



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 5
Fall 2022**

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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GRADUATE POLICIES & PROCEDURES MANUAL

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ADMISSION REQUIREMENTS

To be considered for a graduate program, 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 M.S. 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>

The Departmental Graduate Committee (composed of three T&L faculty members with Graduate Faculty Status) makes admissions decisions based on the student's qualifications, match to the program, and availability of funding. Any applicant who fails to meet these criteria may appeal the admission decision to the Departmental Graduate Committee.

Assistantships require a separate application that students receive once they have been admitted. Students who are granted assistantships from T&L are provided with 2 years (M.S.) 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 Departmental 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 Appointment of Dissertation Committee 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 electronic application for admission to the graduate program by the deadline outlined on the Graduate School website and must pay the \$30.00 application fee. The application is sent to the Admissions Office. See <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. Please note, all paperwork should be uploaded to the admissions portal or emailed to gradadm@fiu.edu. The Department cannot accept documents directly.

When the Admissions Office receives the student's application, application fee, transcripts, and GRE, TOEFL, and TSE scores, they forward the completed file to T&L 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. See <https://admissions.fiu.edu/how-to-apply/graduate-applicant/steps-to-apply/index.html>. However, the Ph.D. program has one application deadline of January 1.

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 M.S. 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 M.S. 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. There are two fully online options in Curriculum and Instruction: Curriculum Development and Elementary 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 M.S. 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 M.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 the University's student 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 (for students who are completing a thesis). 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 M.S. students complete a non-thesis option. The remaining sections in the M.S. 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 T&L. 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 T&L. Members that are not FIU faculty must submit a curriculum vitae (CV) for review by the Departmental 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 CV will be attached to Form M-1 (formation of a thesis committee) upon Departmental Graduate Committee approval. Off campus committee members must also 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 tenured, tenure-earning, or have a courtesy faculty appointment in the Department of Teaching and Learning, and be 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 DAS status awarded by the university
- have published an article in a peer reviewed journal, had research funding, or applied for at least one grant during 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 departmental 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 or published an article in a peer reviewed journal during the last three years

These guidelines may not adequately cover all situations. Therefore, faculty members may make a written appeal to the Departmental Graduate Committee. If necessary, an appeal of the

Departmental Graduate Committee's decision will be made to the entire faculty during a regular or special meeting of the Department.

Students should play an active role in the selection of their thesis committee members and must arrange to meet formally with their thesis committee at least once a year to ensure that each thesis committee member is fully informed of their 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-1¹ 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.

¹ [Forms](#) can be found on the FIU University Graduate School website.

The formal proposal should follow the general guidelines outlined in the Regulations for Thesis and [Dissertation Preparation Manual](#)² 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 T&L (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 Research³.

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 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, Sciences, and Education (CASE). These guidelines are set forth in the [Thesis Preparation Manual](#) available from University Graduate School⁴.

² http://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf

³ [IRB Training Instructions and Requirements](#)

⁴ https://gradschool.fiu.edu/documents/Graduate_Packet_For_Theses.pdf

REQUEST FOR THESIS DEFENSE (FORM M-3)

The thesis defense is a University Graduate School requirement and, thus, the defense must be scheduled and held to comply with University Graduate School 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](#)⁵. The College of Arts, Sciences, and Education publishes both the University Graduate School and the College deadlines on their [website](#)⁶.

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 will be sent to students once their dissertation defense has been approved. Students will share with their committee. These forms will then 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 student's committee, one paper copy of the final version of the thesis must be presented to the Graduate Program Director with the accompanying Electronic Thesis and Dissertation form at least two days before it is due to CASE. The Graduate Studies

⁵ <https://gradschool.fiu.edu/current-students-calendar-deadlines.shtml>

⁶ <https://gradschool.fiu.edu>

Office will make a copy of the form and submit the thesis to CASE who will submit it to the University Graduate School.

EDUCATIONAL SPECIALIST DEGREE (Ed.S.)

The Educational Specialist Degree (Ed.S.) in T&L 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 course 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)

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.

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 student's committee. The examination is a reflection of the student's 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

Doctor of Philosophy (Ph.D.) degrees 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 T&L.

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

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. To prepare for this, 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. The program of study **must include a minimum of 75 credits: 60 graduate course credits and in addition, a minimum of 15 of Doctoral Dissertation credits.** The graduate course credits required by the committee must be listed on the T&L internal Program of Study form and the Program for Doctoral Degree and Application for Candidacy form in the student’s MyFIU account (<https://my.fiu.edu>). All credits aside from dissertation must be completed during the term the student plans to take the candidacy exams (i.e., you are expected to take the candidacy exams during the semester you take your final graduate course credits). A **maximum of 24 credits from a completed master’s degree in T&L or related field from an accredited institution may be applied toward the Ph.D. with advisor’s approval.**

A minimum of 75 credits beyond the baccalaureate and a minimum of 51 credits beyond the master’s degree is required. 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. Doctoral Dissertation credits are taken after a student has successfully passed the candidacy exam and submitted their “Program for Doctoral Degree and Application for Candidacy” form through the student’s MyFIU account. Students in consultation with the committee should only list the courses required by the committee exclusive of Doctoral Dissertation credits.

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, which must consist of at least four faculty members, one of which must be from outside of T&L and may be a faculty member at another institution. Dissertation Committee members from FIU must be members of the Graduate Faculty. A list of the Graduate Faculty at FIU can be found on the [University Graduate School website](#)⁷.

Dissertation Committee Make-up

- Committees must have a minimum of four members.
- The chair of the committee must have Dissertation Advisor Status (DAS; see list of Graduate Faculty with DAS status⁸) and must have specialized academic competence in the student's major field as demonstrated by research and scholarly work.
- 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.
- In all cases, at least two members of the committee must be from T&L.
- At least one member must be from outside of T&L.

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 Status⁹
- have specialized academic competence in the student's major field

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 can be made to the entire faculty.

⁷ <https://gradschool.fiu.edu/facultystaff/#toggle-id-11>

⁸ <https://gradschool.fiu.edu/facultystaff/#toggle-id-11>

⁹ <http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>

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

APPOINTMENT OF DISSERTATION COMMITTEE FORM

Students should consult with their major professor on the selection of a dissertation committee to consist of at least four faculty members. The “Appointment of Dissertation Committee” form should be completed by students through their MyFIU account and submitted to the Graduate Studies Office immediately upon formation of a dissertation committee, **at least four semesters before their anticipated graduation term, and no later than the advancement to candidacy.**

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 a D-1r form¹⁰ 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.

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

Doctoral students are required to meet annually with their major professor and with their dissertation committee after they have successfully submitted the Appointment of Dissertation Committee form through MyFIU. 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

¹⁰ <https://gradschool.fiu.edu/wp-content/uploads/2021/09/D-1r09042021.pdf>

either the dissertation committee chair or Graduate Program Director at which point they will sign and forward to the remaining committee members.

CANDIDACY EXAMINATION

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. The major professor will request feedback from committee members on the student's performance on relevant sections of the written and oral (if requested) sections. 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. The major professor will inform the Graduate Program Director the final result of the exam. This result must be provided to the Graduate Program Director and to the student within two weeks of exam completion.

After completion of the candidacy examination, the student will go into their [MyFIU account](#) and initiate the "Program for Doctoral Degree and Application for Candidacy" (previously D-2). Please note that the student initiates the form and fills in the Pass/Fail. The form **will not** route to major professors for signing. Instead, it will go straight to the Graduate Program Director for approval. 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) include:

- **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 the Appointment of Dissertation Committee form (if not already filed) through MyFIU. The dissertation committee must be identified prior to taking the examination.
- Confer with the major professor during the semester prior to the final semester of coursework to initiate the candidacy examination process.
- Submit the T&L Program of Study form to talgrad@fiu.edu with a request to take the candidacy exam by the deadline provided each semester.
- 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 program of study that differs 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. The evaluation must include an evaluation using the 3-point rubric system provided.
- Email the Graduate Program Director the final result of the candidacy examination

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 **two weeks** following the review and acceptance of the written examination by the dissertation 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 dissertation 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 two 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 their 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, using 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 dissertation 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 within the field of Curriculum & Instruction (e.g., LLLC, CCSS, Kinesiology, Special Education, Early Childhood, STEM Education). 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, including 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 Education) 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 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.

PROGRAM FOR DOCTORAL DEGREE AND APPLICATION FOR CANDIDACY FORM

A graduate student is not a candidate for the doctoral degree until granted formal admission to candidacy by completing the electronic “Program for Doctoral Degree and Application for Candidacy” form. This form is to be completed by the student through their MyFIU account. Please note that the student initiates the form and fills in the result of their candidacy examination (i.e., Pass/Fail). The form **will not** route to major professor for signing. Instead, it will go straight to the Graduate Program Director for approval. Major professors will be required to notify the Graduate Program Director and the Graduate Studies Office of the outcome of the candidacy exam.

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. Once students have successfully submitted their Program for Doctoral Degree and Application for Candidacy form, they may begin to prepare for a defense of their dissertation proposal. The student will work with their major professor and dissertation committee to determine the requirements for a successful proposal defense (see the “Research Proposal” section below). After a successful proposal defense, the student may submit the “Doctoral Dissertation Proposal” form through their MyFIU account. At least three terms must elapse between admission to candidacy and submission of the Doctoral Dissertation Proposal form 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 T&L 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.

DISSERTATION PROPOSAL

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 the submission of the Dissertation Proposal form via MyFIU 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 committee work on the preparation of the three-chapter proposal with assistance from 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 major professors 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:** Students must participate in IRB training to improve research safety. Students are responsible for securing and keeping evidence of earning the necessary certification to be submitted with their Dissertation Proposal form. This evidence is provided in the form of a completion certificate presented at the end of the modules. The student should save certificates as PDFs and keep for their records. 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 for review two-to-three weeks or more

prior to the defense. Note: the submission timeline decision is made on an individual student basis with input from the major professor.

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 Graduate Studies Office and the dissertation proposal defense is scheduled. The student prepares and digitally submits to the Graduate Studies Office (talgrad@fiu.edu) 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 the project involves human subjects. Also, necessary approval(s) from research sites must be obtained, if relevant. (Note: Necessary PHRP and RCR training modules are to be completed earlier in the process. IRB documents should be completed early, if possible, prior to this step.) 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 the Doctoral Dissertation Form:** The student submits the Doctoral Dissertation form through their MyFIU account, including the final 5- page proposal summary along with IRB approval and certificate documentation.
11. **UGS Approval/Data Collection Begins:** UGS will notify the Graduate Studies Office and the student of final approval. Upon notification of UGS approval, data collection may begin under guidance from the major professor.
12. 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 major professor. 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 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 Graduate Program Director (as deemed appropriate by the major professor). Prepare a five-page summary of the proposal to be submitted with the Dissertation Proposal form for review along with 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 Graduate Program Director 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 for review.
- 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, decide 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 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.
- 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.

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 T&L 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 University Graduate School¹¹. 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 AND REQUEST FOR ORAL DEFENSE FORM

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 the “Preliminary Approval and Request for Oral Defense” form on their website (<https://gradschool.fiu.edu/calendar-deadlines/#thesesdissertation>). The College of Arts Sciences and Education publishes both the University Graduate School and the College deadlines on their website¹².

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

Dissertation Defense Announcement	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 and a copy of the defense seminar announcement, must be filed with the Graduate Program Director **5 weeks** before the defense

¹¹ http://gradschool.fiu.edu/documents/Graduate_Packet_For_Dissertations.pdf

¹² <https://gradschool.fiu.edu>

date (the College deadline is four weeks before the defense and the University Graduate School deadline is three 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 four and three 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 rubric forms will be sent out by email from talgrad@fiu.edu, once the request for oral defense has been approved. 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 ELECTRONIC DISSERTATION APPROVAL FORM)

When a student successfully defends the dissertation, committee members and the major professor 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 with the “Final Electronic Dissertation Approval” form through the student’s MyFIU account prior to the UGS deadline.

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 Graduate Program Director 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 Graduate Program Director 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 Graduate Program Director. 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 Graduate Program Director and committee reviews occur simultaneously or at different times. Once the committee approves the proposal, the Preliminary Approval of Dissertation and Request for Oral Defense is submitted by the student through their MyFIU account. A dissertation announcement is also developed and submitted during this time period.
- **Graduate Program Director (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. When the dissertation and announcement are approved for defense by the University Graduate School, the dissertation defense date/time/place is publicized by the graduate office.

The Dissertation Oral Defense: Students 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.

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.

Submission of Final Dissertation and Supporting Documents: With guidance and support from graduate office staff, T&L doctoral students will submit their dissertations electronically by completing the Final Electronic Dissertation Approval form through their MyFIU account. Detailed information about these procedures can be found at [https://gradschool.fiu.edu/the-final-
etd-process/](https://gradschool.fiu.edu/the-final-etd-process/) :

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.

- d. Survey of Earned Doctorates: This survey is completed as a UGS requirement upon submission of the dissertation and the Final Electronic Dissertation Approval form. It is a questionnaire about the students' experiences in their doctoral programs.

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 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 by completing the Preliminary Approval and Request for Oral Defense form through your MyFIU account.	Make student aware of forms, timelines, IRB requirements, and resource people. Provide approval for student to submit the Preliminary Approval and Request for Oral Defense form through their MyFIU account and other forms, as appropriate. Schedule meetings with student and graduate office staff as needed.	Actively participate in the dissertation defense/exam. 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.	Seek guidance from individuals with relevant expertise as appropriate to facilitate review. 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	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>Upon CASE and UGS approval to defend dissertation, prepare a proposal presentation with copies of printed material and present in professional manner.</p> <p>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>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>Provide guidance to the student regarding the content and structure of the proposal presentation. Contact the T&L Graduate Studies Office – (talgrad@fiu.edu) to schedule proposal defense session. Evaluate the dissertation and oral defense using the 5-point rubric provided.</p> <p>Guide student through any required changes in the post-defense dissertation.</p>	<p>feedback on post-defense dissertation, as needed.</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 is ready, submit the dissertation and announcement to CASE for approval of the oral defense.</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>Submit the signed D-5, the dissertation announcement, and paper dissertation initial draft to CASE.</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, in part, on the initial ranking of new students by their GRE and/or 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 from T&L 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, as well as 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 1st 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 Department 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 for 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, 9 credits in the spring, and 6 credits during the summer term. For graduate students who have successfully advanced to candidacy, 3 doctoral dissertation credits per term is considered full-time enrollment. 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
- Assisting 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 in 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 as Chair; the T&L Graduate Program

Director who serves as an *ex-officio* member; two graduate student representatives elected by fellow graduate students; and 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 Departmental 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. Failing 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 participates in academic or research misconduct, including but not limited to 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 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 credits 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's 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 Ph.D./Ed.D. or approval of the proposal for M.S. 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 M.S. students with an approved proposal, continuous enrollment 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 enrollment must formally request a leave of absence from the graduate program.

4. 10% of M.S. students admitted may be below the 3.0 UGS 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, that is, 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 UGS 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 Studies 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 advisor, 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 advisor 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 student 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 their progress in the graduate program (e.g., meeting program milestones, committee formation, committee meetings, memos in file, etc.) to ensure 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 following 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 graduate 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 includes academic dishonesty. 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 the 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 graduate program have 10 business days to appeal to the T&L 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 of T&L. The committee will evaluate the appeal and render a decision within two weeks. Note that for reinstatement for dismissal of items 1 and 3 listed above, a petition to UGS will also be required. Appeals from students failing their qualifying exams twice (i.e., item 2 above) and petitions from students not meeting conditional admit requirements (i.e., item 4 above) will not be considered.

Re-admission:

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 successfully complete your application for residency **BEFORE YOUR FIRST TERM BEGINS**. The application will require that the student present two or more of the documents listed below. More information can be found through FIU OneStop. Students can visit, call, or contact OneStop electronically. For more information on Residency Status visit: <https://onestop.fiu.edu/student-records-myfiu/personal-records/declare-residency/>

Proof of Residency Documents:

- 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 graduate 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 University¹³ 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 described in detail in the University publication "Student Conduct and Honor Code", as well as "Rights and Responsibilities of Students". More information can be found through the [Division of Student and Academic Affairs](#). Also, all administrative procedures and 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 (<https://gradschool.fiu.edu>) and be familiar with their contents. Particular attention should be paid to the deadlines posted annually on the University Academic Calendar.

¹³ Here and elsewhere, the term "University", if capitalized, refers to FIU.

FORMS AND MEMOS

University Graduate School Forms

(M 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.

Online Dissertation Milestone Forms Available at my.fiu.edu

Appointment of Dissertation Committee

Program for Doctoral Degree and Application to Candidacy

Doctoral Dissertation Proposal

Preliminary Approval of Dissertation and Request for Oral Defense

Final Electronic Dissertation Approval

Helpful Links for Online Dissertation Milestones

[Online Dissertation Milestones](#)

[Doctoral Student Online Dissertation Milestone Instructions Guide 2022](#)

[Faculty Online Dissertation Milestones Instruction Guide 2022](#)

[Doctoral Students Quick Instructions Online Dissertation Milestones](#)

[Committee Members Quick Instructions Online Dissertation Milestones](#)

[Major Professor, Graduate Program Directors and Deans Quick Instructions](#)

FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL

Appointment of Thesis Committee (M-1)

ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED

Name [Last] [First] [Middle] PID
 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: AndrésG. Gil Date
 Dean of University Graduate School Signature


FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL

Appointment of Revised Thesis Committee (M-1r)

ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED


Name [Last] [First] [Middle] PID
 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: _____
 Dean of College or School  Date
 Signature

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

<p>FOR OFFICE USE ONLY:</p> <p>REVISED 05/2021</p>	<p>REVIEWED BY: _____</p> <p><input type="checkbox"/> Enrollment in _____ graduate credit hours</p> <p><input type="checkbox"/> GPA of at least 3.0 _____</p>
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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: Andres G. Gil _____ Date _____
Dean of University Graduate School Signature

<p>FOR OFFICE USE ONLY:</p> <p>REVISED 05/2021</p>	<p>REVIEWED BY: _____</p> <p><input type="checkbox"/> Enrollment in _____ graduate credit hours</p> <p><input type="checkbox"/> GPA of at least 3.0 _____</p>
-----------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------

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 _____ 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: _____

Dean of the University Graduate School Signature Date

FOR OFFICE USE ONLY		Revised February 2020
<input type="checkbox"/> Enrollment in _____ dissertation/thesis credit hours	<input type="checkbox"/> GPA of at least 3.0 _____	<input type="checkbox"/> Survey Completed
<input type="checkbox"/> All forms submitted	<input type="checkbox"/> All signatures included	REVIEWED BY: _____

Appointment of Dissertation Committee

Dissertation Forms



Student ID [REDACTED]

Previous Next

Save Submit



Appointment of Dissertation Committee

▼ Status Bar

Approval Status: Not Submitted

Previous Approver Comments:

▼ 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. At least two of the four must be from the academic department offering the degree. At least one must be from another academic department at FIU. The fourth member may be: 1) from the academic department offering the degree, 2) from another academic department at FIU, 3) from outside the institution who has been reviewed and approved by the academic department and the University Graduate School. All FIU faculty who are members of the dissertation committee must be members of the Graduate Faculty, and the major professor/co-major professors must hold Dissertation Advisor Status (DAS).

▼ Section I - Doctoral Student Information

Panther ID: [REDACTED]	Name: [REDACTED]
Email: cststuser@fiu.edu	Primary Phone: 555/555-5555
College: College of Engineering	Academic Program: Engineering
Admit Term into Doctoral Degree: Fall Term 2021	Academic Plan: BIOMEG.PHD
Cumulative GPA: 4	Total Graduate Credits Completed: 6.00

Dissertation Topic:

Enter your proposed dissertation topic

▼ Section II - Proposed Dissertation Committee

4 rows

*Role	*Faculty Name	*Email	*Primary Acad Org	Grad/DAS Faculty	Tenure Status	Expertise
1 Major Professor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Enter Expertise + -
2 Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Enter Expertise + -
3 Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Enter Expertise + -
4 Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Enter Expertise + -

▼ Section III - Attachments

1 row

Attachment Type	File Name	Upload File
1 250-Word Abstract of your proposed research project		Select a File

FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY GRADUATE SCHOOL

Appointment of Revised Dissertation Committee (D-1r)

ALL INFORMATION MUST BE TYPED AND ORIGINAL SIGNATURES ARE REQUIRED

Name [Last] [First] [Middle] PID
 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 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: Dean of College or School Date Signature
 APPROVED BY: **Andrés G. Gil** Date Signature
 Dean of University Graduate School

FOR OFFICE USE ONLY:
 REVISED 05/10/02 T
REVIEWED BY:
 Enrollment in graduate credit hours
 GPA of at least 3.0

Program for Doctoral Degree and Application for Candidacy

Dissertation Forms



Student ID [REDACTED]

< Previous Next >

Save Submit



Program for Doctoral Degree and Application for Candidacy

▼ Status Bar

Approval Status: **Not Submitted**
 Previous Approver Comments:

▼ Section I - Doctoral Student Information

Panther ID: [REDACTED] Name: [REDACTED]
 Email: calstuser@fiu.edu Primary Phone: 555/555-5555
 College: College of Engineering Academic Program: Engineering
 Admit Term: Fall Term 2019 Academic Plan: ECE-PHD
 Cumulative GPA: 3.89 Total Graduate Credits Completed: 60.00

Completed Graduate Degree(s)

Degree	Major	Degree Date	Institution

▼ Section II - Dissertation Proposal

Does your program require the proposal as part of candidacy?
 Currently, these are the doctoral programs in which the dissertation proposal is part of candidacy: Biochemistry, Biomedical Sciences, Chemistry, Earth Systems Science, Global and Sociocultural Studies, and Physics.

▼ Section III - Coursework

Courses included in your doctoral program

Career Courses

Term	Course	Description	Official Grad	Credits
Fall Term 2019	EEL-6787	Network Security	A	3.00
Fall Term 2019	EEL-6931	Special Topics	A	3.00
Spring Term 2020	CNT-6154	Adv IoT Applied ML	A	3.00
Spring Term 2020	EEL-6805	Adv Mahware Reverse Eng	A	3.00
Spring Term 2020	EEL-6905	Individual Work	P	3.00
Summer Term 2020	EEL-5278	SG Cyber and IEDs	A	3.00
Summer Term 2020	EEE-6719	CPS SEC	A	3.00
Fall Term 2020	EEL-5813	Neural Networks	B+	3.00
Fall Term 2020	EEL-6905	Individual Work	P	3.00
Fall Term 2020	EEL-6931	Special Topics	A	3.00
Spring Term 2021	COT-5443	Opt. Com. Thr. & Appl.	A	3.00
Spring Term 2021	EEL-6812	Adv In Neural Nets	A	3.00
Spring Term 2021	EEL-6905	Individual Work	P	3.00
Summer Term 2021	EEL-6905	Individual Work	P	3.00
Summer Term 2021	EEL-6931	Special Topics	A	3.00
Fall Term 2021	EEE-5543	Random Signal Princ	B+	3.00
Fall Term 2021	EEL-6661	Fuzzy System Design	A	3.00
Fall Term 2021	EEL-6905	Individual Work	P	3.00
Spring Term 2022	EEL-5171	Adv. Sys. Theory	A	3.00
Spring Term 2022	EEL-7910	Advanced Research		6.00

Credit hours at 5000 Level: 18 Total Career Course Credits: 66
 Credit hours at 6000 Level: 42
 Credit Hours at 7000 Level: 6

Check box to confirm that the transfer course credits listed are accurate and complete. (If NOT correct, you must contact your Department to make any necessary updates.)

Internal Transfers

Source Career	Source Term	Course	Description	Units Taken	Units Transferred	Official Grade

Total Internal Transfer Credit: 0

External Transfers

Source Institution	Source Term	Year	Subject	Course Number	Description	Units Taken	Official Grade

Total External Transfer Credit: 0

▼ Section IV - Comprehensive Examinations

Discipline	Grade	Date

Does your doctoral program require Language/Skills Requirements?

Doctoral Dissertation Proposal

Dissertation Forms

✕ Exit

Student ID [REDACTED]

◀ Previous

Next ▶



Doctoral Dissertation Proposal

▼ Status Bar

Approval Status: [View Only](#)

Previous Approver Comments:

▼ 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.

▼ Section I - Doctoral Student Information

Panther ID: [REDACTED]

Name: [REDACTED]

Email: cststuser@fiu.edu

Primary Phone: 555/555-5555

College: Green Sch of Intl & Public Aff

Academic Program: Green Sch of Intl & Public Aff

Admit Term into
Doctoral Degree: Fall Term 2019

Academic Plan: ECON:PHD

Cumulative GPA: 3.65

Total Graduate Credits
Completed: 58.00

Dissertation Title:

Enter your dissertation title here

Dissertation Committee

1 row

Name	Department	Committee Role

▼ Section II - Attachments

Please select option(s) below regarding additional attachments:

No human, invertebrate or vertebrate animal subjects

Institutional Review Board Approval

Institutional Animal Care and Use Committee Approval

Institutional Biosafety Committee Approval

2 rows

Attachment Type
1 Abbreviated proposal (5 page maximum plus references)
2 Copy of Responsible Conduct of Research (RCR) Completion Report

Preliminary Approval of Dissertation and Request for Oral Defense

Dissertation Forms



Student ID [REDACTED]

◀ Previous Next ▶



Preliminary Approval of Dissertation and Request for Oral Defense

▼ Status Bar

Approval Status: **View Only**
Previous Approver Comments:

▼ 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.

▼ Section I - Doctoral Student Information

Panther ID: [REDACTED]	Name: [REDACTED]
Email: cststuser@fiu.edu	Primary Phone: 555/555-5555
College: Green Sch of Intl & Public Aff	Academic Program: Green Sch of Intl & Public Aff
Admit Term into Doctoral Degree: Fall Term 2019	Academic Plan: ECON:PHD
Cumulative GPA: 3.65	Total Graduate Credits Completed: 58.00

Dissertation Title:

Enter your dissertation title here

Dissertation Committee

1 row

Name	Department	Committee Role

▼ Section II - Proposed Location, Date & Time

Campus Name:

Date:

Time:

Building Name:

Room:

Additional Location Information:

Enter any additional information related to this location

▼ Section III - Attachments

3 rows

Attachment Type	File Name
1 Defense announcement	
2 Dissertation draft	
3 Turnitin Similarity Report (Optional)	

We encourage students' major professors to run a similarity report; otherwise, we will contact them and their student(s) so we can run the report on their behalf. Besides this similarity report, by signing on the Request for Oral Defense, faculty do attest that the students' work is original.

PLEASE NOTE: Upon submission of your Request for Oral Defense to UGS, instructions will be emailed to you to upload your dissertation for mandatory formatting review to Digital Commons.

Final Electronic Dissertation Approval

Dissertation Forms

Exit

Student ID XXXXXXXXXX

[< Previous](#) [Next >](#)



Final Electronic Dissertation Approval

▼ Status Bar

Approval Status: [View Only](#)
Previous Approver Comments:

▼ Instructions

After submission, you will receive an email with upload instructions for the final manuscript towards the end of the term.

▼ Section I - Doctoral Student Information

Panther ID: XXXXXXXXXX	Name: XXXXXXXXXX
Email: cststuser@fiu.edu	Primary Phone: 555/555-5555
College: Green Sch of Intl & Public Aff	Academic Program: Green Sch of Intl & Public Aff
Entry Term into Doctoral: Fall Term 2019	Academic Plan: ECON:PHD
Expected Graduation Term: <input type="text"/>	Cumulative GPA: 3.65

Dissertation Title:

Enter your dissertation title here

Dissertation Committee

1 row

Name	Department	Committee Role

▼ Section II - Publishing & Embargo Options

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?

▼ Section III - Student Agreement

By checking this box, 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 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 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 dissertation including the right to use in future works (such as articles or books) all or part of this dissertation.

▼ ProQuest (optional)

Optional: If you would like your dissertation available via ProQuest, which is a subscribed commercial database, click [here](#), to review ProQuest terms.

By checking this box, the University Graduate School will submit your dissertation (in full-text) to ProQuest's Dissertation & Theses Database. Any embargo that you wish to apply to your Digital Commons ETD will apply to the ProQuest submission.

▼ Section IV - Attachments

3 rows

Attachment Type
1 Full version of CV (including contact information)
2 Certificate of Completion from Survey of Earned Doctorates (Ph.D. only)
3 If applicable, Copyright Permission Documents