

Instructions and Helpful Information for D-1 Form

Appointment of Dissertation Committee (D-1)

1. DEADLINES

- D-1 is to be completed at the time your committee is formed but no later than 4 semesters before the anticipated graduation semester.
- Deadlines for submission of subsequent forms to the UGS are available at: <http://gradschool.fiu.edu/current-students-calendar-deadlines.shtml>.
 - Submit forms to the Academic units well before the deadline to allow sufficient time for approval and signature.
 - Ultimately, it is the student's responsibility to make sure forms are received by the University Graduate School on time and that all deadlines are met.

2. ACTIVE STATUS ENROLLMENT REQUIREMENTS

- Doctoral students who have not advanced to candidacy are **required** to be enrolled in at least 1 graduate credit hour in the term in which they submit D-1. Doctoral candidates are required to be enrolled in at least 3 dissertation credits.
 - D-1 form will not be processed without proof of current enrollment. The form will be returned to the major professor.
- Further information regarding the UGS graduate active and full-time status policies is available at: <https://policies.fiu.edu/files/759.pdf>.

3. INSTRUCTIONS

- All information must be **typed**.
- It should be understood that 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 (4) members of the Graduate Faculty (GF).
 - The major professor must be a member of the Graduate Faculty who holds Dissertation Advisor Status (DAS) and must be an expert in the subject of the dissertation.
 - At least two members of the committee must be from the unit offering the graduate program and one must be from outside of the department or school but within FIU.
 - Additional members may be appointed.
- If there is a co-major professor being designated, please complete name and signature in the line assigned for co-major professors ONLY. Co-major Professors must have DAS status.
- Type the names of the committee members, obtain their original signatures, and confirm they are members of FIU's Graduate Faculty. Confirm that the major professor holds Dissertation Advisor Status. After confirming GF and DAS status, check the "Verified" boxes next to each name.
 - List of Graduate Faculty is available at: <http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>. Note that any individual currently associated to FIU as an employee must have GF status to serve on dissertation committees.
 - If additional committee members **do not** have FIU Graduate Faculty status, these individuals must understand the time commitment required to read the doctoral student's proposal, participate in annual progress meetings and attend the dissertation defense. Non-FIU Graduate Faculty committee members must submit a CV and complete the Commitment Form for Non-FIU Committee Members. These documents must be submitted with D-1 form. Non-FIU Graduate Faculty must be approved by the UGS.
 - It is the responsibility of the student and academic unit/college to ensure that the proposed committee meets the University's minimum committee composition requirements. D1 forms that do not meet minimum committee composition requirements will be returned to the major professor.
- Original signatures from all committee members are required on D-1 form.
- Complete checklist and attach documentation as needed.
 - Provide a copy of your class schedule to show proof of current enrollment in graduate credit hours:
 - Access: **my.fiu.edu** > Choose the Student Tab > Under "Academics" choose "Class Schedule" in the drop-box > Choose the arrow next to the drop-box to continue > Choose the current academic semester to continue > Show only the enrolled classes and "filter" > Click File > Print Preview > Pull drop-box which states "Only the selected frame" > Print the entire enrollment class schedule
 - Provide a brief summary (no more than 2 pages) of the expertise of your committee members. The summary should identify the expected contributions of each committee member and his/her qualifications to serve in that capacity (a paragraph on each member is sufficient).

- If additional committee members **do not** have FIU Graduate Faculty status, a full CV, a brief statement of expertise related to student's project, and confirmation of commitment of time must be attached.
- Submit D-1 form and required documentation to Chair/Program Director and the Dean of the College for approval.
- Submit hardcopy form to the UGS for final approval.

4. ADDITIONAL INFORMATION

- If your GPA is below 3.0, see your academic advisor in order to make a plan to raise your GPA above 3.0; you **cannot** graduate with a GPA below 3.0.
- To check the status of your form, please log on to my.fiu.edu, and check under the "To Do List" Section.

