materials. The format and type of questions should be determined by the major professor and communicated to the student at least one month prior to the examination. The written portion should precede the oral portion, if an oral examination is to take place.

After the student completes the exam, the student returns the exam electronically to the Graduate Studies Office. The exam is then sent to the major professor who returns the exam to all committee members and requests feedback. Each committee member should provide feedback about the student's performance in the written section and state if there are any areas of concern. At this point, members of the dissertation committee may request an oral defense so that the student has the chance to clarify points of concern from the written work. Failure to pass one or more areas of the examination constitutes a failure. Passing the examination cannot be conditional. The student either passes or fails the exam and cannot be passed contingent on satisfactory completion of courses or submission of research papers. Results of the exam must be provided to students within two weeks of exam completion.

After completion of the candidacy examination, the student must submit form D2 to the Graduate Office within one week indicating the results (Pass or Fail). Students who fail the examination are entitled to re-examination. Re-examination may be scheduled during the next term or after two terms have passed. Failure of the re-examination results in dismissal from the Graduate program.

Doctoral Candidacy Examination Formats

The Department of Teaching and Learning offers four options for qualifying examinations. Individual programs and major professors will determine which of the four options are available to a doctoral student. Options vary within T&L strands.

The four doctoral candidacy examination options (described in more detail later in this section) are:

- **Option 1: Two-day, On-site Doctoral Candidacy Examination with Oral Defense**
- **Option 2: Extended Time Off-site Examination Doctoral Candidacy Examination with Oral Defense**
- **Option 3: Critical Analysis of the Literature Examination Paper**
- **Option 4: Comprehensive Portfolio**

Responsibilities/Procedures for candidacy examinations include the following:

Student Responsibilities/Procedures

- Submit *Form D-1: Appointment of Dissertation Committee*. The Dissertation Committee must be identified prior to taking the examination.
- Prepare and Submit *un-signed D-2: Request to Take the Doctoral Candidacy Examination* to the graduate office along with required documentation (unofficial transcripts, Program of Study [POS]). Student must make certain that courses on the POS appear on transcripts and correspond with the catalog. If course substitutions occur, memos from the major professor must be submitted. The D2 is used to have an official record of the courses applied towards the degree. The form is only signed after student has successfully passed the exam.
- Prepare for Examination: With guidance from the major professor, the student is responsible for preparing for examination.

Major Professor Responsibilities/Procedures

- As needed, prepare course change memos to make changes to coursework records. Any courses in a student's POS that differ from those in the official catalog require a memo indicating the differences.
- Prepare examination questions with support from the committee.
- Guide student in examination preparation.
- Submit typed exam questions to the Graduate Studies Office (talgrad@fiu.edu) one week prior to examination
- Evaluate the written examination and conduct oral defense, if an oral defense is to take place.

Committee Member Responsibilities/Procedures

- Assist major professor in the preparation of examination questions.
- Guide student in examination preparation.
- If responsible for question development, digitally submit exam questions to major professor when requested, but minimally no less than one week prior to the requirement for major professor to submit the examination.
- Evaluate the written examination and participate in oral defense, if an oral defense is to take place. The evaluation must include an evaluation using the 3-point rubric system provided. As requested, serve as a second panel reviewer for accreditation panels.

Doctoral Candidacy Examination: Orals (Optional)

- The primary purpose of the oral examination is for the committee to review the written qualifying examination, to request elaboration or clarification of any points made in the answers, and to further examine the student on related areas.
- If determined to be necessary, the oral examination is to be administered within **one month** following the review and acceptance of the written examination by the POS Committee. The specific details and procedures to be followed for the oral examination may consist of any one or combination of the following: (a) an oral presentation of the paper by the student, (b) interactive student and committee discussion of the topic, or (c) discussion of implications for improving practice, implementing change techniques, conducting research, or, bridging research and practice. The oral examination may be up to two hours in duration. Barring extenuating circumstances, all committee members must be present, and the student must successfully pass the oral examination to complete the assessment process. All oral examinations shall be held at the time and place designated by the Committee.

Option 1

Two-day, On-site Doctoral Candidacy Examination with Oral Defense

The on-site examination is taken on a computer and scheduled in one of the SEHD computer labs (unless otherwise requested). **This exam lasts two days, typically with one-or-two, 3-hour sessions each day, totaling 9 to 12 hours of examination time**. The examination typically consists of essay questions addressing critical program components. Individual program areas have specific guidelines as to their candidacy examination coverage requirements. In addition, individual student examinations may differ based on coursework and research interests. Subsequently, it is critical that students work closely with their major professors. The student's major professor is responsible for guiding the student in the preparation for this exam.

**Option
2
Extended Time Off-site Doctoral Candidacy Examination with Oral
Defense**

The extended time off-site examination will consist of a maximum of 2 weeks of writing. The extended time examination will be in essay format and will generally include one question with sub-questions centered on one topic. Generally, the student, in consultation with committee members, will be given some latitude in choosing the areas from which questions will be developed. The coursework taken as a part of the doctoral studies also will be used as a guide in choosing areas appropriate for the development of questions. The graduate office will coordinate the arrangements for the extended time off-site examination. The completed off-site examination must be submitted to talgrad@fiu.edu by noon of the last day that the on-site candidacy examination is scheduled. The dates/times will be posted.

**Option
3
Off-site Critical Analysis of the Literature
Examination Paper**

The Critical Analysis of the Literature Examination Paper typically consists of a literature review centered on an appropriate dissertation question. The paper would frame this question, provide a critical review of the relevant research literature, and provide a rationale for researching this topic. The goal at this stage of the process is for the student to demonstrate content expertise (depth) in a researchable area. The precise topic of the paper is to be negotiated by the student and her/his major professor following recommended procedures.

The Critical Analysis of the Literature Paper process should occur approximately over the first two-thirds of the examination semester. The Examination paper should be of high quality with its contents suitable for eventual publication. The Examination Paper should be approximately 30 pages in length, double-spaced, 12-point font. Development of the paper may be integrated within a “capstone” course in the final semester of coursework.

The paper should be thoroughly edited, and its style must follow the latest edition of APA guidelines. The paper should demonstrate student’s:

- a. In-depth understanding of one or more aspects of core concepts of the potential dissertation topic.
- b. Ability to integrate understanding of one or more aspects of the potential dissertation topic to a critical examination of practice.
- c. Knowledge of the research implications of the student’s concept of the dissertation topic.
- d. In-depth understanding of the literature that addresses certain aspect(s) of the dissertation topic, knowledge of the broader area of study and practice in related to the dissertation topic. The paper should be written as a *critical* review of the literature, a position paper that goes beyond summarizing to critiquing the existing ideas and

research in the field. Areas to be addressed might include context, the research problem, a method analysis, and application to the student's area of research interest.

Once an acceptable paper has been completed, the dissertation committee members would create a set of questions that would be oriented towards establishing the student's mastery of the curriculum, such as relating the proposed topic to other areas in the major, research methodology, educational foundations, or the cognate (breadth). For example, a question might ask the student to contrast a qualitative design versus a quantitative design of the proposed study, place the study in some social or historical context, or point out where parallel questions have been asked in another discipline.

Based on the Examination Paper, the committee will develop 3-5 questions for the student to further refine and answer in one of two formats (Two-day On-site Examination or Extended Time Off-site Examination). The format/administration of the examination will follow the same requirements as described earlier.

Oral Defense of Written Examination Questions (if deemed necessary) and Final Revision of Examination Paper (required). If the committee considers it necessary, the student will provide an oral defense and the final revision of the paper to the committee.

Option

4

Comprehensive Portfolio

The comprehensive portfolio provides an opportunity for students advancing to candidacy to consolidate and synthesize knowledge they have gained from completing their course work and engaging in relevant scholarly activities. It is assumed that course work and scholarly activities exposed students to a wide range of ideas and matured their capacity to express their ideas in writing. The comprehensive portfolio, therefore, asks students to include quality examples of their own scholarly writing that represents their current thinking about the field. Second, the preparation of the comprehensive portfolio constitutes an opportunity for doctoral students to demonstrate that they have attained a level of knowledge and developed their talents to successfully conceptualize and conduct the kind of original inquiry expected in the dissertation. Both the form and content of the documents included in the comprehensive portfolio should be consistent with the kind of writing typically found in a quality dissertation. (It is recommended that students read one or more recent, high quality comprehensive portfolios and dissertations to familiarize themselves with such writing.)

Since the challenges of writing a dissertation in many ways exceed those of successfully completing courses, we expect the comprehensive portfolio to include work that goes beyond documents that have received high grades in courses. We expect that the works included in the comprehensive portfolio will serve as clear evidence that the student understands and can participate in scholarly discourse with the field of Curriculum & Instruction (e.g., LLLC, CCSS, Kinesiology, Special Education, Early Childhood, STEM). As committee members read the comprehensive portfolio, they will look for writing that is both artful and precise and thinking that is original and well connected to the major concepts and themes in the field. Readers will also seek evidence of an understanding of the meaning of inquiry: its diverse orientations and the methodologies needed for conducting quality research. Finally, the comprehensive portfolio

should include examples of clearly articulated positions on important educational issues that are grounded in sound reasoning and credible evidence.

Specifically, the comprehensive portfolio is a compilation of academic artifacts that evidence satisfactory breadth and depth of experiences, knowledges, and skills in the areas of *content* and *research*. The student, in consultation with the committee chair (typically the major professor) and the members of the committee, will work to determine which and how many artifacts show progress worthy of admission to doctoral candidacy.

Satisfactory understanding of content and research components consists of the following:

Content Components

- Knowledge of a broad base of literature
- Knowledge of multiple perspectives
- Ability to situate studies in a particular literature and/or field/discipline
- Criticality

Research Components

- Theoretical underpinnings
- Methodology
- Interpretation of findings

The student must include:

- a **CV**, and
- a **personal statement** (similar to a cover letter) that addresses their (a) interest in and growing knowledge of a specific field of investigation, (b) research trajectory, (c) theoretical orientation(s), (d) familiarity with relevant methodologies, and (e) rationale for inclusion of each artifact.
- a **statement of research in the field** that serves as an overview of the field of their interest (i.e., LLLC, CCSS, Kinesiology, Special Education, Early Childhood, STEM) in which they articulate the most significant schools of thought and/or the ideas of individual scholars that have influenced their current thinking juxtaposed against those ideas that they have rejected. The focus of this paper is to present a broad overview of the field and articulate the student's own “place” within it.
- an **exemplary paper** that serves as an example of their best scholarship. Typically, this paper will be a re-written paper from a previous seminar, a revised paper that has been presented at a conference, an already-published piece, or a completely new work. In any case, it must be significantly more compressive and more thoughtfully crafted than any paper completed as part of one's course work. In short, this paper should clearly reflect the student's ability to write a dissertation and be similar in quality to those that one might submit for publication in a scholarly journal.

Possible artifacts* include, but are not limited to:

- Teaching statement
- Inquiry project (Paper demonstrating research and possibly related to their future dissertation)
- Conference proposal
- Conference presentation
- Giving professional development
- Evidence of teaching (e.g., documentation of observation, syllabus [with explanation of course and work done to/with it in personal statement])
- Journal/chapter manuscript
- Book review
- Literature review (not just a class paper)
- Critical reflection on artifacts

*Possible artifacts may be co-authored, but the personal statement must describe the role that the student played in them. (The major professor can/will verify the roles/effort.)

Major Professor/Committee Chair Responsibilities

It is the major professor/committee chair's shared responsibility with the student to determine in which focus area (i.e., content, research) each possible artifact fits (although it may be both). The major professor should also communicate expectations of rigor and excellence for the artifacts indicating content and research competencies to the student and communicate those expectations to the rest of the committee. The major professor and the student work to ensure that the portfolio is ready for the committee's evaluation.

Student Responsibilities

In addition to the shared responsibilities above, the student is expected to submit the comprehensive portfolio to members of the committee. After a reasonable amount of time, as determined by the committee, the student may provide an optional (but strongly encouraged) oral defense to elaborate on the written portfolio and respond to any questions the committee may have. If the committee requires any revisions, the student may make them and re-present the portfolio in writing.

Committee Responsibilities

Committee members contribute to the development of expectations, including which--and how many--artifacts are needed to show evidence of content and research competencies. The committee must review the student's written portfolio (before the oral defense, should one be requested). At the defense, the committee may require a brief presentation and ask questions of the student. Should the committee determine that revisions need to be made/the student is not yet sufficiently prepared to move to the dissertation stage, they may request that the student attend to suggested/required revisions. The committee should then read any revisions submitted and determine whether the student successfully met the requirements of the comprehensive portfolio.

ADMISSION TO CANDIDACY

A graduate student is not a candidate for the doctoral degree until granted formal admission to candidacy by completion of Form D-2 (Program for Doctoral Degree and Application for Candidacy). This form requires signatures from members of the student's major professor, the Graduate Program Director, and the Dean of the University Graduate School. Approval is based on:

- completion of coursework specified in the Program of Study;
- successful completion of the Candidacy Examination;

Students may not enroll for dissertation credits until the term after they are admitted to candidacy. At least three terms must elapse between admission to candidacy and submission of the D3 and awarding of the Ph.D. degree. If three terms do not lap, a petition must be initiated on the student's behalf. Refer to the University Academic Calendar for deadlines.

ED.S. EN ROUTE

Students enrolled in the Ph.D. program may receive an Ed.S. degree in Teaching and Learning en route to their Ph.D. Doctoral students who have advanced to candidacy, are currently enrolled, in good academic standing, and have completed all requirements for the specialist degree can be recommended for the specialist degree with prior departmental approval. If students enter without a master's degree and have completed 36 credit hours within their area of concentration, those students can be recommended for the master's degree with prior departmental approval. Students must notify the graduate office at the time of requesting to take comprehensive exams if they wish to receive a specialist degree en route.

ACTIVE STATUS AND TIME LIMITATIONS

Continuous registration will be required for all students once they reach candidacy stage. Full time students supported with a Graduate Teaching Assistantship or Graduate Assistantship must register for at least nine credits per term during the regular academic year and six credits during the summer term (3 credits during dissertation). Once students have advanced to candidacy, the student must enroll in three hours per term to maintain active status in the program. Students must be continually enrolled until they defend.

At the doctoral level, all requirements, including the successful defense of a dissertation must be completed within **nine years** of first enrollment in the program, inclusive of any leaves of absence or other interruptions of active student status. Students who do not complete their dissertation within this time period may apply for an exception to this rule by filing a Request for Exception form to the Dean of the University Graduate School via electronic petition which must be submitted by the Graduate Program Office Specialist.

RESEARCH PROPOSAL (FORM D-3)

Dissertation Proposal and Defense Procedures

The Department of Teaching and Learning requires students to submit a 3-chapter proposal consisting of Introduction, Literature Review, and Method sections for traditional format dissertations or a 3-section prospectus for the collected papers dissertation. In addition, an abbreviated, 5-page proposal is required by the University Graduate School (UGS) along with a signed D-3 and additional Institutional Review Board (IRB) approval forms. An oral defense of the 3-chapter proposal or prospectus is required prior to submission of the 5-page proposal UGS approval.

Steps to Submission of Dissertation Proposal and Defense

1. **Three Chapter Initial Preparation:** The student, Major Professor, and the Dissertation Research Committee work on the preparation of the three-chapter proposal with assistance of the Graduate Office and Graduate Program Director, as the Major Professor deems appropriate. Procedures related to how this group works through the process vary based on preferences and needs of everyone involved. Ultimately, the Major Professor guides the process. Some Major Professors prefer Committee Members to work closely together throughout the entire proposal development process. Other Dissertation Chairpersons work closely with the student throughout much of the process, interspersing Committee Members feedback and support as needed and then include the Committee Members more extensively towards the end of the process.
2. **RCR Training Modules and Certificates:** For the Graduate School and/or the University IRB, to conduct research, students must participate in training to improve research safety. Students are responsible for securing and keeping evidence of earning the necessary certification to be submitted with their D-3 Form. This evidence is provided in the form of a completion certificate presented at the end of the modules. The student must print out certificates. FIU provides the CITI Course in the Responsible Conduct of Research (RCR) designed to be used by institutions or organizations. Go to the UGS website at <http://research.fiu.edu/rcr/training/> and follow directions to secure this training.
3. **Submission of Three-Chapter Proposal to Dissertation Committee:** Once the Major Professor deems the proposal ready for the Dissertation Committee's review, the student submits the three chapters to committee members and allow them to review from two to three weeks or more prior to the defense. Note: The submission timeline is decision is made on an individual student basis.
4. **Committee Initial Review/Feedback:** The Dissertation Committee will review the three chapters and submit feedback digitally to the Major Professor and student. The committee may request a meeting with the student and Major Professor before submitting this written feedback. At this time, Major Professors will utilize the feedback as they deem appropriate.

5. **Three-Chapter Proposal Revision(s) OPTIONAL:** The Major Professors and the student will prepare a revised draft(s) with support of the Committee Members, as they deem appropriate. The Major Professor and Committee decide if and when the proposal is ready for defense. Feedback from the Dissertation Committee will also be incorporated in this decision. The Major Professor may determine that meeting(s) are required with Dissertation Committee.
6. **The Dissertation Proposal Defense Announcement:** Upon satisfactory completion of the proposal as deemed by the Major Professor and the Committee, the student reaches out to the T&L Graduate Studies Office and the dissertation proposal defense is scheduled. The student prepares and submits to the graduate studies office (talgrad@fiu.edu) digitally a one-page defense announcement in UGS format.
7. **IRB Approval:** Once major components of proposal have been approved, the student applies for IRB approval/exemption (if project involves human subjects). Also, necessary approval(s) from research site must be obtained. (Note: Necessary PHRP and RCR training modules are to be done earlier in the process. IRB documents should be completed as early as possible and should be completed prior to this step, if possible.) IRB guidelines, procedures and forms can be found at <http://research.fiu.edu/irb/>.
8. **The Dissertation Proposal Defense:** The student prepares a presentation for dissertation proposal defense with the guidance of the Major Professor and defends the three chapters at a public defense with the Committee and others from the public.
9. **Post-Defense Revision(s):** After the defense, the Major Professor and the student work to implement the suggestions of the Committee and/or others.
10. **Submission of D-3 w/ Documentation to Graduate Office:** The student submits to the Graduate Studies Office (talgrad@fiu.edu) a signed D-3, the final 5- page proposal summary along with IRB approval and certificate documentation.
11. **Submission of D-3, Five-Page Proposal and w/ Documentation to UGS:** The graduate office submits the signed D-3, the five-page proposal summary, and the IRB approval memo with certifications to UGS.
12. **UGS Approval/Data Collection Begins:** UGS provides final approval to begin the dissertation research to the graduate office. UGS notifies the student of final approval. Upon notification of UGS approval, data collection may now begin under guidance of Major Professor.
13. For the alternate dissertation format known as Collected Papers, UGS regulation requires one chapter the introduction. The introduction chapter is the first part of the prospectus, a 20-to-30-page document that also contains a brief literature review, description of method, and a coherent statement of the overarching theme of the Collected Papers. A description of the Collected Papers, publication outlet, the format that will be used for the papers (e.g. APA, Chicago) which is required by the publication outlet also must be

included. A conclusion addressing how the studies build on and/or are connected to one another must also be included. The prospectus would be defended after it is complete and approved by the dissertation advisor. This replaces the three-chapter proposal instructions above, but all other policies and procedures remain in place including approvals, revisions, forms, and defense.

Student Procedures/Responsibilities: Dissertation Proposal/Defense

- Under the supervision of the Dissertation Major Professor and Committee Members, develop and submit a three-chapter proposal or collected paper prospectus, seek feedback, and implement the requested changes.
- Complete Responsible Conduct of Research (RCR) Training and earn the necessary certificates.
- Complete IRB approval or exemption forms for this dissertation research project. IRB approval information and forms can be found at <http://research.fiu.edu/irb/> . Complete approval procedures for research site (e.g., MDCPS, BCPS) and begin process as appropriate. Note: In some cases, you will need to have FIU IRB approval prior to getting research site approval.
- After the defense, make any additional revisions as recommended by the Major Professor and Committee or by the GPD (as deemed appropriate by the Major Professor) during the defense Prepare a five-page summary of the proposal to be submitted to OGS for review and then to UGS along with signed D-3 form, IRB approval or exemption, and evidence of RCR certification.

Major Professor Procedures/Responsibilities: Dissertation Proposal/Defense.

- Provide feedback to student in a timely manner.
- Work with student on identifying the topic and development of a scholarly proposal.
- Work with student and Committee Members to develop the proposal either individually or as an entire Committee, as needed. Direct student to meet with Committee members as needed.
- Make student aware of forms, timelines, IRB requirements, and resource personnel.
- Provide approval through signature for student to submit the proposal to the GPD and the committee to obtain feedback. Schedule meetings with student and graduate office staff as needed.
- Provide revised proposal to Committee Members for additional feedback prior to proposal defense and work with the student to implement Committee Members' suggestions.
- Work with student to develop a one-page proposal defense announcement to submit to the graduate office.
- Contact the Graduate Studies Office (talgrad@fiu.edu) to schedule a proposal defense session.
- Guide student through any required changes in the post-defense three-chapter proposal.
- Guide student in the preparation of a five-page summary of the proposal to submit to the graduate office for review and then to University Graduate School.
- Notify student of IRB status when memo is received.

Committee Members Procedures/Responsibilities: Dissertation Proposal/Defense

- Individually and/or as a group, provide assistance to the Major Professor and the student during the entire process.
- Actively participate in developing or enhancing the overall quality of the proposal.
- Prior to the oral defense, provide feedback regarding the three chapters and request changes, if needed. Follow-up prior to and/or at the defense to make sure the changes were implemented.
- Actively participate in the proposal defense.
- Based on the student's performance at the proposal defense, make a decision as to whether the proposal passes as is, passes with minor or major revisions, or does not pass.
- If changes are required at the defense, be available to help the Major Professor and the student implement requested proposal revisions. Review and provide feedback on post- defense three-chapter proposal, as needed.
- Participate in the rubric evaluation panel of the five-page proposal, as needed.

Graduate Office Procedures/Responsibilities: Dissertation Proposal/Defense

- Provide assistance preparing the proposal as requested by the Major Professor and/or the student.
- Disseminate information about forms, timelines, and resource people.
- Read and review three-chapter proposal when IF requested and give integrated feedback to the Major Professor and student.
- Seek guidance from individuals with relevant expertise as appropriate to facilitate review.
- Be available for reciprocal clarification and consultation.
- When the Major Professor considers the proposal ready, assist with scheduling of the oral defense and post announcements electronically and on bulletin boards.
- Facilitate scheduling of meeting time and location for oral proposal defense, disseminate the oral defense proposal, and publicize the oral defense.
- Receive and review the five-page summary of the proposal that is to be submitted to UGS.
- Provide feedback to the student and Major Professor.
- Upon request of the Major Professor, review and provide feedback on the post-defense three-chapter proposal.
- Submit the signed D-3, the IRB approval with evidence of RCR certifications, and five-page summary of the proposal to University Graduate School (UGS).

Dissertation committee members should review the formal proposal and return it to the student along with their comments no later than two weeks from the date of receipt of the formal research proposal. After revisions, the student should resubmit the proposal to all dissertation committee members for final approval. If necessary, the major professor should poll the dissertation committee regarding the acceptability of the revised proposal. If deemed unacceptable to one or more of the dissertation committee members, the student or the student's major professor should contact the pertinent dissertation committee member(s) to determine the points necessary for approval. If the matter cannot be satisfactorily resolved, the student and major professor should take the issue to the Graduate Program Director for mediation.

The student is responsible for contacting the Graduate Studies Office to schedule the presentation of the proposal at a time convenient to the supervisory committee members and the faculty of the Teaching and Learning Department during regular business hours. The student must also adequately advertise the proposal seminar at least one week in advance via email by sending the Graduate Studies Office a copy of the announcement.

Immediately following presentation of the proposal seminar and a public question period, the public audience shall be asked to leave, and the committee and major professor will remain for a defense of the proposal and research plan.

FINAL DISSERTATIONS

A dissertation is required of all candidates for the doctoral degree and must conform to the format outlined in the Regulations for Thesis and Dissertation Preparation Manual available to students online from the Graduate School (http://gradschool.fiu.edu/documents/Graduate_Packet_For_Dissertations.pdf). Once a student advances to candidacy, the student must be continuously enrolled in at least three credits each term including summer term until she/he graduates. Students will receive IP (in progress) grades for Doctoral Dissertation credits until the final term. Grades will be changed from IP to P(pass) as soon as the candidate successfully defends the dissertation, and the major professor files a grade of P for Doctoral Dissertation.

PRELIMINARY APPROVAL OF DISSERTATION & REQUEST FOR ORAL DEFENSE (FORM D-5)

After preliminary approval of the dissertation and completion of all other prescribed work for the doctoral degree, the candidate will give a public presentation and be given a final oral examination by the dissertation committee. The examination will be based primarily on the dissertation research and related topics. The dissertation defense is a university requirement and, thus, the defense must be scheduled and held to comply with University deadlines. The University Graduate School publishes their deadlines for the last date of submission of Form D-5 on their website (<http://gradschool.fiu.edu/electronic-thesis-dissertation-deadlines.shtml>). The College of Arts Sciences and Education publishes both the University Graduate School and the College deadlines on their website (cas.fiu.edu/graduate/).

Documents to be submitted to Graduate Program Director for Dissertation Defense:

D-5 Form	5 weeks before date of defense
Dissertation Defense Announcement	5 weeks before date of defense
Originality Report from Turnitin	5 weeks before date of defense
Near-final draft of dissertation	5 weeks before date of defense

A copy of the near-final draft of the dissertation, a copy of the defense seminar announcement, an originality report from Turnitin to include the first page of the report with the name of the professor (when submitting the document to Turnitin, professors need to use their names as authors) and the page indicating the similarity index, and a completed D-5 form must be filed

with the Graduate Program Director **5 weeks** before the defense date (the College deadline is 4 weeks before the defense and the University Graduate School deadline is 3 weeks before the defense). The Dean of our College and the Dean of the Graduate School adhere strictly to the last date of defense deadlines and the 4 and 3 weeks of receipt of document rules, respectively, before them. Thus, the student who does not comply with these deadlines will be forced to reschedule the defense on a new date, which may require enrollment in another term.

RESULTS OF THE DISSERTATION DEFENSE (RUBRICS)

When a student successfully defends the dissertation, committee members may suggest changes in the content of the final document. Three rubrics evaluating the contents, written and oral presentation of the dissertation must be completed by all members of the Committee and submitted to the Graduate Program Office Specialist after the dissertation defense. The rubrics forms are available in the College of Arts Sciences and Education Graduate Program website <https://case.fiu.edu/about/resources/current-students/graduate-students/> . A student who fails the dissertation defense may be allowed a second defense, on recommendation of the dissertation committee. If re-examination is necessary, the examination cannot be held earlier than six months or more than one year from the date of the first examination.

THE FINAL DOCUMENT (FINAL ETD APPROVAL FORM)

When a student successfully defends the dissertation, committee members and the committee chair may suggest changes in the content of the final document. When those changes have been completed to the satisfaction of the Committee, the final version of the dissertation must be sent to the Graduate Studies Office – talgrad@fiu.edu , with the accompanying Electronic Thesis and Dissertation form three days before it is due at CASE. The Graduate Studies Office Specialist will make a copy of the form and submit the dissertation to the College who will submit it to the Graduate School.

Steps to Conducting Dissertation Research, Writing and Revising the Dissertation, Submitting Initial Dissertation Draft, Dissertation Oral Defense, and Final Submission of Dissertation

- **Conduct Dissertation Research:** After dissertation proposal and all requests to conduct research are approved, the student conducts dissertation research. Throughout the data collection, the Major Professor will likely conduct required meetings and/or other forms of communications. Committee members may be involved in the communications.
- **Writing and Revising the Dissertation:** The Major Professor and the student will prepare a revised draft(s) with the support of the GPD and Committee Members, as deemed appropriate. This process may involve meetings and/or digital communications with the graduate office and several drafts. The Major Professor, Committee, and GPD decide when the proposal is ready for defense

- **Submitting Initial Dissertation Draft to GPD and Committee:** When deemed appropriate by the Major Professor, a digital copy of the dissertation is submitted to the GPD. In addition, paper and/or digital copies are submitted to the Committee for review, as requested by Committee members. The Major Professor can determine whether the GPD and Committee reviews occur simultaneously or at different times. Once the Committee approves the proposal, the signed D-5 form is submitted to the graduate studies office (talgrad@fiu.edu). A dissertation announcement is also developed and submitted during this time period.
- **GPD Initial Review/Feedback:**
 - a. The GPD will review the dissertation and contact the Major Professor and student when the dissertation review is completed via email with comments written directly on the document.
 - b. Graduate office staff will review the dissertation announcement and contact the Major Professor and student if any changes are needed.
 - c. The graduate office sends a copy of the dissertation, announcement, and the original D-5 to UGS for their approval.
 - d. When the dissertation and announcement are approved for defense by UGS, the dissertation defense date/time/place is publicized by the graduate office.
- 1. **The Dissertation Oral Defense:** Student prepare a presentation for dissertation proposal defense with the guidance of the Major Professor. Students defend the dissertation at a public defense with Committee and others from the public. Upon the completion of the oral defense, the student, Major Professor, and Committee Members sign the ETD form.
- 2. **Post Oral Defense Revision(s):** After the dissertation oral defense, the Major Professor and the student work to make revisions as recommended by the Major Professor, the Committee and others as deemed appropriate. To the extent that the Major Professor requests, a follow up review will be provided by the GPD.
- 3. **Submission of Final Dissertation and Supporting Documents to Graduate Office:** With guidance and support from graduate office staff, T&L doctoral students will submit their dissertations electronically to talgrad@fiu.edu to be routed to CASE and UGS. . Detailed information about these procedures can be found at <https://gradschool.fiu.edu/the-final-etd-process/> similar to those below.

Briefly, the student submits the following:

- a. The completed digital copy of the dissertation to keep on file.
- b. (optional) A completed signature page (page ii) with original signatures of the Committee Members. This page will be included in the final published dissertation. The forms are available for a 4-member committee or a 5-member committee. Go to <https://gradschool.fiu.edu/students/#studentforms>
- c. ETD Submission Approval Page- This page allows FIU to release the document to its ETD archive. It also allows you to determine how you want your work distributed. The form asks you to name a proxy so that decisions as to how the document is distributed can be made in your absence. The form is at https://gradschool.fiu.edu/wp-content/uploads/2021/05/Final_ETD_Approval_Form05082021.pdf

- d. Survey of Earned Doctorates - This survey is completed as a UGS requirement upon submission of the dissertation and the D-7. It is a questionnaire about the students' experiences in their doctoral programs. Form found at <https://sed-nces.org/login.aspx>
4. **UGS Approval:** UGS reviews all dissertation materials. This is often done at the end of the semester even if they are submitted earlier in the semester. It is the student's responsibility to continue checking their FIU e-mail until they have received word that their dissertation needs additional changes or has been approved. It is the student's responsibility to make changes required by UGS following the submission of all the materials by the T&L Graduate Studies Office.

Dissertation Defense Responsibilities			
Student	Major Professor	Committee	T/L Grad Office
Under the supervision of the Dissertation Major Professor, conduct dissertation research.	Provide feedback to student in a timely manner.	Individually or as a group, provide assistance to the Major Professor and the student during the entire process.	Provide assistance in preparing the dissertation as requested by the Major Professor and/or the student.
Under the supervision of the Dissertation Major Professor and Committee members, develop presentation as appropriate.	Work with student on the development of a scholarly dissertation.	Actively participate in development or enhancement of the overall quality of the dissertation.	Disseminate information about forms, timelines, and resource people.
Under supervision of the Dissertation Major Professor and Committee members, develop and submit a five-chapter dissertation, seek feedback, and implement the requested changes.	Work with student and Committee Members to develop the dissertation either individually or as an entire Committee, as needed. Direct student to meet with Committee Members as needed.	Prior to the oral defense, provide feedback regarding the dissertation, and request changes, if needed. Follow-up prior to or at the defense to make sure the changes were implemented.	Read and review the dissertation and announcement when they are submitted and give feedback to the Major Professor and student.
Complete IRB Form B, closing out the data collection phase for this dissertation research project. IRB approval information and forms can be found at http://research.fiu.edu/irb/ . Submit dissertation and dissertation announcement electronically along with D-5 to the Graduate Studies Office – (talgrad@fiu.edu).	Make student aware of forms, timelines, IRB requirements, and resource people.	Actively participate in the dissertation defense/exam.	Seek guidance from individuals with relevant expertise as appropriate to facilitate review.
	Provide approval through signature for student to submit the dissertation by signing the D-5 and other forms, as appropriate. Schedule meetings with student and graduate office staff as needed.	Based on the written dissertation and the student's performance at the defense, make a decision as to whether the dissertation passes as is, passes with minor or major revisions, or does not pass.	Give integrated feedback to the Major Professor.
Upon notification of completion of initial review by GPD, receive electronic feedback.	Work with student in revising the five chapters while seeking consulting help from Committee Members and other colleagues, if desired.	If changes are required at the defense, be available to help the Major Professor and the student implement requested revisions. Review and provide feedback on post-defense dissertation, as needed.	Be available for reciprocal clarification and consultation.

<p>Review feedback with Major Professor and Committee Members, as needed. Ongoing feedback may also be provided electronically and/or through further meetings. Make appropriate revisions.</p>	<p>Provide revised dissertation to Committee Members' for additional feedback prior to the defense and work with the student to implement Committee Members' suggestions.</p>	<p>As requested, evaluate the uploaded dissertation and oral defense using the 5-point rubric provided.</p>	<p>When the Major Professor and Committee consider the dissertation ready, submit the dissertation and announcement to CASE for approval of the oral defense.</p>
<p>Upon CASE and UGS approval to defend dissertation, prepare a proposal presentation with copies of printed material and present in professional manner. After the defense, make any additional revisions as recommended by the Committee during the defense for the post-defense draft and resubmit the dissertation with a memo detailing these changes. Note: Resubmitting the dissertation post-defense to GPD is OPTIONAL. If done, however, a response memo must be included. Submit the dissertation and memo electronically. Student will receive an email outlining all the documents that are needed.</p>	<p>Submit the revised five chapters with student and obtain authorization to schedule defense.</p> <p>Contact the T&L Graduate Studies Office – (talgrad@fiu.edu) to schedule proposal defense session.</p>		<p>Facilitate scheduling of meeting time and location for oral defense.</p> <p>When UGS has approved the dissertation for oral defense, disseminate the oral defense proposal, and publicize the oral defense.</p>
	<p>Guide student through any required changes in the post-defense dissertation.</p>		<p>Submit the signed D-5, the dissertation announcement, and paper dissertation initial draft to CASE.</p>
	<p>Evaluate the dissertation and oral defense using the 5-point rubric provided.</p>		<p>Receive and review the documents that are to be submitted to CASE</p>
			<p>Review and provide feedback on post-defense dissertation. Submit the signed D-5, the dissertation announcement, and paper dissertation initial draft to CASE.</p>
			<p>Submit the dissertation with the proper documents to UGS once approved.</p>

FINANCIAL ASSISTANCE

Various forms of financial assistance are available to graduate students at FIU.

Recommendations for aid as well as admission into the program are based on the initial ranking of new students by their GRE and GPA scores. In addition, graduate students are encouraged to apply for external support for their graduate work (e.g., Sigma Xi, NSF, etc.). Proposals to funding agencies must have the approval of the Department of Teaching and Learning and, in some cases, the Office of Sponsored Research Administration.

Information regarding financial assistance may be obtained from the T&L Graduate Program Office or from the University Graduate School website (<http://gradschool.fiu.edu/students/funding/>). Graduate stipends for TA's and RA's and some tuition fee waivers (partial) are available to eligible students.

Graduate assistantships are renewed each term. While we expect that an assistantship will be renewed for up to two years for M.S. students or four years for Ph.D. students, satisfactory progress toward the degree and a 3.0 GPA are conditions for renewal. The University Graduate School will not process your paperwork if you fall out of GPA compliance. Students will be notified before August 1 of each academic year regarding renewal of an assistantship, amount of stipend/tuition waiver and responsibilities for the following term.

GUIDELINES FOR GRADUATE ASSISTANTS

Research assistantships are intended to:

- provide financial support for graduate students working toward their M.S. Ed.S., or Ph.D. degrees.
- give graduate students the opportunity to obtain university research experience under the guidance of departmental faculty; specific research duties are assigned by the researcher providing the assistantship.

Teaching assistantships are intended to:

- provide financial support for graduate students working toward their M.S., Ed.S., or Ph.D. degrees.
- give graduate students the opportunity to obtain university teaching experience under the guidance of Departmental faculty. The Chair in consultation with faculty determine specific course assignments.

Tuition Waivers:

- can cover the matriculation part of any course, but they do not pay any additional fees above matriculation.
- cover the UM-FIU exchange courses, they cover "rear-in-seat" courses, and they can be used against some of the online courses.

- do not support off-campus, study abroad courses, special language courses undergraduate courses, or audited courses.

DUTIES OF GRADUATE ASSISTANTS (TAs and RAs)

Graduate Assistants are expected to allocate 20 hours per week to responsibilities. Students are paid in bi-weekly paychecks.

Graduate assistants receive a waiver for 24 credits of matriculation annually and must be enrolled as full-time students. Full-time enrollment is designated as 9 credits in the fall and spring terms and 6 in the summer, *or* as 3 credits per term after a student advances to candidacy. International students, however, are **not** considered full-time at 3 credits, and must be enrolled in 9 credits in the fall and spring terms, and 6 in the summer *regardless* of candidacy status.

Assigned duties of Teaching Assistants may include:

- grading of lecture- or related quizzes, exams, reports, and other materials
- attendance at weekly meetings and/or course-related lectures
- preparation of class materials
- consultation and office hours with students
- proctoring of lecture exams
- attending workshops and meetings held by the Department or other entities in order to train in areas appropriate to TAs.

Assigned duties of Research Assistants may include:

- supporting faculty in conducting research
- assisting with the implementation of a grant or funded project
- assist in the preparation of grants or publications related to research

EVALUATION OF GRADUATE ASSISTANTS

Teaching assistants receive an evaluation from students in every course that they teach. The faculty members are also encouraged to submit written evaluations of the TAs involved with their courses to the T&L Graduate Program Director. These evaluations are added to the student's file. Research assistants will be evaluated by their faculty supervisors each semester using a rubric provided by UGS.

GRADUATE ASSISTANT/FACULTY GRIEVANCES

On rare occasions disputes between TAs or Ras and faculty members will arise. Changes in assistantship assignments or suggestions to resolve conflicts should be made to the T&L Graduate Program Director. Failure of the Graduate Program Director to resolve a conflict to the satisfaction of all parties will necessitate the formation of a temporary "Graduate Assistant Committee". This temporary committee will be composed of: two representatives from the T&L faculty elected by the faculty, one of whom will be elected chair; the T&L Graduate Program Director as *ex-officio* member; two graduate student representatives elected by fellow graduate

students; one faculty member from outside of the Department selected by the temporary committee chairperson.

A majority vote by this committee will resolve complaints. This committee may also make recommendations to the Graduate Committee and the Department concerning issues of TA welfare.

STUDENT DISMISSAL POLICY

Certain circumstances may lead to a graduate student being dismissed from the program. Those circumstances may include:

- 1) Falling out of GPA compliance two consecutive semesters
- 2) Student fails qualifying exams twice
- 3) Failure to maintain continuous enrollment
- 4) Failure to meet conditional admission requirements
- 5) Student no longer has a sponsoring major professor
- 6) Student is not making satisfactory progress as reflected by unresolved unsatisfactory status on the Departmental Annual Review
- 7) Student Academic or Research Misconduct/Illegal, Fraudulent, or Unethical Behavior
- 8) Other serious issues as determined by the Graduate Committee

GOOD ACADEMIC STANDING

- 1) To remain in good academic standing, graduate students must maintain a graduate GPA of 3.0. Failure to maintain good academic standing will result in placement on academic warning, probation or dismissal. A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty. A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be dismissed. 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.
- 2) Failure of a second attempt in the qualifying exams will result in the student dismissal. No appeal of dismissal under these circumstances will be considered.
- 3) Lapses in enrollment for two or more consecutive terms prior to advancement to candidacy for PhD/EdD or approval of the proposal for MS students will result in the student being dropped from the program. After a doctoral student is advanced to candidacy, continuous registration for at least 3 dissertation credit hours each term (including the summer term) is required until the dissertation requirement is fulfilled. For Master's degree students with an approved proposal, continuous registration for at least 1 thesis credit hour each term (including the summer term) is required until the thesis requirement is fulfilled. A student who finds it necessary to be excused from registration must formally request a leave of absence from the graduate program.

- 4) 10% of MS students admitted may be below the 3.0 UG60 requirement under a conditional admit. The student must earn a 3.25 GPA upon completion of their first 9 graduate credits within one year of being admitted, i.e. within 3 consecutive semesters. In the case of International F-1 students, however, they only have one semester to meet their condition since they must register for 9 graduate credits to meet the full-time requirement. Students failing to meet the above conditions will be dismissed from the University and will not be able to petition for reinstatement. Ph.D. students who do not meet the UG60 requirement of 3.0 may be admitted if a petition to exception of graduate requirements is approved by the Dean of the College and UGS, but no conditions are attached to the admission. Under some circumstances, students are admitted conditionally with unofficial documents, pending receipt of the final official documents. If the official documents are not received by the middle of the first semester of attendance, the student will be dropped from the Program.
- 5) Faculty sponsors may decide that they are incompatible with a student or the student may wish to separate. If a faculty sponsor has decided that they are no longer willing to advise a student, they must immediately send a memo to the Graduate Office, copied to the student, stating they will no longer continue to be the student's advisor. If a student wishes to separate, they should immediately consult with the Graduate Program Director who will help them find a different sponsor, if possible. Students whose advisor has terminated their sponsorship or students who have left a lab have until the end of the semester to find an alternate sponsor before they will be dropped from the Program. Students who were admitted to the program on a research assistantship without promise of Departmental support will require approval from the Graduate Program Director on whether or not TA support will be provided (if available) to allow the student to remain in the program under sponsorship of a new advisor without available grant support. The duration of such TA support would be determined at the discretion of the Graduate Program Director or Graduate Committee on a case-by-case basis.
- 6) During the spring term, the students must schedule a meeting with their graduate reviewer, who is a member of the Graduate Committee. The purpose of this review is to ensure that the student is on track with regards to the process of the graduate program (meeting program milestones, i.e., committee formation, committee meetings, memos in file, etc.) to insure smooth and timely progress for the student as documented in the Graduate Policy and Procedures Manual. Students who fail to meet Departmental milestones may receive an unsatisfactory review. Students who are supported by a teaching assistantship or research assistantship must obtain a satisfactory review to maintain their support for the next academic year. Students who receive unsatisfactory reviews and do not correct deficiencies by the end of the summer term will be recommended for dismissal from the Program. Students who have been dismissed must apply for readmission if they wish to complete their degree.
- 7) Students are bound by the codes of student and academic conduct as described in the FIU Student Handbook. University policies outline acts of student misconduct, which are expressly prohibited and violate University rules and regulations. These include such

actions as disruptive conduct, theft or unauthorized possession, vandalism, hazing, falsification of records, harassment, and assault. Once a student has been charged with a code violation, the student has three options: 1) administrative disposition, whereby the student may accept responsibility and a sanction is imposed by the judicial administrator; 2) a formal administrative hearing; 3) a formal hearing before the University Judicial Committee. The format for the formal hearings, the appeals procedures, and possible disciplinary sanctions are all outlined in the Student Handbook and may include dismissal. Separate policies and procedures govern academic misconduct. Academic misconduct (i.e., academic dishonesty) includes but is not limited to: cheating, plagiarism, falsification of academic records, bribery to gain academic advantage, and misuse of computer services, including the unauthorized appropriation of another's program(s). Disciplinary penalties for academic misconduct range from counseling to expulsion from the University. Allegations of academic misconduct are handled through Academic Affairs Office as outlined in the Student Handbook.

Other serious issues as determined by the Graduate Committee

Appeal a Dismissal:

Students dismissed from the Program have 10 business days to appeal to the Department of Teaching and Learning Graduate Committee for reinstatement. If one of the committee members or the GPD has a conflict of interest with the student, the member in conflict will be replaced by the Chair. The Committee will evaluate the appeal and render a decision within two weeks. Note that for reinstatement for dismissal of items 1 and 3, a petition to UGS will also be required. Appeals from students failing their qualifying exams twice (2) and petitions from students not meeting conditional admit requirements (4) will not be considered.

***Re-admission:**

A period of at least one academic year must elapse after the date of dismissal before an application for admission will be accepted for consideration. In applications for re-admission, to the same program or admission to another program, admission criteria shall include consideration of previous performance at the graduate level in addition to the normal admission requirements. A student who has been dismissed for failure to make sufficient progress toward degree completion or for non-compliance with the continuous enrollment policy may submit an application for re-admission at any time prior to their time limit for degree completion. Re-admission of all doctoral students will require approval by the Dean of the University Graduate School.

GENERAL INFORMATION

OBTAINING FLORIDA RESIDENCY

To be considered for Florida residency, the student must be a U.S. citizen or legal resident, and independent (i.e., your parents do NOT claim you on their taxes and you file your own taxes). To apply for residency, the following information and any other documentation proving your ties to the state of Florida must be taken to the Registrar's Office to be reviewed. Residency may only be established prior to the beginning of your first enrollment term – after that point, you may not alter residency status. Therefore, it is extremely important to get the following items BEFORE YOUR FIRST TERM BEGINS.

Proof of Residency:

Florida Driver's License

Voter Registration Card

Florida Vehicle Registration

Declaration of Domicile (from a Dade County Court and signed by a Notary Public of Florida)

Proof of Independence (e.g., tax return)

Permanent Employment (e.g., a copy of your agreement with the University)

Residence during periods of non-enrollment

Lease/Own Home/Own Property

Checking Account with a Florida Bank

WITHDRAWAL/LEAVE OF ABSENCE/READMITTANCE

Admitted graduate students who have not been registered for three consecutive terms, including the summer session, will be dropped from the graduate program and must apply for re-admission through the Graduate Admissions Office. Graduate students who withdraw voluntarily from their graduate studies are required to apply for readmission under the admission regulations in force at the time of reapplication.

If students find it necessary to be excused from registration in a graduate degree program for *two* or more consecutive terms, they must formally request a leave of absence from the Graduate Program. Leave will be granted only under exceptional circumstances. When the student returns from a leave of absence, decisions concerning previous or current programs of study will be mutually agreed upon by the student's supervisory committee and the student.

A leave of absence does not extend the amount of time allotted for degree completion. The six years for the M.S. and Ed.S. and nine years for the Ph.D. are calculated from the entry date in the program and do not take absence from the Program into account.

RESEARCH AND PATENTS

The results of a graduate student's research could lead to a patent and the payment of royalties. The University claims no rights to patent royalties if the research is performed in a laboratory outside of the University under close cooperation with an outside advisor. The University insists, however, that the student receive a fair share of any financial benefits from such a patent. If the patented work was done in a University laboratory the University will own the patent and royalties will be distributed in accordance with the University Patent Policy.

RIGHTS AND RESPONSIBILITIES

The University has developed policies and procedures on the rights and responsibilities of students and a code of conduct assuring that these rights may be freely exercised without interference or infringement by others. The code of conduct, academic misconduct policies, student grievance procedures and policies on student records are reported in detail in the University publication Rights and Responsibilities of Students. Also, all administrative procedures and time deadlines must be met, whether or not they are specifically mentioned in this document. Students must operate within the rules and guidelines of the Graduate Policy and Procedures Manual, Graduate Catalog and the Regulations for Thesis and Dissertation Preparation Manual. Accordingly, graduate students should obtain copies of these publications from the Graduate Studies Office or visit the University Graduate School website (gradschool.fiu.edu/index.shtml) and be familiar with their contents. Particular attention should be paid to the deadlines posted annually in the University Academic Calendar.

FORMS AND MEMOS

University Graduate School Forms

(Available as PDF files at <http://gradschool.fiu.edu/student-forms.shtml>)

Forms below are frequently updated. Check the link above for the most updated version.

M.S. FORMS

Form M-1	Appointment of Thesis Committee
Form M-1r	Appointment of Revised Thesis Committee
Form M-2	Master's Thesis Proposal
Form M-3	Preliminary Approval of Thesis and Request for Oral Defense
ETD Form	Approval of Defense, Thesis, and Electronic Submission of Thesis.

Ph.D. FORMS

Form D-1	Appointment of Dissertation Committee
Form D-1r	Appointment of Revised Dissertation Committee
Form D-2	Program for Doctoral Degree and Application for Candidacy
Form D-3	Doctoral Dissertation Proposal
Form	Student Evaluation and Mentoring Plan Form
Form D-5	Preliminary Approval of Dissertation and Request for Oral Defense
ETD Form	Approval of Defense and Electronic Submission of Dissertation.

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Appointment of Thesis Committee (M-1)

ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED

Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College -Choose one- _____ Dept/Graduate Program _____

Date first enrolled as degree seeking _____

INSTRUCTIONS: All thesis committee members are appointed by the Dean of the University Graduate School on the recommendation of the unit. The committee is comprised of at least three members of the Graduate Faculty, at least two of whom must be from the unit offering the graduate program. The major professor must have expertise in the subject of the thesis.

Thesis Topic _____

➤ **As Major Professor (or Co-major Professor), my signature below affirms that I am an expert in the subject matter of the proposed thesis. I understand my mentoring commitment to be continuous throughout the duration of this thesis.**

Major Professor	_____	_____	_____	<input type="checkbox"/> Verified
	Typed Name	Signature	Dept.	Grad Faculty
Co-Major Professor (If applicable)	_____	_____	_____	<input type="checkbox"/> Verified
	Typed Name	Signature	Dept.	Grad Faculty
Member	_____	_____	_____	<input type="checkbox"/> Verified
	Typed Name	Signature	Dept.	Grad Faculty
Member	_____	_____	_____	<input type="checkbox"/> Verified
	Typed Name	Signature	Dept.	Grad Faculty
Member	_____	_____	_____	<input type="checkbox"/> Verified
	Typed Name	Signature	Dept.	Grad Faculty

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

☐ **Proof of current enrollment in _____ graduate credit hours**

☐ **If additional committee members are not FIU Graduate Faculty, a full CV and commitment statement must be attached.**

REQUEST MADE BY: _____ Date _____
Student Signature

RECOMMENDED BY: _____ Date _____
Chair/Program Director Signature

APPROVED BY: _____ Date _____
Dean of College or School Signature

APPROVED BY: Andrés G. Gil _____ Date _____
Dean of University Graduate School Signature

FOR OFFICE USE ONLY:

REVISED 05/2021

REVIEWED BY: _____

☐ Enrollment in _____ graduate credit hours

☐ GPA of at least 3.0 _____

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Appointment of Revised Thesis Committee (M-1r)

ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED

Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College **-Choose one-** _____ Dept/Graduate Program _____

INSTRUCTIONS: Please select the role of the member(s) leaving and/ or member(s) being added to the committee from the drop down menu, type name (s) , obtain signature(s) and verify the status of GF, as applicable. The committee must be comprised of at least three members of the Graduate Faculty, at least two of whom must be from the unit offering the graduate program. The major professor must have expertise in the subject of the thesis.

- **The signatures of the member(s) leaving the committee affirm that the reason for his/her departure is not related to any concerns regarding time to degree, meeting academic standards or the quality of the thesis.**

Leaving: **-Choose one-** _____
Typed Name Signature Dept.

Leaving: **-Choose one-** _____
Typed Name Signature Dept.

- **The signatures of the member(s) added to the committee affirm that he/she has reviewed and approved the thesis proposal and agreed to serve on the committee.**

Added: **-Choose one-** _____
Typed Name Signature Dept. **-Choose one-** Status (Verified)

Added: **-Choose one-** _____
Typed Name Signature Dept. **-Choose one-** Status (Verified)

- **As Major Professor, my signature above affirms that I am an expert in the subject matter of the proposed thesis. I understand my mentoring commitment to be continuous throughout the duration of this thesis.**

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

- ☐ **Proof of current enrollment in _____ graduate credit hours**
☐ **If additional committee members are not FIU Graduate Faculty, a CV and a commitment statement must be attached.**

REQUEST MADE BY: _____ Date _____
Student Signature

RECOMMENDED BY: _____ Date _____
Major Professor Signature

RECOMMENDED BY: _____ Date _____
Chair/Program Director Signature

APPROVED BY: _____ Date _____
Dean of College or School Signature

APPROVED BY: **Andrés G. Gil** _____ Date _____
Dean of University Graduate School Signature

FOR OFFICE USE ONLY:

REVISED 05/2021

REVIEWED BY: _____

- ☐ **Enrollment in _____ graduate credit hours**
☐ **GPA of at least 3.0 _____**

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Master's Thesis Proposal (M-2)

ALL INFORMATION MUST BE TYPED

Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College **-Choose One-** _____ Dept/Graduate Program _____

INSTRUCTIONS: If applicable, prior to filing the proposal, the thesis committee should meet with the student for an oral defense of the proposal. The proposal must be accepted by the UGS at least one semester prior to graduation. It is understood that the thesis may evolve in directions quite different from the Thesis Proposal, and that the proposal is not intended to restrict the normal development of a research project. The thesis proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the thesis may require substantially more work than anticipated at the stage of the thesis proposal. The termination of a line of research and the adoption of a substantially new thesis project will require the oral defense of a new proposal and approval of the proposal by the UGS.

Thesis Title _____

➤ **Signature below affirms that I have read and approved the full proposal and, if applicable, that I attended the oral proposal defense.**

Major Prof. _____
Typed Name Signature Date

Member/
☐ Co-Major _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

- ☐ Proof of current enrollment in _____ graduate credit hours
- ☐ Abbreviated proposal (no more than 5 pages plus references)
- ☐ Copy of Responsible Conduct of Research (RCR) Completion Report
- ☐ If one of the committee members is unavailable to sign, he/she can give the Department Chair authorization to sign on his/her behalf. (Attach authorization)

Check one: ☐ No humans, invertebrate or vertebrate animal subjects ☐ IRB approval attached ☐ IACUC approval attached

REQUEST MADE BY: _____ Date _____
Student Signature

RECOMMENDED BY: _____ Date _____
Chair/Program Director Signature

APPROVED BY: _____ Date _____
Dean of College or School Signature

APPROVED BY: Andrés G. _____ Date _____
Dean of University Graduate School Signature

FOR OFFICE USE ONLY

REVIEWED BY: _____

☐ Enrollment in _____ graduate credit hours

☐ GPA of at least 3.0 _____

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Preliminary Approval of Thesis and Request for Oral Defense (M-3)

ALL INFORMATION MUST BE TYPED

Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

Proposed Oral Defense Date, Time and Place _____

INSTRUCTIONS: This form must be submitted to the UGS at least **3 weeks** before the proposed date of the defense or the UGS filing deadline, whichever date is earlier. THE DEFENSE will be delayed if the announcement does not conform to the UGS standard. The final examination committee will consist of all members of the thesis committee and any other members of the Graduate Faculty as may be appointed by the Dean of the UGS.

Thesis Title _____

➤ **My signature below affirms that I have read the thesis and find it provisionally acceptable and its defense announcement is an accurate abstract of it. The major/co-major professor(s) attest(s) that the content is original work**

Major Prof. _____
Typed Name Signature Date

Member/
☐ Co-Major _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

- ☒ Proof of current enrollment in _____ thesis credit hours
- ☐ If applicable, written authorization for proxy delegated by committee member unable to sign
- ☐ One hard copy of the Thesis in standard UGS format
- ☐ One electronic copy of the Thesis ready for uploading for formatting review
- ☐ One hard copy of the Thesis Defense Announcement in standard UGS format

OPTIONAL: Two pages of the Turnitin Similarity Report (first and originality pages). See details in Instructions, part 3.

Confirm: ☐ An electronic version of the thesis defense announcement has been sent to ugs@fiu.edu

PLEASE NOTE: To upload the electronic version of the thesis, you will receive an email with instructions to submit through Digital Commons once your M3 and pertinent documents are received by UGS.

REQUEST MADE BY: _____ Date _____
Student Signature

APPROVED BY: _____ Date _____
Chair/Program Director Signature

APPROVED BY: _____ Date _____
Dean of College or School Signature

APPROVED BY: Andrés G. Gil _____ Date _____
Dean of University Graduate School Signature

FOR OFFICE USE ONLY:

REVIEWED BY: _____

☐ Enrollment in _____ thesis credit hours

☐ GPA of at least 3.0 _____

Publishing & Embargo Options (Required)

We agree that the above-mentioned document be placed in the ETD archive with the following publishing and/or embargo options:

Embargo Options

Note: An embargo should only be selected for pending patents or for copyright agreements with third parties. An embargo will restrict access worldwide (including FIU campuses).

Do you require an embargo due to a pending patent or copyright issue?

- ☐ No- Publish immediately
- ☐ Yes – We would like access to the full text of my work to be delayed for the following period of time:
- _____ 6 month embargo _____ 1 year embargo _____ 2 year embargo
- _____ Permanent embargo with Sample (MFA only)

For non-MFA embargos, only your citation and abstract will be available to the public. At the end of your chosen embargo period, the embargo will be automatically lifted through DigitalCommons.

_____	_____	Date _____
Student	Signature	
_____	_____	Date _____
Major Professor	Signature	
_____	_____	Date _____
Co-Major Professor	Signature	

Student Agreement (Required)

I hereby certify that:

- If appropriate, I have obtained and attached a written permission statement from the owners of each third party copyrighted matter to be included in my thesis or dissertation allowing distribution as specified below.
- The version I submitted is the same as that approved by my advisory committee.

I hereby grant to Florida International University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, or dissertation, in whole or in part in all forms of media, now or hereafter known.

I retain all other ownership rights to the copyright of the thesis or dissertation including the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

_____	_____	Date _____
Student	Signature	

Doctoral Students Only (Optional)

The University Graduate School will submit your dissertation (in full-text) to ProQuest's Dissertations & Theses Database. Submissions to this database ensure your research is visible to other researchers via myriad commercial databases. Any embargo that you wish to apply to your DigitalCommons ETD will apply to the ProQuest submission.

By signing below, you agree that you have reviewed and accepted ProQuest's terms available at:
<http://libguides.fiu.edu/content.php?pid=233174&sid=2464966>

_____	_____	Date _____
Student	Signature	

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Appointment of Dissertation Committee (D-1)

ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED

Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College -Choose one- _____ Dept/Graduate Program _____

Date first enrolled as degree seeking _____

INSTRUCTIONS: All dissertation committee members are appointed by the Dean of the University Graduate School on the recommendation of the unit. The committee is comprised of at least four members of the Graduate Faculty. The Major Professor (and Co-major Professor if applicable) must be a member of the Graduate Faculty who holds Dissertation Advisor Status and must be an expert in the subject of the dissertation. NTE faculty cannot be the sole Major Professor. At least two members of the committee must be from the unit offering the graduate program and one must be from outside of the department or school within FIU. Additional members may be appointed.

Dissertation Topic _____

➤ **As Major Professor (or Co-major Professor), my signature below affirms that I am an expert in the subject matter of the proposed dissertation. I understand my mentoring commitment to be continuous throughout the duration of this dissertation.**

Major Professor _____ ☐ Verified TE
Typed Name Signature Dept. DAS Status

Co-Major Professor _____ Verified ☐ TE ☐ NTE
(If Applicable) Typed Name Signature Dept. DAS Status

Member _____ ☐ Verified
Typed Name Signature Dept. Grad Faculty

Member _____ ☐ Verified
Typed Name Signature Dept. Grad Faculty

Member _____ ☐ Verified
Typed Name Signature Dept. Grad Faculty

Member _____ ☐ Verified
Typed Name Signature Dept. Grad Faculty

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

- ☐ **Proof of current enrollment in _____ graduate credit hours**
- ☐ **Brief summary of the expected contributions and relevant expertise of all committee members**
- ☐ **If additional committee members are not FIU Graduate Faculty, a full CV and commitment statement must be attached.**

REQUEST MADE BY: _____ Date _____
Student Signature

RECOMMENDED BY: _____ Date _____
Chair/Program Director Signature

APPROVED BY: _____ Date _____
Dean of College or School Signature

APPROVED BY: **Andrés G. Gil** _____ Date _____
Dean of University Graduate School Signature

FOR OFFICE USE ONLY:

REVISED 05/2021

REVIEWED BY: _____

- ☐ Enrollment in _____ graduate credit hours
- ☐ GPA of at least 3.0 _____

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Appointment of Revised Dissertation Committee (D-1r)

ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED

Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College **-Choose one-** _____ Dept/Graduate Program _____

INSTRUCTIONS: Please select the role of the member(s) leaving and/or member(s) being added to the committee from the dropdown menu, type name(s), obtain signature(s) and verify the status of GF or DAS, as applicable. The committee must be comprised of at least four members of the Graduate Faculty. The Major Professor (and Co-major Professor if applicable) must be a member of the Graduate Faculty who holds Dissertation Advisor Status and must be an expert in the subject of the dissertation. NTE faculty cannot be the sole Major Professor. At least two members of the committee must be from the unit offering the graduate program and one must be from outside the department or school within FIU. Additional members may be appointed.

- **The signatures of the member(s) leaving the committee affirm that the reason for his/her departure is not related to any concerns regarding time to degree, meeting academic standards or the quality of the dissertation.**

Leaving: **-Choose one-** _____
Typed Name Signature Dept.

Leaving: **-Choose one-** _____
Typed Name Signature Dept.

- **The signatures of the member(s) added to the committee affirm that he/she has reviewed and approved the dissertation proposal and agreed to serve on the committee.**

Added: **-Choose one-** _____
Typed Name Signature Dept. **-Choose one-** Status (Verified)

Added: **-Choose one-** _____
Typed Name Signature Dept. **-Choose one-** Status (Verified)

- **As Major Professor, my signature above affirms that I am an expert in the subject matter of the proposed dissertation. I understand my mentoring commitment to be continuous throughout the duration of this dissertation.**

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

- ☐ **Proof of current enrollment in _____ graduate credit hours**
☐ **Brief summary of the expected contributions and relevant expertise of all committed members**
☐ **If additional committee members are not FIU Graduate Faculty, a full CV and commitment statement must be attached.**

REQUEST MADE BY: _____ Date _____
Student Signature

RECOMMENDED BY: _____ Date _____
Major Professor Signature

RECOMMENDED BY: _____ Date _____
Chair/Program Director Signature

APPROVED BY: _____ Date _____
Dean of College or School Signature

APPROVED BY: **Andrés G. Gil** _____ Date _____
Dean of University Graduate School Signature

FOR OFFICE USE ONLY:

REVISED 05/10/2012

REVIEWED BY: _____

- ☐ **Enrollment in _____ graduate credit hours**
☐ **GPA of at least 3.0 _____**

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

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

ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED

Name _____ PID _____ Email: _____
 [Last] [First] [Middle]

College -Choose one- _____ Dept/Graduate Program _____

Date admitted to FIU Doctoral Program: _____

INSTRUCTIONS: The section below is to be completed by Major Professor or Graduate Program Director/Department Chair and signed by the candidate.

Master's Degree: _____ **Date Awarded:** _____ **Institution:** _____

Number of credits from completed master's degree applied to doctoral degree: _____

1. COURSEWORK: List below courses included in your doctoral program. Attach an additional page, if necessary. Use asterisk (*) to identify transfer courses (attach transcript).

Prefix #	Title	Credits		Prefix #	Title	Credits

Total credit hours in program _____ Hours at 5000 level _____ Hours at 6000 level _____ Hours at 7000 level _____

2. COMPREHENSIVE EXAMINATIONS

Field	Grade	Date	Field	Grade	Date

Language/Skills Requirement: Not applicable, or if applicable, please complete below:

Requirements	Grade	Date

3. DISSERTATION PROPOSAL: Does your program require submission of D-3 with D-2? ☐ Yes ☐ No

Candidate Signature _____ Date _____ Major Professor Signature _____ Date _____

Chair/GPD Signature _____ Date _____ Dean of the UGS Signature _____ Date _____

Acad. Dean Signature* _____ Date _____ ***ONLY for CASE, SIPA, and Stempel students**

FOR OFFICE USE ONLY:

REVISED 01/2018

REVIEWED BY: _____
☐ Enrollment in _____ graduate credit hours
☐ GPA of at least 3.0 _____
☐ No incomplete grades
☐ Transfer credits okay
☐ Inclusion of credits okay
☐ Minimum of 30 doctoral credits taken

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

Doctoral Dissertation Proposal (D-3)

ALL INFORMATION MUST BE TYPED

Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College **-Choose One-** _____ Dept/Graduate Program _____

INSTRUCTIONS: If applicable, prior to filing the proposal, the dissertation committee should meet with the student for an oral defense of the proposal. The proposal must be accepted by the UGS at least three semesters prior to graduation. It is understood that the dissertation may evolve in directions quite different from the Dissertation Proposal, and that the proposal is not intended to restrict the normal development of a research project. The dissertation proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the dissertation may require substantially more work than anticipated at the stage of the dissertation proposal. The termination of a line of research and the adoption of a substantially new dissertation project will require the oral defense of a new proposal and approval of the proposal by the UGS.

Dissertation Title _____

➤ **Signature below affirms that I have read and approved the full proposal and, if applicable, that I attended the oral proposal defense.**

Major Prof. _____
Typed Name Signature Date

Member/
☐ Co-Major _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Member _____
Typed Name Signature Date

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

- ☒ Proof of current enrollment in _____ graduate credit hours
- ☐ Abbreviated proposal (no more than 5 pages plus references)
- ☐ Copy of Responsible Conduct of Research (RCR) Completion Report
- ☐ If one of the committee members is unavailable to sign, he/she can give the Department Chair authorization to sign on his/her behalf. (Attach authorization)

Check one: ☐ No human, invertebrate or vertebrate animal subjects ☐ IRB approval
☐ IACUC approval attached ☐ IBC approval attached

REQUEST MADE BY: _____ Date _____
Student Signature

RECOMMENDED BY: _____ Date _____
Chair/Program Director Signature

APPROVED BY: _____ Date _____
Dean of College or School Signature

APPROVED BY: Andrés G. _____ Date _____
Dean of University Graduate School Signature

FOR OFFICE USE ONLY:

REVIEWED BY: _____
☐ Enrollment in _____ graduate credit hours
☐ GPA of at least 3.0 _____

**FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL**

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

ALL INFORMATION MUST BE TYPED

Name _____ PID _____
[Last] [First] [Middle]
Primary telephone _____ E-mail _____ Ed.D. ☐ Ph.D. ☐
Proposed Oral Defense Date, Time and Place _____

INSTRUCTIONS: This form must be submitted to the UGS at least **3 weeks** before the proposed date of the defense or the UGS filing deadline, whichever date is earlier. The final examination committee will consist of all members of the dissertation committee and any other members of the Graduate Faculty as may be appointed by the Dean of the UGS.

Dissertation Title _____

➤ **My signature below affirms that I have read the dissertation and find it provisionally acceptable and its defense announcement is an accurate abstract of it. The major/co-major professor(s) attest(s) that the content is original work.**

Major Prof.	_____	_____	_____
	Typed Name	Signature	Date
Member/ <input type="checkbox"/> Co-Major	_____	_____	_____
	Typed Name	Signature	Date
Member	_____	_____	_____
	Typed Name	Signature	Date
Member	_____	_____	_____
	Typed Name	Signature	Date
Member	_____	_____	_____
	Typed Name	Signature	Date

Checklist of items that student MUST attach to form before submission to Unit and Deans for approval.

- ☒ Proof of current enrollment in _____ dissertation credit hours
- ☐ If applicable, written authorization for proxy delegated by committee member unable to sign
- ☐ One hard copy of the Dissertation in standard UGS format
- ☐ One electronic copy of the Dissertation ready for uploading for formatting review
- ☐ One hard copy of the Dissertation Defense Announcement in standard UGS format

OPTIONAL: Two pages of the Turnitin Similarity Report (first and originality pages). See details in Instructions, part 3.

Confirm: ☐ An electronic version of the dissertation defense announcement in Word has been sent to ugs@fiu.edu

PLEASE NOTE: To upload the electronic version of your dissertation, you will receive an email with instructions to submit through Digital Commons once your D5 and pertinent documents are received by UGS.

REQUEST MADE BY: _____ Date _____
Student Signature
APPROVED BY: _____ Date _____
Chair/Program Director Signature
APPROVED BY: _____ Date _____
Dean of College or School Signature
APPROVED BY: Andrés G. Gil _____ Date _____
Dean of University Graduate School Signature

FOR OFFICE USE ONLY:

REVIEWED BY: _____

- ☐ Enrollment in _____ dissertation credit hours
- ☐ GPA of at least 3.0 _____

Final ETD Approval

BOTH PAGES MUST BE TYPED AND SUBMITTED WITH ORIGINAL SIGNATURES

Student's Name _____ PID _____
[Last] [First] [Middle]

Primary telephone _____ E-mail _____

College **-Choose one-** _____ Dept/Graduate Program _____

Semester for which Application for Graduation was submitted: _____

Degree: ☐ Master's ☐ Doctoral

Dissertation or Thesis Title: _____

By signing below, I (we) acknowledge the following:

1. The document has been reviewed and accepted by the student's advisory committee.
2. The final oral defense by the student was successful.
3. The final dissertation/thesis was approved.
4. I have made the suggested formatting changes per the UGS to my dissertation/thesis.

REQUEST MADE BY: _____
Student (**Must also complete and sign Page 2**) Signature Date

APPROVED BY: _____
Major Professor (**Please Sign Page 2**) Signature Date

APPROVED BY: _____
Co-Major Professor (**Please Sign Page 2**) Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
Committee Member Signature Date

APPROVED BY: _____
GPD/Department Chair Signature Date

APPROVED BY: _____
Dean of College or School Signature Date

APPROVED BY: **Andrés G. Gil**
Dean of the University Graduate School Signature Date

FOR OFFICE USE ONLY

Revised February 2020

- ☐ Enrollment in _____ dissertation/thesis credit hours ☐ GPA of at least 3.0 _____ ☐ Survey Completed
- ☐ All forms submitted ☐ All signatures included REVIEWED BY: _____

Publishing & Embargo Options (Required)

We agree that the above-mentioned document be placed in the ETD archive with the following publishing and/or embargo options:

Embargo Options

Note: An embargo should only be selected for pending patents or for copyright agreements with third parties. An embargo will restrict access worldwide (including FIU campuses).

Do you require an embargo due to a pending patent or copyright issue?

- ☐ No- Publish immediately
- ☐ Yes – We would like access to the full text of my work to be delayed for the following period of time:
- ☐ 6 month embargo ☐ 1 year embargo ☐ 2 year embargo
- ☐ Permanent embargo with Sample (MFA only)

For non-MFA embargos, only your citation and abstract will be available to the public. At the end of your chosen embargo period, the embargo will be automatically lifted through DigitalCommons.

	Signature	Date
Student		
	Signature	Date
Major Professor		
	Signature	Date
Co-Major Professor		

Student Agreement (Required)

I hereby certify that:

- If appropriate, I have obtained and attached a written permission statement from the owners of each third party copyrighted matter to be included in my thesis or dissertation allowing distribution as specified below.
- The version I submitted is the same as that approved by my advisory committee.

I hereby grant to Florida International University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, or dissertation, in whole or in part in all forms of media, now or hereafter known.

I retain all other ownership rights to the copyright of the thesis or dissertation including the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

	Signature	Date
Student		

Doctoral Students Only (Optional)

The University Graduate School will submit your dissertation (in full-text) to ProQuest's Dissertations & Theses Database. Submissions to this database ensure your research is visible to other researchers via myriad commercial databases. Any embargo that you wish to apply to your DigitalCommons ETD will apply to the ProQuest submission.

By signing below, you agree that you have reviewed and accepted ProQuest's terms available at:
<http://libguides.fiu.edu/content.php?pid=233174&sid=2464966>

	Signature	Date
Student		

Department of Teaching and Learning
Student Progress Memo - Qualifying/Candidacy Exam

To: Graduate Committee, Teaching and Learning

From:

CC:

Date:

Re: Qualifying/Candidacy Exam

_____ took the qualifying exam on _____
(Student Name) (Date)

Degree Earning: ☐ Ed.S ☐ PhD

The student was examined on the following topics by:

TOPIC	EXAMINER'S SIGNATURE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The committee was (unanimous / not unanimous) in assigning a passing grade for the examination.

(If the committee was not unanimous, it is the student's responsibility to request re-examination from the departmental graduate committee. The student's committee should indicate if they are in favor of re-examining the student.)

Comments: